

## National and Local Planning Application Requirements

### **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)**

#### **Check List**

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 <b>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:	
<input type="checkbox"/>	completed and dated application form, with all [mandatory] questions answered;
<input type="checkbox"/>	sketch plan showing the location of all tree(s);
<input type="checkbox"/>	a full and clear specification of the works to be carried out;
<input type="checkbox"/>	statement of reasons for the proposed work; and
<input type="checkbox"/>	evidence in support of statement of reasons, where required by the standard application form.
For works to <b>trees in conservation areas</b> , it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:	
<input type="checkbox"/>	completed and dated form, with all questions answered;
<input type="checkbox"/>	sketch plan showing the precise location of all tree(s); and
<input type="checkbox"/>	a full and clear specification of the works to be carried out
Whether the trees are protected by a <b>TPO or in a conservation area</b> , please indicate which of the following types of additional information you are submitting:	
<input type="checkbox"/>	photographs.
<input type="checkbox"/>	report by a tree professional (arboriculturist) or other.
<input type="checkbox"/>	details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

#### For clarification

- the block plan shall include both existing and proposed development.
- All plans shall include critical dimensions