

Guidance Notes for:

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) *Town and Country Planning Act 1990*

When to use this form

You will normally need to contact your local planning authority (LPA) before any work can be carried out on protected trees. The LPA is usually the council to which you pay your Council Tax, but where the tree(s) are in the Broads Authority area or a National Park you should consult the relevant Authority.

Protected trees include those covered by a tree preservation order (TPO) or those which grow in a conservation area. You will need to contact the LPA even if you wish to prune branches overhanging from a neighbour's protected tree. You should send one copy of the completed form to your LPA.

- **TPOs** - If you wish to carry out work to trees protected by a TPO you must apply using this form. Your application, and any subsequent appeal, will be decided on the basis of the information you provide now, so it is worth getting it right at the start
- **Conservation areas** - You must give six weeks' notice before carrying out work to trees in a conservation area that are not protected by a TPO. You may use this form for this purpose or you may write a letter, which must still include the information required by the form. This gives the LPA an opportunity to consider whether a TPO should be made to protect the tree(s)
- **Permitted development** - You must also apply or give notice to your LPA (as above) if you want to work on a protected tree where you are carrying out development where full planning permission is not needed
- **Planning permission** - Where full planning permission has been granted you might need to apply or give notice to the LPA before carrying out work to protected trees. You should check with the LPA to see if this is required

When not to use this form

You do not need to get the LPA's consent in a few special circumstances: when a tree is dead or dangerous, for example. In this case you are advised to speak to the LPA about proposed work, particularly felling (see 'Further Information' below.) You should be prepared to prove that the work falls within an exemption.

Before you apply

You may wish to discuss your needs with an arborist (tree surgeon) before contacting the LPA. If the LPA are able to, it may be worthwhile discussing your proposals with them informally before you complete the form. Early discussion gives the LPA the chance to:

- Explore whether the work is exempt from the need to apply/notify
- Advise on how best to present your proposals
- Guide you through the process and the LPA's tree protection policies

The advice and guidance given to you during these discussions is given in good faith, but no LPA officer can give you a definite answer as to whether your proposed works will be allowed. You may want to contact the LPA to see if they charge for giving this advice.

Who can carry out the tree work?

When deciding who should prune or fell your tree you should bear in mind that:

- Tree work is a dangerous activity and should be carried out by trained, competent and appropriately insured arborists
- Tree work should be carried out to a good standard. LPAs will usually require the work to comply with BS 3998 *Recommendations for Tree Work*
- Guidance on selecting a contractor can be found at www.tree-care.info/findanarb.

Enforcement

The LPA can prosecute when work is carried out without their consent on a preserved tree, without the required notice on a tree in a conservation area or when exemptions are misused.

Further information

More information about TPO procedures, including exemptions and felling licences, can be found in the leaflet [Protected Trees: A Guide to Tree Preservation Procedures](#).

More detailed guidance, intended primarily for LPAs, is in [Tree Preservation Orders: A Guide to the Law and Good Practice](#).

Both are available on the Communities and Local Government (CLG) website, along with other information, at www.communities.gov.uk/treesandhedges or from CLG Publications (Tel: 0870 1226 236).