



### Tree applications – Validation checklist

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.

To be submitted with all applications:

Application Form	<ul style="list-style-type: none"> <li>• Tree works application form with all relevant sections completed in full.</li> </ul>
Plan(s)	<ul style="list-style-type: none"> <li>• Sketch plan showing the location of all tree(s); this should clearly identify the location of the tree and its relationship with any building.</li> </ul>

To be submitted with all applications as applicable:

If the works relate to a crown thin, state the percentage (%)
If the works relate to a crown lift/ raise, specify the height or particular branches
If the works relates to a crown reduction, specify the height/ spread (in metres) that would remain after pruning
If the application asserts that a tree (or group of trees) is diseased or might break or fall, an appropriate report by a tree professional will be required
<p><b>(TPO applications only)</b> If the application asserts that a tree (or group of trees) is causing damage to a property (e.g. subsidence or damage to drains or drives, the following will be required:</p> <p>For subsidence related damage -          A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals.          A report from an arboriculturist to support the tree work proposals.</p> <p>Other structural damage (e.g. drains, walls and hard surfaces)          Written technical evidence from an appropriate expert, including the description of damage and possible solutions.</p>

In the case of trees that are subject to a Tree Preservation Order (TPO), the following information also needs to be provided as part of the application you may also:

A statement of reasons for the proposed work
Evidence in support of the statement of reasons for works, where required by the application form

For all applications, the following additional information can also be submitted to support the application:

Photographs (existing photos with the proposed pruning drawn on.
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Report by a Tree Professional (arboriculturist) or other
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Details of any assistance or advice sought from the Council prior to submitting the application and/or notification
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