

**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)**  
*Town and Country Planning Act 1990*

### **1. Applicant Name and Address**

Please enter the Applicant Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

### **2. Agent Name and Address**

Please enter the Agent Details, including full name and title. Please also enter the house/flat number and/or name (if applicable) and street name in the Street address field. The town, county, country and full postcode should also be entered.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

### **3. Trees Location**

If the tree(s) to which the application relates does not have a postal address, please provide an accurate description of its location.

### **4. Trees Ownership**

Please provide the address for the owner of the tree(s) if known, and if it is different from the address of the site where the trees stand (i.e. the location address that you have already entered).

You don't have to be owner to apply, but it is good practice to let them know what you're doing.

### **5. What Are You Applying For?**

If you wish to carry out works to trees which are:

- **protected by a Tree Preservation Order**, then you will need to apply to the council for consent
- **situated in a Conservation Area**, then you will need to give the Council at least six weeks' prior notice of your proposals

### **6. Tree Preservation Order Details**

The council is required to make a copy of Tree Preservation Orders available to the public, free of charge, at their offices at all reasonable hours. You will normally need the name and date of the Order to help you find the right one. You should also be able to get this information from the local land charges register, which should record if there is a Tree Preservation Order relating to a particular property. However, you may have to pay a fee for this service.

#### **Title of Tree Preservation Order**

You will find the title at the top of the Order. For example:

*City of Hampstead (No. 4) Tree Preservation Order 1992*

or

*City of Hampstead (1 Garden Court) Tree Preservation Order 1992*

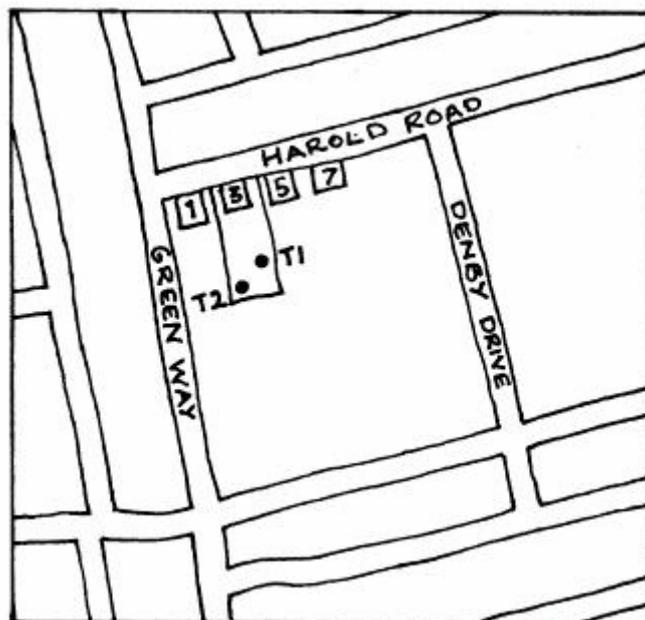
## 7. Identification of Tree(s) and Description of Works

### *Preparing your plan*

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
  - ◆ mark and name surrounding roads
  - ◆ sketch in buildings, including adjoining properties
  - ◆ add house numbers or names
- mark the position of the tree(s) to which you want to carry out work
- identify them by the number shown in the Tree Preservation Order, where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
  - ◆ marking all trees on the plan, but only numbering those to which you want to carry out work
  - ◆ showing the approximate distance between the application tree(s) and buildings
  - ◆ adding other relevant features on the site (e.g. greenhouse, paths)
- if it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc.); trees must not be marked by scarring or cutting into the bark

*Example of a plan:*



## Proposed Works

You must specify the works you want to carry out for each tree included in the application/notification. For example:

- T1 Oak crown thin by 25%
- T2 and T3 Beech (in G2) reduce the crowns by 3m
- fell seven Ash (T4 – T10)
- fell all Sycamore on property (part of W1)

A proposal simply to 'cut back' or 'lop' some branches is too vague because it fails to indicate the extent of the works.

## How to describe pruning operations

One of the following, or a combination, will usually be suitable to describe most pruning proposals:

<p><b>Crown Thinning</b> - This reduces the density of the tree's crown without changing the shape and form of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. The amount is usually specified as a percentage (%) of the crown.</p> <ul style="list-style-type: none"> <li>• useful for admitting more light to gardens and windows</li> <li>• allows crossing and rubbing branches to be cleared</li> </ul>	
<p><b>Crown Lifting</b> - This essentially means removing lower limbs close to the trunk, or pruning lower secondary branches to give more clear space below the crown.</p> <ul style="list-style-type: none"> <li>• useful for allowing more light into gardens</li> <li>• prevents low branches obstructing paths, drives, etc.</li> </ul>	
<p><b>Crown Reduction</b> - The tree crown is reduced by shortening branches, usually carried out all round the crown or canopy to maintain a balanced shape.</p> <ul style="list-style-type: none"> <li>• partial reduction may be useful for preventing branches contacting buildings, roofs and guttering</li> </ul>	

All tree work should be carried out to *BS 3998: Recommendations for Tree Work*.

## Poor Tree Surgery

Any work that would endanger the health of a tree or greatly reduce its amenity value to the local environment is unlikely to be allowed.

## **8. Trees – Reasons for Works**

In setting out the reasons for proposed works, please provide evidence to support your case.

## **9. Trees – Additional Information**

### **Felling and replacement trees**

If consent is granted to fell a tree protected by a Tree Preservation Order, it is usually conditional on a replacement tree being planted.

If you are proposing to fell trees protected by a Tree Preservation Order, please give details of any proposed replacements. If you do not intend to plant replacement trees, please explain why.

## **10. Planning Application Requirements & Local Level Requirements**

There are two levels of requirements, national and local:

- **National** - Use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted.
- **Local** - The local planning authority will have produced a document (usually available from their website) which details any specific information that is required to accompany the application in addition to the national requirements.

Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information may result in your application being returned as invalid.

## **11. Declaration**

Please sign and date your application.

## **12. Applicant Contact Details**

Please provide contact information for the applicant.

## **13. Agent Contact Details**

Please provide contact information for the agent.