



Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA) Validation Checklist

What information do I submit with my application?

Trees Protected by a TPO

IMPORTANT; for works to trees that are protected by a Tree Preservation Order, any failure to supply sufficiently precise and detailed information may result in your application being rejected or delays 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 in accordance with BS 3998:2010
- Statement of reasons for the proposed work including supporting evidence
- 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)
- Photographs illustrating the extent of the proposed work.

Trees within a Conservation Area

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You must therefore 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
- Photographs illustrating the extent of the proposed work
- Report by a tree professional (arboriculturist) or other suitably qualified person.
- Details of any assistance or advice sought from the Planning Authority officer prior to submitting this form.

Local Requirements

- Report by an engineer or surveyor, together with one from a tree professional, if you are alleging subsidence damage by the tree.
- Sketch plan showing the position of the tree(s) with distances to the nearest site boundary and buildings.

Finally

It will help if you;

- Include all of the information at the start
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

Contact us

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