

## Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) and/or Notification of Proposed Works to Trees in a Conservation Area

**NATIONAL REQUIREMENTS (2 copies (original and 1 copy) of the application form, documents, statements and plans unless stated otherwise or submitted electronically)**

### Tree Works Subject to a Tree Preservation Order

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | YES                      | N/A                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| <b>Completed form</b> which should be signed and dated                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> |                          |
| <b>Sketch Plan</b> - showing the precise location of all trees                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |                          |
| <b>Specification</b> – a full and clear specification of the works to be carried out. You should identify each tree species and provide a full and clear specification of the work you want to carry out. A proposal simply to ‘cut back’ or ‘lop’ is too vague, because it fails to identify the extent of the works. Instead try to use descriptions such as crown thinning, crown reduction, crown lifting and specify how much pruning you have in mind eg crown thinning by 15% | <input type="checkbox"/> |                          |
| <b>Supporting Evidence</b> – if the reason for the works for a tree is due to damage caused by the tree or you believe the tree itself to be diseased or damaged etc you will also need to supply evidence of this to support the case. This will need to be supplied by a tree specialist/surgeon.                                                                                                                                                                                  | <input type="checkbox"/> |                          |
| <b>Statement of Reasons for the proposed works</b> – You must provide a clear statement for the proposed work to each of the trees in your application.                                                                                                                                                                                                                                                                                                                              |                          |                          |
| <b>Photographs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |

### Works to Trees in a Conservation Area

|                                                                                                                                                                                                                                         | YES                      | N/A |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|
| <b>Completed form</b> which should be signed and dated or a written description giving a full and clear specification of the proposed work(s) and if you are applying to fell any trees you should provide details of replacement trees | <input type="checkbox"/> |     |
| <b>Sketch Plan</b> - showing the precise location of all trees                                                                                                                                                                          | <input type="checkbox"/> |     |