



Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

You must use this form if you are applying for work to trees protected by a tree preservation order (TPO). (You may also use it to give notice of works to trees in a conservation area).

It is important that you read the accompanying guidance notes before filling in the form. Without the correct information, your application / notice cannot proceed.

1. Applicant Name and Address

| | | | |
|---------------------|----------------------|---------------|----------------------|
| Title: | <input type="text"/> | First name: | <input type="text"/> |
| Last name: | <input type="text"/> | | |
| Company (optional): | <input type="text"/> | | |
| Unit: | <input type="text"/> | House number: | <input type="text"/> |
| | | House suffix: | <input type="text"/> |
| House name: | <input type="text"/> | | |
| Address 1: | <input type="text"/> | | |
| Address 2: | <input type="text"/> | | |
| Address 3: | <input type="text"/> | | |
| Town: | <input type="text"/> | | |
| County: | <input type="text"/> | | |
| Country: | <input type="text"/> | | |
| Postcode: | <input type="text"/> | | |

2. Agent Name and Address

| | | | |
|---------------------|----------------------|---------------|----------------------|
| Title: | <input type="text"/> | First name: | <input type="text"/> |
| Last name: | <input type="text"/> | | |
| Company (optional): | <input type="text"/> | | |
| Unit: | <input type="text"/> | House number: | <input type="text"/> |
| | | House suffix: | <input type="text"/> |
| House name: | <input type="text"/> | | |
| Address 1: | <input type="text"/> | | |
| Address 2: | <input type="text"/> | | |
| Address 3: | <input type="text"/> | | |
| Town: | <input type="text"/> | | |
| County: | <input type="text"/> | | |
| Country: | <input type="text"/> | | |
| Postcode: | <input type="text"/> | | |

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Postcode (if known):

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

4. Trees Ownership

Is the applicant the owner of the tree(s): Yes No
If 'No' please provide the address of the owner (if known and if different from the trees location)

Title: First name:

Last name:

Company (optional):

Unit: House number: House suffix:

House name:

Address 1:

Address 2:

Address 3:

Town:

County:

Country:

Postcode:

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? Yes No

Are you wishing to carry out works to tree(s) in a conservation area? Yes No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below : tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

7. Identification Of Tree(s) And Description Of Works continued ...

8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: Yes No
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. Yes No
If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? Yes No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

9. Authority Employee / Member

With respect to the Authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

- Yes No

If Yes, please provide details of the name, relationship and role

10. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)

For all trees

(see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out

For works to trees protected by a TPO

(see Question 7)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
 - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
 - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
 - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?

11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

Or signed - Agent:

Date (DD/MM/YYYY):

(This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

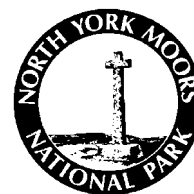
Country code: Fax number (optional):

Email address (optional):

Electronic communication - If you submit this form by fax or e-mail the LPA may communicate with you in the same manner. (Please see guidance notes)

Validation Checklist

Application for Works to Trees Covered by a Tree Preservation Order (TPO) or Notification of Works to Trees Within a Conservation Area



Please use this list to ensure that the form has been completed correctly and that all relevant information is submitted. All plans should include paper size, key dimensions and scale.

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 information:

- | | | |
|--|------------------------------|-----------------------------|
| Completed and Dated Application Form with all (mandatory) questions answered. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Plan to Scale Showing the Location of the Tree(s) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| A Full and Clear Specification of the Works to be Carried Out | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Statement of Reasons for the Proposed Work | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Evidence in Support of Statement of Reasons. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

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 Application Form with all (mandatory) questions answered. | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Plan to Scale Showing the Location of the Tree(s) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| A Full and Clear Specification of the Works to be Carried Out | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

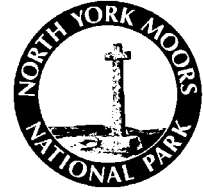
Whether the trees are protected by a Tree Preservation Order or are in a Conservation Area, please indicate which of the following types of **additional information** you are submitting:

- | | | |
|---|------------------------------|-----------------------------|
| Photographs | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Report by a Tree Professional or Other | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Details of Any Assistance or Advice Sought From a Local Planning Authority Officer Prior to Submitting This Form | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Please do not hesitate to contact the Conservation Team if you require further assistance.

Guidance Notes

Application for Works to Trees Covered by a Tree Preservation Order (TPO) or Notification of Works to Trees Within a Conservation Area



These notes have been written to help you with the submission of your application.

Completed and Dated Application Form

Please submit three copies ensuring that all parts of the form are completed and the form is signed and dated unless submitted via the Planning Portal. All questions on the form must be answered in full.

Plan to Scale Showing the Location of the Tree(s)

This plan is required to enable the Planning Authority to locate the site, its surrounding and to show the location of the trees within the site. This would normally be to a scale of 1:1250 or 1:500, preferably an Ordnance Survey base map or at the very least show a minimum of two street names and show the direction north. The trees in question should be clearly marked in red. If the site is isolated it is also helpful to submit a plan at a smaller scale in addition to that submitted above.

A Full and Clear Specification of the Works to be Carried Out

This should clearly describe **all** of the works that you wish to carry out to the tree(s) in question.

Statement of Reasons for the Proposed Work

Clearly state why each of the proposed works is considered necessary.

Evidence in Support of Statement of Reasons

In particular, you should provide:

- Report by a tree professional (e.g. arboricultural 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.

Photographs

These provide useful background information and can help to show how the works can be satisfactorily integrated within the street scene.

Report by a Tree Professional or Other

A report or survey that gives professional advice on the health and/or safety of a tree, the relationships with proposed or existing buildings or any other tree. The advice will include measures to be taken including pruning, removal and other management operations as required.

Details of Any Assistance or Advice Sought From a Local Planning Authority Officer Prior to Submitting This Form

A brief statement detailing any advice that may have been provided and including copies of any correspondence received in relation to the enquiry.