

Delegation and Public Participation

If the application can not be determined under delegated powers it will be decided by the Development Control Committee. A report and recommendation will be prepared by the tree officer and presented to the committee. Members of the committee may wish to visit the site before the meeting. The viewing panel is private and other interested parties will not have the opportunity to speak.

You can see a copy of the report by contacting the tree officer 5 working days before the meeting. An additional paper copy containing information received after the report was written will be circulated at the meeting.

The form sent to you with your acknowledgement letter is your registration to speak at the meeting. Also, consultees who make a written representation will be invited to register. Four minutes is allocated for each person and for each joint representation. If a registration is not received, the applicant/agent or consultee will not be able to speak at the meeting. You can ask a friend, relative or professional adviser to speak for you.

The committee may only consider relevant planning issues. The committee report will have summarised the issues raised and this should give you a guide as to the objector's concerns. Issues such as effect on locality or policy may be raised but please avoid non-planning matters like personal circumstances.

The Development Control Committee normally meets every fourth Wednesday at 6.30pm. Meetings are held in Deanes, Civic Offices, London Road, Basingstoke. Directions to the meeting room will be given in the reception area. There is a disabled access. Car parking is available on site.

The committee is made up of elected Councillors. Council staff attend to advise the committee and make a formal record of the meeting. Other councillors may be present to speak on applications within their ward, but they can not vote. Any member of the public or applicant may attend to listen to the debate and the media may be present.

The order printed on the agenda for the meeting is normally followed. Development applications are dealt with first, with tree applications towards the end of the meeting. The order of speaking is as follows:

1. The Chair will announce the application
2. The officer will give a short introduction
3. The chair will invite the parish/town council to speak
4. The chair will invite objectors to speak
5. The chair will invite supports (including the applicant) to speak
6. Committee members may ask speakers questions and seek clarification from officers
7. The committee will then discuss the application and make a decision.

If you would like a copy of this leaflet in large print format, please telephone the council offices on 01256 844 844 and ask to speak to a tree officer.



Basingstoke
and Deane

Your Tree Work Application What Happens Next?

Your acknowledgement letter gives you details of the reference number for your application, who is dealing with it and their contact details. This leaflet is designed as a guide for applicants and if you have submitted this application on behalf of the applicant, please forward this leaflet to them with the following completed:

Reference number:
Case Officer:
Case Officer telephone:

How an application is processed?

The process is divided into four stages:

1. Making the application
2. Publicity
3. Policy considerations
4. Decision

1 Making the Application

If your application has been correctly submitted, it will be registered and given a reference number, this number should be quoted in all correspondence. If you have employed somebody to submit the application on your behalf (agent) all further correspondence will be sent to them.

At this point in the process a letter of acknowledgment is sent to the agent/applicant containing details of the tree officer who is dealing with the application. You can contact the tree officer at any stage for an update on the progress of the application.

2. Publicity

Nearby neighbours are notified of the proposals. They are allowed 21 days within which to make comments. In addition, local newspapers and parish magazines sometimes publish a list of applications as part of their editorial.

A site notice is also sent and must be displayed in a position clearly visible to the public, and the acknowledgement slip returned to the case officer who will also check the siting of the notice on the site inspection. It is important to display the notice as soon as possible.

The application is recorded in the planning register. Details can be taken by anybody who wishes to inspect it.

The application details will also appear on our website.

As well as carrying out consultations with your neighbours; the parish council, local councillors and specialist groups are notified of the proposed tree work and are invited to make comments.

3 Policy Considerations

The tree officer will therefore primarily consider your application in accordance with the council's own Tree Policy available online at www.basingstoke.gov.uk

You are advised to familiarise yourself with the policy or talk to the tree officer. It may be the case that your application is contrary to policy and that there are no other material considerations that indicate that the policy should be overridden. In such cases you will be advised that your application is unlikely to receive a favourable recommendation and you may wish to reconsider it.

While external consultations are being carried out, the tree officer will visit your site to assess the proposals. The site visit will be carried out without an appointment but if the officer is unable to assess the proposals fully, an appointment will be made to visit the site again.

During the site visit the case officer will note:

1. The condition of the tree
2. The visual prominence of the tree
3. Evidence of the reasons submitted to support the application.
4. The impact that the proposal will have on the tree
5. The impact that the proposal will have in the landscape

Some applications may be unacceptable initially, but with minor amendments, could then become acceptable. If the tree officer considers the application can be amended satisfactorily within the determination period they will contact your agent or you. Applications should be determined in 8 weeks.

4 Decision

At this stage in the process, the tree officer is in a position to recommend whether permission can be granted or refused. In some cases a split decision allowing for part of the work may be recommended. All applications are dealt with in accordance with the Development Control Committee's scheme of delegation. This means that most applications are dealt with under delegated powers and will not be considered by the Development Control Committee. Delegated decisions can normally be made within 5-7 weeks of the application being validated.

The decision notice is then produced and sent to you or your agent. The decision notice will say that:

- You have permission subject to conditions; or
- Permission has been refused on specified grounds.

Permission granted subject to conditions:

- Contact the tree officer to discuss the condition and what further information is required before you undertake the tree work. Failure to comply with the conditions can result in prosecution or the consent being void.
- You may appeal against conditions if you consider them unacceptable. It is advisable to seek advice from the tree officer before you take this action.

Permission refused

- Contact the tree officer to discuss whether the scheme can be amended in any way to make it acceptable.
- If your proposal can not be amended, you may consider an appeal to the Planning Inspectorate at 3108B, Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or www.planning-inspectorate.gov.uk