**Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA)**

**NATIONAL REQUIREMENTS**

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

**For works to trees protected by a Tree Preservation Order**:

Failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, **you MUST provide the following:**

* **completed and dated application form, with all questions answered**; for example reasons for the works and proposals for planting .

Please note proposals for replacement trees is also required, including the quantity, species, position and size, or reasons for not wanting to replant

* Include the particulars specified in the application form,
* A plan which clearly identifies the tree/s to which the application relates
* such information as is necessary to specify the work for which consent is sought
* a statement of the applicant’s reasons for making the application
* appropriate evidence describing any structural damage to property or in relation to tree health or safety, as applicable
* The requirements set out on the application form such as:

**For works to trees in conservation areas:**

* completed and dated form, or letter
* Sufficient particulars to identify the tree/s
* Make clear what work is proposed to which tree

The following would be helpful:

* sketch plan showing the precise location of all tree(s);

**Invalid planning fee charge:**

**The extra administration fee does not apply for Tree applications and notifications.**