

**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**

The District Council may not register the application unless it is satisfied that the appropriate national requirements have been adequately met. – ***Please also refer to the guidance notes available on the planning portal website***

Please use this document to ensure the correct submission of these requirements.

All applications for tree works must be made using the 1APP form.

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| <b>SECTION OF APPLICATION FORM (1APP) - (See notes below if necessary)</b>   |
| <b>Section 1</b> – Applicant name and address. Have you provided your details?   |
| <b>Section 2</b> – Agent (where appropriate) name and address. Have you provided the details?  |
| <b>Section 3</b> – If all of the trees do not stand on land owned by you, as the applicant, or if they grow in more than one property, or if a tree trunk straddles the boundary between two properties, have you provided the full address/location of the site where the trees stand?  |
| <b>Section 4</b> – Have you ticked the yes or no box and where appropriate provided the tree owners details if you, as the applicant, are not the tree owner?  |
| <b>Section 5</b> – Have you ticked the relevant boxes for a TPO application or Conservation Area 211 notice (or both if protected by a TPO and growing in a CA)?   |
| <b>Section 6</b> – Have you provided the TPO title or reference (if known)?  |
| <p><b>Section 7</b> – Identification of tree(s) and description of works for each tree. Does the application make clear to which trees the descriptions of works and reasons apply?</p> <p>Does your description of works required include all of the required information (see Tree Work Application Guidance Notes available from the Planning Portal Website)</p> <p>If any of these common errors in specifying tree works apply, the application cannot be validated:</p> <ul style="list-style-type: none"> <li>• A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it fails to indicate the extent of the works.</li> <li>• The percentage thin has not been specified?</li> <li>• Crown lift - the clearance over ground level has not been specified?</li> <li>• Crown reduction has been expressed as a percentage to be removed, rather than finished canopy dimensions?</li> </ul> |

## Section 8

**Section 8.1** – For trees protected by a TPO, if this box has been ticked YES on the application form the application must be supported by written evidence or diagnostic information from an arboriculturist or other appropriate expert?

**Section 8.2** – For trees protected by a TPO, if this box has been ticked YES on the application form, the application must include the following:

- A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map?
- Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building?
- Measurement of the extent and distribution of vertical movement using level monitoring. Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be sufficient to show a pattern of movement consistent with the presence of the implicated tree(s)?
- A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics?
- The sub-soil characteristics including soil type (particularly that on which the foundations rest), liquid limit, plastic limit and plasticity index?
- The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out?
- Proposals and estimated costs of options to repair the damage?
- A report from an arboriculturist to support the tree work proposals, including arboricultural options for avoidance or remediation of indirect tree-related damage?

### Other structural damage

**Section 8.2** – For trees protected by a TPO, if this box has been ticked YES on the application form, the application must include the following:

- Technical evidence in respect of the structural damage provided by a relevant engineer, building/drainage surveyor or other appropriate expert.

**Section 9** – Authority Employee / Member. Has the declaration been completed, stating whether or not you/your agent are a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

**Section 10** – Checklist for applicant/agent. This does not need to be completed and is not part of the validation process

**Section 11** – Declaration. Have you or your agent signed and dated the application. The date on the application form should not be before the date of sending or delivering the form to the Council

**Section 12** – Applicant Contact Details. Have you provided your contact details?

**Section 13** – Agent contact details. Has your agent (where applicable) provided his contact details