



Validation checklist

Works to Protected Trees

The statutory determination period for works subject to a **Tree Preservation Order (TPO)** is **8 weeks** from the date the application is valid, and the Section 211 notice period for works to trees in a **Conservation Area** is **6 weeks** from the date the notice is received.

The notice period for works to a dead or imminently dangerous tree that is protected by a Tree Preservation Order or in a Conservation Area is 5 days. (hence, **five day notice**)

Application type	Item required	Guidance on the level of information required	Check box
(Five day notice)	5 days' written notice of dead trees, or removal of dead branches. Or written notice as soon as practicable.	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 the removal of dead branches from a living tree without prior notice or consent.	
TPO and Conservation Area notice	A fully completed application form	All sections of the form should be completed.	
TPO and Conservation Area notice	A full and clear specification of the works to be carried out on each tree.	Proposals to "cut back", "lop" or "trim" some branches are too vague because it fails to indicate the extent of the work. Crown reduction should be measured as a distance, however, when crown thinning is proposed, it should be measured as a percentage. Examples are given below: • Reduce the height from 15 metres to 13 metres. • Reduce the spread of the crown to 5 metres (measured from the stem) on its southern side only. • Thin the crown by 15 %.	



		• Raise the crown to a height of 3 metres above ground level.	
TPO and TREECA	A sketch plan	A sketch plan clearly showing the position of the trees listed affected must be provided when applying for works to trees covered by a TPO. Not compulsory for a Conservation Area. The plan should label each tree affected with a number.	
TPO applications only	Statement of the reason/s for the proposed work	Reason/s must be given for the proposed works.	
TPO applications only	Additional information required on the application form	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.	