



Application for works to Trees Checklist

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Introduction

Submitting your application is made easier by ensuring you have submitted all the necessary information. Should important information be missing from your application, the application will be made invalid whilst we wait for the relevant information to be submitted. To find out whether or not your tree is in a conservation area or has a Tree Preservation Order (TPO) please use our [interactive map \(please note this is currently only available through Firefox browser\)](#). The planning portal has also produced [guidance](#) to assist when submitting these types of application.

Definition

A TPO is an order made by Local Planning Authorities (LPA) in respect of trees. The order makes it an offence to cut down, uproot, prune, damage or destroy the tree or trees in question. A TPO can apply to a single tree, a group of trees or woodland. TPO's can only apply to trees: they cannot apply to bushes, shrubs or hedges, unless the hedge has reverted to a line of individual trees. The tree under order can be of any size, species or age.

Conservation Areas are areas of special architectural or historical interest designated by the Council to preserve and enhance their appearance. In recognition of the special contribution of trees to a Conservation Area, legislation was introduced in 1965 to provide a blanket protection of all trees, having a stem diameter greater than 75mm when measured at 1.5 metres above ground level. Any works to trees within the Conservation Area requires 6 weeks' notice in writing, called a Section 211 Notice, to give the Council time to consider whether the tree should be protected by a TPO.

Tree Preservation Order - National Requirements	Guidance
Completed, signed and dated form	The form needs to be completed in full, signed and dated, including the tree ownership details if differing from the applicant details.
Sketch Plan	The sketch plan should contain an arrow showing north, boundaries and adjoining properties, including house numbers or names, and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features.
Specification of Works	<p>A full and clear specification of the works to be carried out. Please give the species of tree if known (e.g. oak, Scots pine); Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (e.g. T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence e.g. A, B, C etc. Make sure the numbering matches that used on the sketch plan.</p> <p>Please make clear to which trees the descriptions of works and reasons apply.</p> <p>It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it fails to indicate the extent of the works.</p>
Statement of Reasons	<p>Statement of reasons for the proposed work – reasons must be given for work to trees protected by a TPO. Please make clear to which trees the descriptions of works and reasons apply – this must be clearly specified.</p> <p>Evidence in support of statement of reasons should be provided – in particular, you should provide the information detailed below when your application relates to the condition of the tree or damage that it is causing.</p>

	<p>Condition of tree(s): The presence and impact of pests, diseases or fungi that require work to be carried out to the tree(s) should be described in written evidence or diagnostic information from a tree surgeon or other appropriate expert. Evidence must be provided to support applications that suggest the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree.</p> <p>When your application relates to alleged damage to property caused by subsidence/damage to drains or driveways, subsidence reports will usually be provided by a structural engineer and/or a chartered surveyor and be supported by technical analysis from other experts e.g. for root and soil analysis. These reports must include the following information:</p> <ul style="list-style-type: none">• A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map;• Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building;• Measurement of the extent and distribution of vertical movement using level monitoring. Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be enough to show a pattern of movement consistent with the presence of the implicated tree(s);• A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics;• The sub-soil characteristics including soil type, particularly that on which the foundations rest, liquid limit, plastic limit and plasticity index;• The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out; and• Proposals and estimated costs of options to repair the damage.
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	<p>In addition, you must include a report from a tree surgeon to support the tree work proposals, including options for avoidance or remediation of indirect tree-related damage.</p> <p>Other structural damage: Technical evidence in respect of other structural damage, such as garden walls, drains, paving and drive surfaces, should be provided by a relevant engineer, building/drainage surveyor or other appropriate expert.</p>
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Trees in a Conservation Area - National Requirements	Guidance
Completed, signed and dated form	The form needs to be completed in full, signed and dated, including the tree ownership details if differing from the applicant details.
Sketch Plan	The sketch plan should show boundaries and adjoining properties, including house numbers or names, and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings.
Specification of Works	<p>A full and clear specification of the works to be carried out. Please give the species of tree if known (e.g. oak, Scots pine); Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (e.g. T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence e.g. A, B, C etc. Make sure the numbering matches that used on the sketch plan.</p> <p>Please make clear to which trees the descriptions of works and reasons apply.</p> <p>It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it fails to indicate the extent of the works.</p>