

Planning Services

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VALIDATION CRITERIA

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 checklist 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 YES

Sketch Plan showing the location of all tree(s) YES

A full and clear **specification of the works** to be carried out YES

Statement of reasons for the proposed work YES

Evidence in support of statement of reasons, where required by the standard application form YES

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

Sketch plan showing the location of all tree(s) YES

A full and clear **specification of the works** to be carried out YES

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 YES

Report by a tree professional (arboriculturist) or other YES

Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form YES