

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.

For both types:

- Photographs/photomontages
Showing the whole building and its setting and/or the particular section of the building affected by the proposals.

These provide useful background information and can help to show how large developments can be satisfactorily integrated within the street scene. Photographs should be provided if the proposal involves the demolition of an existing building or development affecting a conservation area or a listed building.

- Tree survey/arboricultural implications
When the development involves the loss of trees, or is proposed adjacent to existing trees.

Where there are trees within the application site, or on land adjacent to it that could influence or be affected by the development (including street trees), information will be required on which trees are to be retained and on the means of protecting these trees during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be

provided with an application is set out in the current BS5837 'Trees in relation to construction – Recommendations'. Using the methodology set out in the BS should help to ensure that development is suitably integrated with trees and that potential conflicts are avoided.

- Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the form.