

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

Town and Country Planning Act 1990

Guidance on Completing the Application Form

1. Applicant Name and Address

Please enter the Applicant Details.

2. Agent Name and Address

Please enter the Agent Details.

If the application is being submitted by an agent (i.e. someone who is acting on the applicant's behalf) all correspondence, including the decision letter, will be sent to him/her.

3. Trees Location

If the tree(s) to which the application relates does not have a postal address, please provide an accurate description of its location.

4. Trees Ownership

Please provide the address for the owner of the tree(s) if known, and if it is different from the address of the site where the trees stand (i.e. the location address that you have already entered).

You don't have to be owner to apply, but it is good practice to let them know what you're doing.

5. What are you applying for?

If you wish to carry out works to trees which are:

- **protected by a Tree Preservation Order**, then you will need to apply to the council for consent
- **situated in a Conservation Area**, then you will need to give the Council at least six weeks' prior notice of your proposals

6. Tree Preservation Order Details

The council is required to make a copy of Tree Preservation Orders available to the public, free of charge, at their offices at all reasonable hours. You will normally need the name and date of the Order to help you find the right one. You should also be able to get this information from the local land charges register, which should record if there is a Tree

Preservation Order relating to a particular property. However, you may have to pay a fee for this service.

Title of Tree Preservation Order

You will find the title at the top of the Order. For example:

City of Hampstead (No. 4) Tree Preservation Order 1992

or

City of Hampstead (1 Garden Court) Tree Preservation Order 1992

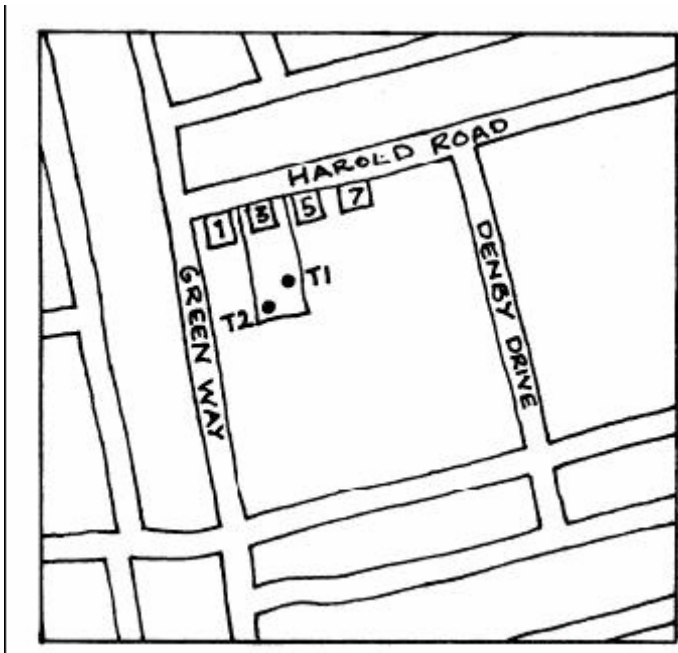
7. Identification of Tree(s) and Description of Works

Preparing your plan

Your plan needs to show the precise location of the tree(s) in relation to nearby property/roads/boundaries. It should, therefore:

- indicate the main features of the site where the tree(s) stand and its surroundings; in particular, you should:
 - mark and name surrounding roads
 - sketch in buildings, including adjoining properties
 - add house numbers or names
- mark the position of the tree(s) to which you want to carry out work
- identify them by the number shown in the Tree Preservation Order, where possible; if you use a different number, please make sure that this can be matched with your description of the tree(s)
- if there are many trees on the site, make clear which tree(s) are included in this application by:
 - marking all trees on the plan, but only numbering those to which you want to carry out work
 - showing the approximate distance between the application tree(s) and buildings
 - adding other relevant features on the site (e.g. greenhouse, paths)
- if it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and provide details of how the tree(s) are marked on site (e.g. high visibility tape, tree tags, paint, etc.); trees must not be marked by scarring or cutting into the bark

Example of a plan:



Proposed Works




You must specify the works you want to carry out for each tree included in the application/notification. For example:

- T1 Oak crown thin by 25%
- T2 and T3 Beech (in G2) reduce the crowns by 3m
- fell seven Ash (T4 – T10)
- fell all Sycamore on property (part of W1)

A proposal simply to ‘cut back’ or ‘lop’ some branches is too vague because it fails to indicate the extent of the works.

