



CHECKLIST TREE WORKS:	
A. WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO); OR B. NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS	
<p>You will need to provide the documents and information below to support your application. If you do not, your application may be delayed, you may be asked to submit additional information, or it may be returned to you. We encourage you to submit all applications online via the planning portal.</p> <p>Please refer to our naming conventions and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>	
A. Works to Trees subject to a Tree Preservation Order (TPO) ¹	
National Requirements – See the Town and Country Planning (Tree Preservation) (England) Regulations 2012	
Information	When required
Completed and dated application form with all mandatory questions answered	Required
Sketch plan showing the location of all trees	Required
Identification of trees and full and clear specification of the works to be carried out.	Required
Statement of reasons for the proposed work	Required
Evidence in support of statement of reasons, where required by the standard application form	Required
Local Requirements	
Information	When requested
Details of replacement planting (if applying to fell a tree)	Requested if applying to fell a tree
Photographs (marked up showing the extent of the tree surgery)	Requested
Contact details for access to inspect trees.	Requested
Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the application	Requested
B. Notification of Proposed Works to Trees in Conservation Areas¹	
National Requirements	
Information	When required
Completed application form or written description of the proposal	Required
A full and clear specification of the works to be carried out and sufficient information to identify the relevant trees.	Required
Local Requirements	
Information	When requested
Sketch plan showing the location of all trees(s)	Requested
Photographs marked up showing the extent of the tree surgery.	Requested
Details of replacement planting (if applying to fell a tree)	Requested
Statement of reasons for the proposed works	Requested
Evidence in support of statement of reasons	Requested

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

Details of any assistance or advice sought from the council prior to submitting this form.	Requested
Contact details for access to inspect trees	Requested