

WORKS TO TREES WITH A TREE PRESERVATION ORDER (TPO)

VALIDATION CHECKLIST February 2016

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, two copies (one original and one copy) will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List of Requirements

Item	Notes
1. Completed application form.	NA
2. A location plan.	The site should be edged red.
3. Identification of the trees and trees species. 4. A full and clear specification of the proposed works.	This information is required in question 7 of the application form. The assistance of a tree professional (arboriculturist) or other qualified person may be needed. Where trees are protected please number them as shown in the First Schedule to the TPO.
5. The reasons for carrying out the works including the condition of the trees and any alleged damage to property.	This information is required in question 8 of the application form. A report by a tree professional (arboriculturist) or other qualified person on the condition of all the trees and an arboricultural report and aboricultural method statement.
6. A sketch plan showing the position of all trees.	Drawings must identify the position of all trees as set out in question 8 of the application form. Where trees are protected please number them as shown in the First Schedule to the TPO.

Local List Requirements

Item	Policy Driver	What information is required
Photographs	LVMF Core Strategy policy CS19.	Photographs are useful to identify the tree(s) or show specific work, e.g. by marking a branch to be removed.