

Application for tree works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or Notification of Proposed Works to Trees in Conservation Areas (CA)

National Requirements

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- Completed and dated application form, with all [mandatory] questions answered
- Sketch plan showing the location of all tree(s)
- A full and clear specification of the works to be carried out
- Statement of reasons for the proposed work
- Evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- Completed and dated form, with all questions answered
- Sketch plan showing the precise location of all tree(s)
- A full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- Photographs.
- Report by a tree professional (arboriculturist) or other.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form

Local Requirements

The following items are the various elements which should be submitted in support of proposals for these application types. **It should be made clear that not all the requirements listed will apply in all circumstances but that it will be for the applicant to demonstrate that they have had clear regard to those matters which are applicable.** Consideration of the required points should be made under separate headings within the Design and Access Statement, or within a separate document if appropriate. The accuracy of any submission, and the completeness of the relevant information, will be assessed by our Validation Officers. A failure to accurately and robustly consider all of the relevant points will mean that the application is held as invalid pending satisfactory receipt of the necessary information.

- Evidence in support of statement of reasons. In particular, you should provide:
 - Report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)
 - Report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.