

Validation Checklist

Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and Notification of Proposed Works to Trees in Conservation Areas (CA)

Please use this list 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:

DOCUMENTATION/PLANS	Additional Notes
Completed and dated application form, with all (mandatory) questions answered	One copy
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	
Evidence in support of statement of reasons. In particular, you should provide:	Report by a tree professional (e.g. arboriculturist or horticultural advisor) if your reasons relate to the health and/or safety of the tree(s). Report by an engineer or surveyor, together with one from a tree professional (arboriculturist) if you are alleging subsidence damage.
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) 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
NOTE:	Applicants should be aware of the possibility of bats or nesting birds and that there is legislation protecting them.

February 2008