



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) Validation Checklist

What information do I submit with my application?

Trees Protected by a TPO

IMPORTANT; for works to trees that are protected by a Tree Preservation Order, any failure to supply sufficiently precise and detailed information may result in your application being rejected or delays 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 in accordance with BS 3998:2010
- Statement of reasons for the proposed work including supporting evidence
- Report by a tree professional (e.g. arboriculturist or horticultural adviser) if your reasons relate to the health and/or safety of the tree(s)
- Photographs illustrating the extent of the proposed work.

Trees within a Conservation Area

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You must therefore 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
- Photographs illustrating the extent of the proposed work
- Health/Structural report by a tree professional (arboriculturist) or other suitably qualified person.
- Details of any assistance or advice sought from the Planning Authority officer prior to submitting this form.

Local Requirements

- Report by an engineer or surveyor, together with one from a tree professional, if you are alleging subsidence or structural damage by the tree.
- Annotated sketch plan showing the position of the tree(s) relative to the nearest site boundary and buildings.

Finally.... It will help if you;

- Include all of the information at the start
- Pay the fee at the time of submission
- Include a document schedule
- Avoid the use of large file sizes (please contact us if files are unavoidably large)
- Please correspond via email

The Council has a dedicated mailbox for submitting electronic applications - planninghub@barrowbc.gov.uk

Using this mailbox you can:

- submit applications (up to 20MB).
- pay online securely via emailed link to applicant or agent.
- request editable versions of all forms.
- order ordnance survey plans (pdf format).

If you would like more information or would like to speak to someone about electronic planning applications please contact Pam Kayes on the number shown below.

Contact us:

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