

Local List – Validation of Planning and other Applications
Annex I
Application for Tree Works: Works to Trees Subject to a Preservation
Order (TPO) and / or Notification of Proposed Works to Trees in
Conservation Areas (CA)

Form

- 1.0 One original plus three copies of the Standard Application Form are required.

Declaration

- 1.1 The Declaration must be signed by the applicant or the agent (if one has been employed), and it must be dated.

Fee

- 2.0 No fee is required.

Supporting Information

- 3.0 Four copies of a **Location Plan** at a scale of 1:1250 (towns and villages) or 1:2500 (rural) are requested. This should show:
- the position of the tree(s) marked in red;
 - any other land in the same ownership / control close to or adjoining the application site outlined in blue;
 - which way is north;
 - the scale used; and
 - the surrounding roads, paths, buildings and structures.
- 3.1 It is vitally important that the application sets out clearly what work is proposed. This should be straightforward if the proposal is to fell a tree, as long as the tree is clearly identified. But if the proposal is to prune a tree the application should clarify exactly what work is envisaged. A proposal simply to 'top' the tree or to 'lop' or 'cut back' some branches is too vague because it fails to describe the extent of the work. Applicants are advised not to submit their applications until they are in a position to present clear proposals.
- 3.2 It would be prudent to engage an arboriculturalist to produce a tree work specification, and most reputable arboriculturalists should be willing to act as agents in gaining consent for works to protected trees.
- 3.3 Whilst the Council do not recommend or assess any individuals or companies it does recognise the Arboricultural Association Approved Contractor scheme as

being the best way of assuring the professional competence of companies engaged in tree work.

- 3.4 Details of Arboricultural Association Approved Contractors can be obtained from;

The Arboricultural Association
Ampfield House
Ampfield
Romsey
Hants, SO51 9PA

Tel. 01794 368717
Fax. 01794 368978
Email. admin@trees.org.uk

Alternatively a list of Arboricultural Association Approved Contractors is available on line at www.trees.org.uk

- 3.5 Consideration will be given to whether or not the proposal is justified, having regard to the reasons put forward in support of it. You should supply details of any evidence (arboricultural reports / risk assessments) to support your reasons.