How to describe pruning operations

One of the following, or a combination, will usually be suitable to describe most pruning proposals:

<p>Crown Thinning - This reduces the density of the tree's crown without changing the shape and form of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. The amount is usually specified as a percentage (%) of the crown.</p> <ul style="list-style-type: none">• useful for admitting more light to gardens and windows• allows crossing and rubbing branches to be cleared	
<p>Crown Lifting - This essentially means removing lower limbs close to the trunk, or pruning lower secondary branches to give more clear space below the crown.</p> <ul style="list-style-type: none">• useful for allowing more light into gardens• prevents low branches obstructing paths, drives, etc.	
<p>Crown Reduction - The tree crown is reduced by shortening branches, usually carried out all round the crown or canopy to maintain a balanced shape.</p> <ul style="list-style-type: none">• partial reduction may be useful for preventing branches contacting buildings, roofs and guttering	

All tree work should be carried out to *BS 3998: Recommendations for Tree Work*.

Poor Tree Surgery

Any work that would endanger the health of a tree or greatly reduce its amenity value to the local environment is unlikely to be allowed.

8. Trees - Reasons for Works

In setting out the reasons for proposed works, please provide evidence to support your case.

9. Trees – Additional Information

Felling and replacement trees

If consent is granted to fell a tree protected by a Tree Preservation Order, it is usually conditional on a replacement tree being planted.

If you are proposing to fell trees protected by a Tree Preservation Order, please give details of any proposed replacements. If you do not intend to plant replacement trees, please explain why.

10. Application for Tree works - Checklist

Please use the checklist to ensure that the forms have been correctly completed and that all relevant information is submitted. Failure to complete the form correctly or to supply sufficiently detailed drawings or other relevant supporting information will result in your application being returned as invalid.

11. Declaration - Trees

Please sign and date your application.

12. Applicant Contact Details

Please provide contact information for the applicant.

13. Agent Contact Details

Please provide contact information for the agent.

Planning Application Requirements Checklist

This Checklist sets out the information you need to submit with your application for it to be accepted as valid and processed as quickly as possible. It lists the statutory National Planning Application Requirements which must accompany all applications. It may also include additional Local Planning Application information which the Council requires for this type of application.

Local Planning Application information may only need to be submitted in particular circumstances so please ensure you read the checklist carefully and supply all the information required for your type of proposal. If you do not supply all the information the Council needs your application is likely to be declared invalid on receipt and will not be accepted. This will delay your application because we will not be able to deal with it until the missing information is provided.

You can use the tick boxes on the checklist to confirm the information you are providing with your application.

National Planning Application Requirements

- A Completed Planning Application Form (3 copies to be supplied unless the application is submitted electronically)
- The appropriate fee (please note: if you are paying by cheque please make it payable to Haringey Council and ensure that you put the site address and/or, if you have applied online, the Planning Portal reference number)

- sketch plan showing the location of all tree(s)
- a full and clear specification of the works to be carried out
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- report by a tree professional (arboriculturist) or other
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

When you submit a location plan, it should be at a scale of 1:1250 or 1:500, showing at least two named roads and surrounding buildings. The properties shown should be numbered or named to ensure that the exact location of the application site is clear.

The application site must be edged clearly with a red line on the location plan. It should include all land necessary to carry out the proposed development (e.g. land required for access to the site from a public highway, visibility splays (access around a road junction or access, which should be free from obstruction), landscaping, car parking and open areas around buildings).

A blue line must be drawn on the plan around any other land owned by the applicant, close to or adjoining the application site.

All plans must be to a metric scale and any figured dimensions given in metres and a scale bar should be included.

Guidance on naming your drawings

Please ensure that the drawings you provide as part of your application should be accurately described on the drawing itself.

