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LPA Ref: TF/TPO/1976/2024/250475

Our Ref: APP/TPO/X0360/10644

Date: 04 September 2025

Dear Sir/Madam,

**THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND)
REGULATIONS 2012, SI No. 605
APPLICATION FOR CONSENT TO CARRY OUT WORKS TO PROTECTED TREES
APPELLANT: Kathy Garcia
SITE AT: 13 Arbor Lane, Winnersh, Wokingham, RG41 5HY**

We have received the above-cited appeal against your decision on an application to carry out work on a tree protected by a tree preservation order. The appellant will have sent a copy of the notice of appeal to you.

I am the case officer for the appeal and can be reached using the telephone number and email address at the top of this letter. When contacting me please quote the above reference.

You will note that the appellant has opted for the written procedure. We will assume that your Council is happy to proceed via the written procedure.

Please carefully read through the questionnaire found at the end of this letter and then complete the form and return it to me, together with copies of the documents cited on it, within 2 weeks of the date of this letter. If we do not receive your completed questionnaire within the specified period, we will progress the appeal without further notice. Please ensure that you send a copy of the completed questionnaire and associated documents to the appellant or their agent. If you have reason to believe that the appeal is invalid e.g. it has been submitted out of time or the appellant is not the person who made the application, ignore the questionnaire and simply provide the relevant information bringing your observations to our attention.

If the appellant has not seen any particular associated document that you provide with the questionnaire (such as an officer's report which may have informed your decision) then they will be given an opportunity to comment on it if they so wish.

We draw your attention to the national planning practice guide Tree Preservation Orders and trees in conservation areas, and the following guidance [Tree Preservation Orders - consents for works - A Guide for Appellants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tree-preservation-orders-consents-for-works-a-guide-for-appellants) which explains that we will decide which procedure is adopted. Further guidance is available via the Government's Planning Practice Guidance [Tree Preservation Orders and trees in conservation orders - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/tree-preservation-orders-and-trees-in-conservation-orders). The guidance explains how the written procedure operates.

If you are able to resolve this dispute with the appellant at any time during the appeal process before the site visit, please let me know. This would enable the withdrawal of the appeal and a consequent saving of time and public resources.

Finally, information on the awards of costs, which is applicable to appeals proceeding by way of a hearing, inquiry and the fast-track procedure, may be accessed through the Government's "*Planning Practice Guidance*" website:

<http://planningguidance.communities.gov.uk/blog/guidance/appeals/the-award-of-costs-general/>

This guidance is also being brought to the attention of the appellant.

Yours sincerely,

Tree and Hedge Appeals

THE TOWN AND COUNTRY PLANNING (TREE PRESERVATION) (ENGLAND) REGULATIONS 2012, SI No. 605

TREE PRESERVATION ORDER APPEAL QUESTIONNAIRE

This appeal is being processed under the Fast Track regulations. Please complete this questionnaire and aim to return it to the Planning Inspectorate by 14 days from today. Please send a copy of this form to the Appellant/Appellant's Agent.

1. Details of the Appeal

Appellant's name and address:	Kathy Garcia 13 Arbor Lane, Winnersh, Wokingham, RG41 5HY
Agent's name and address:	Jasper Fulford-Dobson 6 Western Avenue, Henley-on-Thames, RG9 1JP
Details of appeal:	T1, Oak: Fell
Pins reference:	APP/TPO/X0360/10644

2. Background information

	Yes	No
(a) Is the appeal tree/ are the appeal trees located in a Conservation Area?		
(b) Is the appeal site subject to a separate live planning application or appeal to the Secretary of State?		
If yes, please provide the name of the conservation area or your reference for the planning application:		
(c) Is the site readily accessible for close inspection from public land, a public footpath, the roadside or is/are the tree(s) in a front garden?		

Copies of the following are enclosed:

Item	Yes	No	Already submitted
(d) The application for consent including all enclosures			
(e) Your decision on the application			
(f) The tree preservation order (TPO)- including the map and schedule			
(g) A plan/map showing the location of the relevant TPO tree(s)			
(h) Evidence that the order was confirmed <i>This is a mandatory requirement. If the TPO has not yet been confirmed, you should advise us of the anticipated date of confirmation. We cannot proceed with the case until the TPO is confirmed. If you are unable to supply evidence that the TPO was confirmed, it is likely that we will decide that the appeal is invalid and the tree not protected.</i>		Not applicable	

(i) An up-to-date A4 plan of the area showing the appeal site, tree(s) near the centre and major roads at 1:1250 or 1:1000 scale or similar			
(j) A designated plan of the Conservation Area showing the site marked (if applicable)			
(k) The council officers or committee's report on the application (if any)			
(l) Third party representations			

3. Conditions

It is important that you set out any conditions you would like the Inspector to impose if allowing the appeal in part or in full, particularly with regard to replanting if the appellant is seeking consent to fell.

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4. Copy to appellant

Please tick this box to confirm **a copy of this questionnaire and background papers** have been sent to the appellant ☐

Name:		Date:	
Signature:		Tel:	