

Application for tree works: works to trees subject to a Tree Preservation Order (TPO) and/or notification of proposed works to trees in conservation areas (CA)

Checklist and Guide

For works to trees protected by a Tree Preservation Order:

- Completed and dated application form, with all [mandatory] questions answered
All planning applications need to be presented on a standard application form, which will be available electronically, however, applicants will retain the option of submitting paper versions of the form. In that event, HBC will require three additional copies (plus the original of the completed standard application form) to be submitted, as specified by Government legislation. An applicant may be requested to submit more than three copies, but three copies is the statutory requirement for a valid application.
- Sketch plan showing the location of all tree(s)
- 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.

For works to trees in conservation areas:

- Completed and dated form
- Sketch plan showing the precise location of all tree(s)
- Full and clear specification of the works to be carried out.

Additional Conditional Documents

For both types you may include Photographs and you may include:

- Photographs/photomontages
Showing the trees that are the subject of the application, to include views of the trees within their context and in views from the road and other vantage points.
- Tree survey/arboricultural implications
 - 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.
- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the form.