

Guidance Notes/Requirements to support your Application for tree works subject to a tree preservation order (TPO) and/or notification of proposed tree works in a conservation area.

Town and Country Planning Act 1990

- Ensure you have completed and dated the application form, with all mandatory questions answered.
- Give a full and clear specification of the works to be carried out in Question 7
 - For example: T1 Oak, Crown lift to 4.5m above ground level. T2 Beech, Crown reduce by 2m. Vague terms or phrases such as 'lopping' or 'pruning' will not be acceptable.
- Provide a sketch plan showing the location of all tree(s) in Question 8
 - This should be sufficient to clearly identify the trees in relation to other features within the plot i.e. boundaries, buildings, neighbouring properties etc. The trees should be numbered, and the numbers included within the specification.
- Provide a statement of reasons for the proposed work in Question 8
 - For example: to provide clearance over driveway, there are concerns about its safety, because the tree is diseased, there is damage to property.
- Provide evidence in support of your statement of reasons, where required by the standard application form.
 - For example: Where there are concerns over safety, a tree is diseased or there is alleged damage to property then an application must be accompanied by the relevant reports from experts.

Whether the trees are protected by a TPO or in a conservation area, the following may be submitted:

- 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.
- Details of any pre-application advice sought from an arboricultural officer indicating dates of correspondence or discussion with the named officer.

Occasionally, other supporting information may be required. In these circumstances, the case officer will advise you as appropriate.

Further guidance is also given on the Planning Portal which includes how to describe common tree work and how measurements of work should be stated.

https://ecab.planningportal.co.uk/uploads/1app/guidance/guidance_note-works_to_trees.pdf