

## **GUIDANCE CHECKLIST**

### **APPLICATION TO CARRY OUT WORK ON A TREE SUBJECT OF A TREE PRESERVATION ORDER AND/OR FOR WORKS TO A TREE IN A CONSERVATION AREA**

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;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

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 form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

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.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

### **LOCAL REQUIREMENTS**

The list below sets out what the council is likely to require, but there could be other information specific to the application which may be required. Any such information will be requested as early as possible during the application process.

	When required
Report by Engineer or Surveyor.	Where the proposal is related to the structural impact on an adjacent building.