

Validation Checklist

Application for Tree Works:

A. Works to Trees Subject to a Tree Preservation Order (TPO); Or B. Notification of Proposed Works to Trees in a Conservation Area (CA)

Common Invalid reasons

There are many reasons as to why an application can be made invalid. This can lead to delays in validating and determining the application/notification. These are the top reasons for invalidity:

Invalid reason	Definition
Missing or incorrect identification of trees and description of works for each tree	<ul style="list-style-type: none"> All trees must be identified (species if known). All trees must be numbered to match TPO schedule (if known) and a sketch plan (TPO.) Full and clear specification for the proposed works. If applicable measurements of intended works should be given in meters or percentages.
Missing reasons for proposed works (TPO)	<ul style="list-style-type: none"> For trees protected by a TPO, reasons must be given for the proposed works.
Missing or incorrect sketch plan (TPO)	<ul style="list-style-type: none"> For trees protected by a TPO, a sketch plan must be provided, clearly showing the location of the tree(s).
Missing information for (CA)	<ul style="list-style-type: none"> Location of the trees for the proposed works.

NATIONAL REQUIREMENTS – See the [Town and Country Planning \(Tree Preservation\) \(England\) Regulations 2012](#)

A. Works to Trees Subject to a Tree Preservation Order (TPO)	
Forms, plans and documents	Yes
Application form Fully completed and dated application form with all mandatory questions answered. <i>For further information refer to the Planning Portal</i>	<input type="checkbox"/>
Sketch Plan Showing boundaries, adjoining properties and names of roads Position of trees in relation to buildings and species if known Numbering of trees must match the identification schedule	<input type="checkbox"/>
Proposed Works A full and clear description of proposed works including dimensions and/or percentages. <i>For further information refer to the Planning Portal Guidance Notes</i>	<input type="checkbox"/>
Reasons for Works Statement of reasons for the proposed works	<input type="checkbox"/>
Evidence in Support of Reasons for Works If the reasons relate to the health or the condition of the trees written evidence or diagnostic information (photos) from an arboriculturist or other appropriate expert.	<input type="checkbox"/>

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A. Works to Trees Subject to a Tree Preservation Order (TPO)	
Forms, plans and documents	Yes
If the reasons relate to structural damage or subsidence, written and/or diagnostic evidence should be provided by a relevant engineer/surveyor or other appropriate expert. <i>For further information as to what evidence may be required, please refer to the Planning Portal Guidance Notes</i>	

Additional information that may be helpful

Note – the following is not mandatory or required to make an application valid, however it may be helpful in assessing the application.

Documents
Photographs of the Trees Can be marked to show extent of the proposals Used to evidence decay/fungi/dead branches/trees etc.
Details of Replacement Planting If applying to fell a tree

NATIONAL REQUIREMENTS – See the [Town and Country Planning \(Tree Preservation\) \(England\) Regulations 2012](#)

B. Notification of Proposed Works to Trees in Conservation Areas (CA)	
Forms, plans and documents	Yes
Application Form or written description of proposal.	<input type="checkbox"/>
Identification of Trees and Proposed Works Sufficient information to identify the relevant trees (species if known) and numbering/sequence A full and clear description of proposed works including dimensions and/or percentages. <i>For further information refer to the Planning Portal Guidance Notes</i>	<input type="checkbox"/>

Additional information that may be helpful

Note – the following is not mandatory or required to make a notification valid, however it may be helpful in assessing the notification.

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Documents
<p>Sketch Plan Showing boundaries, adjoining properties and names of roads Position of trees in relation to buildings and species if known Numbering of trees to match the identification schedule</p>
<p>Reasons for works Statement of reasons for the proposed works</p>
<p>Evidence in Support of Reasons for Works If the reasons relate to the health or the condition of the trees written evidence or diagnostic information (photos) from an arboriculturist or other appropriate expert. If the reasons relate to structural damage or subsidence, written and/or diagnostic evidence should be provided by a relevant engineer/surveyor or other appropriate expert. <i>For further information as to what evidence may be required, please refer to the Planning Portal</i> Guidance Notes</p>
<p>Photographs of the trees Can be marked to show extent of the proposals Used to evidence decay/fungi/dead branches/trees etc</p>
<p>Access Requirements Contact details for access to trees</p>
<p>Details of Replacement Planting If applying to fell a tree</p>