

Application for Tree Works: Works subject to trees subject to a Tree Preservation Order or Notification of proposed works to Trees in Conservation Areas

Validation Checklist

FOR OFFICE USE ONLY

RECEIVED BY:

DATE:

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:

- 1 **original copy** of the completed application forms, signed and dated
- 1 **copy** of a sketch plan showing the location of the tree(s)
- 1 **copy** of a full and clear specification of the works to be carried out
- A 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:

- 1 **original copy** of the completed application forms, signed and dated
- 1 **copy** of a sketch plan showing the location of the tree(s)
- 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 prior to submitting this form.

Where possible documents should be on A3 paper size or smaller. Multiple drawings should not be grouped on A0 paper size.

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