

Works to Trees subject to a Tree Preservation Order or Notification of Proposed Works to Trees in a Conservation Area

DRAWINGS – Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable.

All drawings **MUST** include the following information:

- The scale of the drawing (e.g. 1:100, 1:200 – should be a metric scale).
- A scale bar indicating a minimum of 0-10 metres.
- Indicate the direction of North on layout and location plans.
- Have a title to identify the development and subject of the drawing (e.g. Removal of one oak tree at 24 London Road, Stone – Site Layout).
- Have a unique drawing number which also indicates any revisions (e.g. 1234 Revision B).
- All revisions should be described to identify any changes (e.g. Revision A – Layout changed).
- The date the drawing was drawn or any changes made.
- Annotation against the drawing to indicate all key external dimensions.

If not applying electronically, please provide if possible an electronic copy of the application on a CD ROM in pdf format. Please limit individual file sizes to less than 5Mb.

A minimum of 3 copies of all documentation relating to the application should be submitted EXCEPT if the application is submitted electronically when a single copy is sufficient.

Documents that **must** be included with your application:

- **Application Form, completed, signed** (unless submitted electronically) **and dated**
- **Sketch plan** showing location of tree(s)
- A full and clear **specification** of the works to be carried out
- **A completed Validation Checklist**

Please tick the relevant box from the list below and complete the corresponding section in part 2 of this form depending on the type of application you are making. Only one of the sections should be completed. If you are unsure which section to complete please contact the Council.

- **Section A** – works to trees protected by a Tree Preservation Order (TPO)
- **Section B** – works to trees in Conservation Areas

PART 2: LOCAL REQUIREMENTS**Section A – works to trees protected by a Tree Preservation Order**

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it.

Documents that **must** be included with your application:

- Statement** of reasons for the proposed work
- Photographs**
- Details** of any assistance or advice sought from an officer of the Council prior to submitting this form
- Details** of any assistance or advice sought from an officer of Ashford Borough Council prior to submitting this form
- Evidence** in support of the statement of reasons. In particular one of the following:

Question 1:

- Y** **N** Do your reasons for the proposed works relate to the health and/or safety of trees?
- If **yes**, please submit a **report** by a tree professional (e.g. arboriculturalist or horticultural advisor).

Question 2:

- Y** **N** Do your reasons for the proposed works relate to subsidence?
- If **yes**, please include a **report** by an engineer or surveyor
- If **yes**, please include a **report** by a tree professional (arboriculturalist)

Further guidance on completing the necessary documentation required to submit a planning application is available in our guidance notes available on our web site.

We will check each application against the appropriate checklist. Should we need further information to process your application we will also contact you and hold the application as invalid until further information is submitted.

If you tell us that you do not think the information listed above is not required and give us your reasons we will not declare it invalid. If insufficient justification is provided, the application will be declared invalid. We will then explain to you why it is invalid.

N.B. Failure to submit any of the requirements will result in the application not being registered.

Please Complete the signature section at the end of the checklist

Section B – works to trees in Conservation Areas

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal.

Documents that you **may wish** to include with your application:

- Statement** of reasons for the proposed work
- Report** by a tree professional (arboriculturalist) or other
- Statement** of reasons for the proposed work
- Photographs**
- Details** of any assistance or advice sought from an officer of the Council prior to submitting this form

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N.B. Failure to submit any of the requirements will result in the application not being registered.

If you require this information in large print, Braille, on audiotape or in any other format, please contact us on 0322 343203.

Signed:.....

Date:.....