The description should firstly indicate whether they are of the development or site as EXISTING or PROPOSED. It should then indicate whether they are PLANS or ELEVATIONS of the development or site. In the case of elevations they should indicate the orientation, e.g. FRONT, SIDE or REAR, or NORTH, SOUTH, EAST, WEST and in case

of plans the floor, e.g. GROUND FLOOR, FIRST FLOOR, etc. For multiple drawings on the same page the description should describe all the drawings. Some example descriptions are shown below:

- Proposed ground floor plan
- Existing rear elevation
- Existing and proposed ground floor plans
- Existing and proposed North and South elevations
- Existing and proposed front and rear elevations and ground floor plans

Local Information Requirements

May include some or all of the following

1. Photographs & Photomontages

When are these required?

These provide useful background information that can help to show how developments can be satisfactorily integrated within the context of the streetscene or an existing development. Photographs should particularly be provided for larger developments of 10 or more units or 1,000m² or more floorspace or if the proposal involves the demolition of an existing building or is a development affecting a conservation area or a listed building.

2. Tree Survey/Arboricultural (including Landscaping Statement)

When is this required?

When developing within Haringey due regard must be had to the preservation of existing trees and tree masses and where relevant opportunities arise these should be taken to ensure that tree masses are added to. There will be instances where the loss of trees will be unavoidable in development, but where this is the case the Council will want to be satisfied that the loss is acceptable in terms of amenity and in terms of the value of the tree(s) that is being lost. We will also want to be satisfied that there is adequate replacement for any loss.

As such a statement is particularly required for proposals which include works to or removal of trees.

Full guidance on the survey information, protection plan and method statement that should be provided with an application is set out in the current BS5837 'Trees in relation to construction – recommendations'. Using the methodology set out in the BS should help ensure that development is suitably integrated with trees and that potential conflicts are avoided.

On larger proposals (residential developments involving the creation of 10 or more units or other developments with a floorspace of 1000m² or more) a landscaping statement setting out the approach to the design of landscaping for the site will be required. This would include proposals for replacement planting where existing trees are felled. Please

see [Supplementary Planning Guidance document 8d](#) on the website for further information.

□ 3. Structural Survey of the Property

When is this required?

A structural survey may be required to support applications for proposals which involve substantial demolition, or to support tree works applications for the removal of a tree causing structural damage to a property.

Explanatory note on Supplementary Planning Guidance

This guidance document makes reference to Supplementary Planning Guidance (SPG).

The UDP sets out the policies for specific areas and core planning policies on topics for the whole borough. Much of the detail to support the UDP policies will be contained in accompanying documents called Supplementary Planning Guidance (SPG).

Supplementary Planning Guidance (SPG) is a material consideration for development control purposes and can take the form of design guides, area development briefs or supplement other specific policies in the UDP.

As of January 2008 five SPG have been adopted to bring them in line with the adopted UDP policies, the UDP Inspector's recommendations and changes to government legislation. The remaining SPG are still draft and will continue to be used for development control purposes. In addition, two codes of practice on employment and training and health planning obligations have been prepared and adopted. The two Code of Practice Notes will assist in development control negotiations on planning obligations and relate to employment and health impacts of development proposals.

The SPG and Codes of Practice Notes adopted in 2006 are:

- SPG1a Design Guidance
- SPG3a Density, Dwelling Mix, Floorspace Minima, Conversions, Extensions and Lifetime Homes
- SPG8a Waste and Recycling
- SPG10a The Negotiation, Management and Monitoring of Planning Obligations
- SPG10b Affordable Housing
- Planning Obligation Code of Practice No 1: Employment and Training
- Planning Obligation Code of Practice No 2: Health

As Supplementary Planning Documents are introduced it may be necessary to review and amend the Local Information Requirements accordingly, any changes that are made will be publicised.

Availability of SPG and Code of Practice Guidance Notes

All SPG and Code of Practice Guidance Notes (draft and adopted) are available free of charge via our website: www.haringey.gov.uk/planning on request via telephone (020 8489 1000); or in writing or in person at the following address:

Haringey Council
Planning Service
639 High Road
London

N17 8BD