

Validation Criteria: Application for Works to Trees subject to a Tree Preservation Order (TPO) or Notification of proposed Works to Trees in a Conservation Area (CA)

Introduction

For an application to be valid it must include the relevant forms, plans and other details to provide sufficient information to determine the application. If you do not submit this information, or include written justification about why it is not relevant, your application will be invalid.

The application shall comprise

- completed **application form** signed and dated
- 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 including evidence supporting the reasons, by providing a report by a tree professional (eg arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s) or a report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.
- where possible photographs of the trees
- details of any assistance or advice sought from a Local Planning Authority
- you will need to provide a protected species survey and assessment for bats and breeding birds for old and veteran trees that are older than 100 years or trees with obvious holes, cracks or cavities, or trees with a girth greater than 1m at chest height.