Validation Checklist and Guidance – **Works to Trees Subject to a Tree Preservation Order (TPO), Notification of Proposed Works to Trees in Conservation Areas (TCA) and 5 day notifications for dead/dangerous trees (TDD) - General Notes**

The statutory determination period for works subject to a (TPO) is 8 weeks from the date the application is valid.

The notification period for works to trees in a Conservation Area (TCA) is 6 weeks from the date the notification is valid.

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| **Item Required** | **Which application types require this?** | **Guidance on the standard of information required** | **Submitted?**  Y/N |
| A fully completed application form | TPO and TCA | All sections of the form should be completed. | Y |
| A full and clear specification of the works to be carried out on each tree. | TPO and TCA | Proposals to “cut back” or “lop” a “trim” some branches are too vague because it fails to indicate the extent of the works. | Y |
| A sketch plan | TPO and TCA | A sketch plan clearly showing the position of trees listed affected must be provided when applying for works to trees covered by a TPO and/or in a Conservation Area. The plan should label each tree affected with a number. | y |
| Statement of the reasons for the proposed work | TPO applications only | Reasons must be given for the proposed works. | n/a |
| Additional information required on the application form | TPO applications only | Evidence in support of the stated reasons:  If the reasons relate to the condition of the tree(s)  - written evidence from an appropriate expert.  If the reason includes alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturalist.  If the reason is in respect of other structural damage - written technical evidence. | n/a |
| 5 days written notice of dead trees, or removal of dead branches.  Or written notice as soon as practicable after making a dangerous tree safe. | TDD | Unless work is urgently necessary because there is an immediate risk of serious harm, 5 working days prior written notice must be given to the authority before cutting down or carrying out other work on a dead tree. The authority’s consent for such work is not required. The exceptions allow removal of dead branches from a living tree without prior notice or consent. | n/a |