



Bristol Tree Forum: Planning Applications: 3. Getting to grips with the Bristol Planning Portal

You will know by now if you are interested in dealing with Planning Applications about trees - trying to save them by spotting them and alerting others if trees should be saved, or at least, give it a go!

But you may not be sure - but want to keep going for a while yet.

You have (?) by now managed to get the list of each week's planning applications from the Council.



Weekly list of registered planning applications for the week commencing Monday 19th October 2020

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When it arrives, it looks like this. It comes as both a .pdf and a .doc attachments.

Look through the index for your Ward.

The index page is live,

so clicking on the name should take you to your Ward.



A Ward - with addresses of Applications and the page you will find them.

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I described earlier the suffixes that help you to decide which ones to look at.

Clearly /VP and /VC are about trees.

Application No.	20/04904/VC
Date Received	16 October 2020
Date Registered	20 October 2020
Type of Application	Works to Trees in Conservation Areas
Site Address	Quakers Meet Kings Weston Road Bristol BS11 0UX
Proposal	A1/A2 Ash - Fell. CH1 Ornamental Cherry - Reduce crown by 1.5m. necessary work and for the general health of the tree.
Applicant	Susan Barnard
Case Officer	Tom Luck
Tel No.	0117 922 3728

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But others might be about trees too, in a more hidden way - and in the others is where we sometimes find the applications that most threaten trees and which could escape attention.

This means that it is a good idea if you do not rely on the suffix, and read each mini description as well.

“Change a shop front/have a dormer window put in a roof/demolish a garage/convert a garage to living accommodation”, will not involve trees.



But “extensions/demolish a conservatory and build an extension/change a driveway” may well do so. So, these need a quick check.

Application No. 20/04975/H

Date Received 20 October 2020

Date Registered 20 October 2020

Type of Application Full Planning (Householders)

Site Address 1 Laburnham Mews Woodwell Road Bristol BS11 9UG

Proposal Double storey side extension with single storey rear projection, and roof terrace.

Applicant Alastair Spokes & Courtney Comley

Case Officer Elizabeth Tozer

Tel No. 0117 922 3000

The best way to check those and exclude the ones you don’t need to deal with is to look at the Application Form. It has a question about trees under threat, and we hope that is answered truthfully. It isn’t always - but don’t lose sleep over that. Local knowledge may help.

There seem to be many styles of Application Form for you to play “hunt the question”.

Here are two.

3000_SK_102 - Block Plan
3000_SK_200 - Proposed Elevations
3000_SK_500 - Artist's Impressions

Town: []
County: []
Postcode (optional): BS11 9UN

6. Trees and Hedges
Are there any trees or hedges on your property or on adjoining properties which are within falling distance of your boundary? Yes No
If Yes, please mark their position on a scaled plan and state the reference number of any plans or drawings:

6. Pre-application Advice
Has assistance or prior advice been sought from the local authority about this application? Yes No
If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).
Please tick if the full contact details are not known, and then complete as much possible:
Officer name: []
Reference: []
Date (DD MM YYYY): []
(must be pre-application submission)
Details of the pre-application advice received: []

7. Trees and Hedges
Will any trees or hedges need to be removed or pruned in order to carry out your proposal? Yes No
If Yes, please show on your plans which trees by giving them numbers e.g. T1, T2 etc, state the reference number of the plan drawing(s) and indicate the scale.

8. Parking
Will the proposed works affect existing car parking arrangements? Yes No

9. Council Employee / Member
Is the applicant or agent related to any member of staff or elected member of the council? Yes No

and



Another clue is whether or not an Arboricultural report/Impact Statement is included in the Documents. This means that the Applicant (or their adviser) has noticed/admitted to trees being affected.

Search My Profile Login Register Apply Online

Planning – Planning Application Documents [Help with this page](#)

20/04973/VC | T1 Ash & T3 Willow - Fell. | 27 Meridian Place Bristol BS8 1JL

Track Make a comment Print

Details Comments Constraints (7) **Documents (6)** Related Cases (1) Map

Filter By: Document Type Show All Apply

You can select up to 25 documents to download in one archive file at a time.

	Date Published	Document Type	Drawing Number	Description	View
<input type="checkbox"/>	06 Nov 2020	Neighbour Notification List		NEIGHBOURS ISSUED 6TH NOVEMBER 2020	
<input type="checkbox"/>	23 Oct 2020	Supporting document		CONFIRMATION OF SYCAMORE FELL EXEMPTION	
<input type="checkbox"/>	20 Oct 2020	Supporting document		ARBORICULTURAL REPORT	
<input type="checkbox"/>	20 Oct 2020	Supporting document		FASTRACK LEVEL AND CRACK MONITORING REPORT	
<input type="checkbox"/>	20 Oct 2020	Application Form		APPLICATION FORM	
<input type="checkbox"/>	20 Oct 2020	Supporting document		SITE INVESTIGATION REPORT	

Download Selected Files

BCC Policies that are relevant are in a later Module, But briefly - New Development should retain green assets if possible, and if it is not possible then tree loss to facilitate development has to be mitigated using the Bristol Tree Replacement Standard. BTRS - four letters you will soon be very familiar with.

More on all this later.

