

## 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

### VALIDATION CHECKLIST

This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

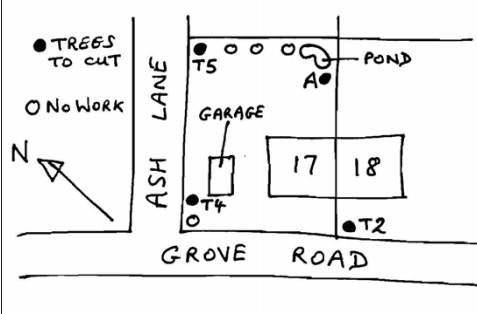
**Apply online now using the [Planning Portal](#)**

#### The benefits of applying online include

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

### National Application Requirements – Mandatory Information

<b>Application Form</b> <ul style="list-style-type: none"> <li>• 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</li> </ul>	<input type="checkbox"/>
<b>Sketch Plan</b> showing the location of all tree(s) - Your sketch plan should be clear and simple, showing the tree positions and number and/or name, in relation to buildings, roads and site boundaries.	<input type="checkbox"/>
	
Example Sketch Plan	
<b>Identification of trees and description of works.</b> - You should identify each tree species and provide a full and clear specification of the work you want to carry out. A proposal simply to 'cut back' or 'prune' a tree is too vague, because it fails to identify the extent of the works. Instead, try to use descriptions such as crown thinning, crown reduction or crown lifting, and specify how much pruning you have in mind, e.g. crown thinning by 15 per cent, reduce side branches by 2m, remove all low branches below 3m. In the first	<input type="checkbox"/>

instance, it is recommended that you contact a reputable tree surgeon, who would be able to assist with your proposed tree surgery.	
---	--

## Other Useful Information

**Tree Preservation Order (TPO) applications**  
The Local Planning authority will usually carry out a site visit to help them assess the proposed works. They may discuss alternative works with you. There is a right to appeal to the Planning Inspectorate, where the Local Planning Authorities decision is to refuse the proposed tree work. The Statutory time scale to determine an application is 8 weeks.

**Conservation Area Notices**  
The Local Planning Authority has 6 weeks within which they can object to conservation area notification proposals. This gives the Local Planning Authority the opportunity to protect trees of public amenity value that may be harmed by the proposed works. The Local Planning Authority can only formally object by making a Tree Preservation Order on the tree(s) concerned. In many cases, where the Local Planning Authority feel that the works are inappropriate, they may discuss alternative works with you. A Tree Preservation Order will prevent the proposed tree works without making an application for consent.