



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)

Please use this list 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; and
- evidence in support of statement of reasons. In particular, you should provide:
 - report by a tree professional (eg 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.

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); and

- 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.

Additional Mandatory Documents	Photographs and photomontages showing the trees which are the subject of the application, to include views of the trees within their context and in views from the road and other vantage points
	Tree survey arboricultural implications

Conditional Documents Required	Document Type	Circumstances when document should be submitted
	Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)	Required if application refers to a proposed development on the site or the internal layout of a building (existing or proposed). All plans to have a scale bar, key dimensions (distance of the development from the boundaries of the site and size of the building) original paper size and a north point. To show the shape of the roof, materials, vents and location
	Landscaping details	Where existing trees, hedges and other landscape features will be affected and landscaping needs to be considered an integral part of the development. Proposals to include details of proposals, long term maintenance and landscape management.