



Validation checklist:

Application for Tree works:

- works to trees subject to a Tree Preservation Order (TPO) and/or
- notification of proposed works to trees in a Conservation Area

National Requirements	Tick
Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Application form, fully completed, signed and dated	
Sketch plan showing the location of all trees	
A full and clear specification of the works to be carried out	
Statement of reasons for the proposed work	
Evidence in support of statement of reasons, when required by the standard application form	

Additional Requirements	Tick
The following documents may be required depending upon the nature of the proposal to assess the impact of the works as proposed. Upon validation if not provided as part of the initial application submission the local planning authority will confirm the level of further information necessary to be provided within 14 days of validation. Failure to provide the necessary information will result in the application being determined based upon the initial submission, and may result in Refusal of the application. Further guidance can be found in the Planning Advice Note for Applicants/Agents: Information required when submitting an application. Please provide 2 copies of the following documents if submitting on paper; 1 copy if submitting electronically:	
Photographs	
Report by a professional arboriculturist or other	