



# Validation Checklist

*Use with for no.31:*

## **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)**

**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 [mandatory] questions answered
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence and reports in support of statement of reasons, where required by the standard application form, in particular in respect of applications based on health or safety concerns, or alleged or potential subsidence.

**For works to trees in Conservation Areas**, it is important to supply precise and detailed information on your proposal. You should provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s);
- a full and clear specification of the works to be carried out; and
- a statement of reasons for the proposed work.

**Whether the trees are protected by a TPO or in a Conservation Area**, please indicate which of the following types of additional information you are submitting:

- photographs.
- graphs or other illustrations of survey results
- report by a tree professional (arboriculturist) or other
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.