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)

1. & 2. Applicant/Agent Name and Address
You may submit the application yourself or employ an agent to do it on your behalf. All correspondence will be sent to your agent if you have one. If you are submitting the application yourself please state clearly your name and address.

3. Tree’s Location
If the tree(s) to which the application relates does not have a postal address, please provide an accurate description of its location.

4. Tree’s Ownership
Please provide the address for the owner of the tree(s) if known, and if it is different from the address of the site where the trees stand (i.e. the location address that you have already entered).

You don't have to be the owner to apply, but it is good practice to let them know what you're doing.

5. What Are You Applying For?
If you wish to carry out works to trees which are:

• **protected by a Tree Preservation Order**, then you will need to apply to the council for consent

• **situated in a Conservation Area**, then you will need to give the Council at least six weeks’ prior notice of your proposals

6. Tree Preservation Order Details
The council is required to make a copy of Tree Preservation Orders available to the public, free of charge, at their offices at all reasonable hours. You will normally need the name and date of the Order to help you find the right one. You should also be able to get this information from the local land charges register, which should record if there is a Tree Preservation Order relating to a particular property. However, you may have to pay a fee for this service.

**Title of Tree Preservation Order**
You will find the title at the top of the Order. For example: City of Hampstead Tree Preservation Order (No. 4) 1992

7. Identification of Tree(s) and Description of Works
ALL applications should clearly identify the species of the tree and the proposed surgery and include a sketch plan showing the location of the trees. If you wish to carry out work other than felling, for example, pollarding, crown reduction or crown lifting, please describe what you want to do as accurately as possible. Crown reduction may be expressed as a fraction ie. reduce by one third, as a percentage ie. reduce by 20%, in metres ie. reduce crown overall by 2 metres. Crown thinning should be expressed as a percentage ie. crown thin by 10%. Crown lifting should be expressed as a measurement in metres ie. raise crown by 2 metres to give a clear height of 4 metres above ground level. Remove lowest limb/limb touching overhead wires etc on North/S/E/W side of tree.

If you are applying for TPO consent. Please state the reasons for carrying out the proposed works on the tree(s).

Example Plan and Schedule
Proposed Works
You must specify the works you want to carry out for each tree included in the application/notification. For example:

• T1 Oak crown thin by 25%
• T2 and T3 Beech (in G2) reduce the crowns by 3m
• fell seven Ash (T4 – T10) • fell all Sycamore on property (part of W1)

A proposal simply to ‘cut back’ or ‘lop’ some branches is too vague because it fails to indicate the extent of the works.

How to describe pruning operations One of the following, or a combination, will usually be suitable to describe most pruning proposals:

| Crown Thinning - This reduces the density of the tree’s crown without changing the shape and form of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. The amount is usually specified as a percentage (%) of the crown. |
| useful for admitting more light to gardens and windows |
| allows crossing and rubbing branches to be cleared |

| Crown Lifting - This essentially means removing lower limbs close to the trunk, or pruning lower secondary branches to give more clear space below the crown. |
| useful for allowing more light into gardens |
| prevents low branches obstructing paths, drives, etc. |

| Crown Reduction - The tree crown is reduced by shortening branches, usually carried out all round the crown or canopy to maintain a balanced shape. |
| partial reduction may be useful for preventing branches contacting buildings, roofs and guttering |

All tree work should be carried out to BS 3998: Recommendations for Tree Work.

Poor Tree Surgery Any work that would endanger the health of a tree or greatly reduce its amenity value to the local environment is unlikely to be allowed.

8. Trees – Additional Information Felling and Replacement Trees If consent is granted to fell a tree protected by a Tree Preservation Order, it is usually conditional on a replacement tree being planted.

If you are proposing to fell trees protected by a Tree Preservation Order, please give details of any proposed replacements. If you do not intend to plant replacement trees, please explain why.

9. Application for Tree Works - Checklist Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

10. Declaration Please sign and date your application.

11. & 12. Applicant & Agent Contact Details Please provide contact information for the Applicant and Agent. Please note these details are not mandatory and will be available to view on the public file, however they will not be available to view on the website.