First of all though, something that once achieved might save you a bit of time and trouble - create your profile on the BCC Planning Portal. Then when you want to make a comment on



a particular application you can sign in and you then don't have to re-enter your details each time.

I'll show you now how to do that - and show yourselves as being a Tree Champion at the same time.

If you want to make a Comment on a website about a Planning issue you will have to give your name, address and contact details on the website. Your name and address will be published - all in the name of democracy and fair comment - but your email address and tel. no. are not published by the Council.

It is easier therefore to establish a profile so that you can log in when you want to make a comment.

Then your details are generated automatically and it saves you some work. Even logged in there are some details you will need to complete.

I'll work through it, and show you a profile, to explain this to you.

When you first open up the BCC Planning Portal through this website

<https://planningonline.bristol.gov.uk/online-applications/>



This is what you see.

A screenshot of the Planning Online website. At the top, there is a navigation bar with links for "Search", "My Profile", "Login" (circled in blue), and "Register" (circled in red). Below this is a "Welcome to Planning Online" section with introductory text and links to "guidance" and "privacy notice". A "Planning – Simple Search" section follows, with a search form containing tabs for "Simple", "Advanced", "Weekly/Monthly Lists", "Property", and "Map". The search form includes radio buttons for "Applications", "Appeals", and "Enforcements", a "Status" dropdown menu set to "All", and a text input field with a "Search" button. A small "an idea evolution" logo is visible in the bottom right corner of the screenshot.

At the Login and Register.

top is both

To start off you Register and create your profile:



Search ▾ My Profile ▾ Login Register

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title *

First Name *

Surname *

Phone Number

A confirmation email will be sent to the email address you provide below.

Email Address *

Confirm Email Address *

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *

Confirm Password *

And click NEXT

I show you here a dummy profile, and you will see that I have put “Tree Champion” in as part of the name!



My Profile – Profile Details

Profile Details Saved Searches Notified Applications Tracked Applications

[Change password](#) [Update personal details](#) [Delete profile](#)

Name	Mr John Bull (BTF Tree Champion)
Email	jtb2021@smail.com
Phone Number	0117 9234567
Address	24, Non existent Road Bristol. BS140 9ZZ
GDPR Consent Given *	28/08/2018 at 13:02

Then each time you go to the Portal to have a look at the Applications, and then want to Comment, you log in.

That means that when you click “Comments” on the Application, it comes up with your details almost completed.

You do have to say, from the drop-down box, whether or not you are a Residents/Amenity Group **X**

The comment will not have been sent. It will however be retained on the same machine for up to two days. Please log back in and submit your comment.

It is therefore advisable to first prepare your comment in another application, and copy and paste into the online form.

Application Reference:	20/04334/F
Address:	1 Druid Road Bristol BS9 1LJ
Proposal:	Excavation and alteration of existing garden to facilitate the erection of a new detached 2 storey (4 bedroom 7 bedspace) dwelling to the rear of 1 Druid Road.
Case Officer:	Patrick Boxwell

Are your personal details correct? Click to [update my personal details](#).

Your Title: *

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No.

Your Email Address: *

Commenter Type: *

Stance: * Object Support Neutral

Your Comment:
250000 characters left

and whether you are Objecting to the Application, Supporting it, or making a neutral comment. **X**



Warning – 30 minute time out limit

Please note that the screen will 'time-out' after 30 minutes. You may be still typing a comment after the 30 minute period. When you select submit, the page will refresh and you will be logged out.

The comment will not have been sent. It will however be retained on the same machine for up to two days. Please log back in and submit your comment. **Good advice esp. if complicated!**

It is therefore advisable to first prepare your comment in another application, and copy and paste into the online form.

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Are your personal details correct? Click to [update my personal details](#).

Your Title: *

Your First Name: *

Your Surname: *

Your Address: *

Your Tel. No.

Your Email Address: *

Commenter Type: * **X**

Stance: * Object Support Neutral

Your Comment:
250000 characters left

Then you are free to submit your comment in the “Your comment” box

You might have plenty to say. It can be a good idea to prepare your comments in a separate document and then cut and paste it in to the box. You can make sure it reads well, the grammar is right, and that you do not fall foul of the 30 minute time limit and lose all your gems.

If you have identified yourself as a Tree Champion on the BTF, and you are quoting regulations and policies, and you are new to this and not confident, you can check with the BTF before you submit your comment. Send us the Word document comment. Best not to embarrass yourself.

As you have created a profile, and logged in, when you get to the end of your comment and click “Submit” your comment will be emailed to you.

That is handy because you can then email it to Mark Ashdown: mark.cd.ashdown@gmail.com Chair of the Bristol Tree Forum and he can post it on the Planning Portal our BTF website. This has the huge benefit that all comments are saved. You will discover that when a Decision is made by a Tree Officer and published on the BCC Planning Portal, all the Comments made by Objectors and Supporters are lost. This can be a nuisance if there is then an Appeal against a decision, and we want to know who said what for any reason.

NB When you next log in, no matter which Application you are looking at, your comments on the last Application you wrote about from the last time you logged in will appear in the “Your comments” box.



You will have to delete this comment before you start as it will be about a very different Application. A bug they have not sorted out yet - or maybe they do not know.