

## Application for tree works: works to trees subject to a Tree Preservation Order

### (TPO) or notification of proposed works to trees in conservation areas

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the required information is not included with your application, it will be made invalid and we will not register or process it. In this case, we will advise you about the additional information that is required. Please supply one copy of each document and plan

#### Part 1 Information Required- National Planning Application Requirements

<b>1</b>	<p>For works to trees <b>protected by a Tree Preservation Order</b>, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you <b>MUST</b> provide the following:</p> <ul style="list-style-type: none"> <li>• Completed and dated application form, with all [mandatory] questions answered;</li> <li>• Sketch plan showing the location of all tree(s);</li> <li>• A full and clear specification of the works to be carried out;</li> <li>• A statement of reasons for the proposed work; and</li> <li>• Evidence in support of statement of reasons, where required by the standard</li> <li>• Application form.</li> </ul>	
<b>2</b>	<p>For works to trees <b>in conservation areas</b>, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:</p> <ul style="list-style-type: none"> <li>• Completed and dated form, with all questions answered;</li> <li>• Sketch plan showing the precise location of all tree(s); and</li> <li>• ☐ A full and clear specification of the works to be carried out.</li> </ul>	
<b>3</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• Photographs.</li> <li>• Report by a tree professional (arboriculturist) or other.</li> <li>• Details of any assistance or advice sought from a Local Planning Authority Officer prior to submitting this form.</li> </ul>	
<b>4</b>	<p><b>Fee</b> No fee is required</p>	

#### Part 2 Information Required- Adopted Local Application Requirements

<b>1</b>	<p><b>Tree Survey/ Arboricultural Assessment</b></p> <p>Required for:</p> <ul style="list-style-type: none"> <li>• Proposals affecting trees covered by a tree preservation order</li> <li>• Proposals within a Conservation Area, and trees within or adjacent the site are affected by the application</li> <li>• All sites with trees and hedges growing within or bounding them, with a stem diameter greater than 75mm when measured at 1.5m above ground level, where the proposals affect the trees/hedges.</li> </ul> <p>The tree survey should be undertaken by a competent arboriculturist and should follow the guidelines set out in BS5837:2012 “ Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.</p>	
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Following the tree survey, and depending upon the size and scale of the proposals, an Arboricultural Impact Assessment maybe required and shall include a tree protection plan, plan indicating trees for retention and removal, an evaluation of impact of proposed tree losses, any specialist issues that may need to be addressed by an arboricultural method statement.

Full guidance on the survey information, arboricultural impact assessment, and method statement that should be provided with an application is set out in in BS5837:2012 “Trees in relation to design, demolition and construction – recommendations” or any subsequent revisions.