

Application for Tree Works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in Conservation Areas (CA) Validation Checklist

Introduction

Submitting your application can be made easier if you include all of the relevant information listed below. Failure to provide all relevant information may result in delays in validating your application.

Definition

A Tree Preservation Order (TPO) is an order made by a Local Planning Authority (LPA) in respect of trees. The order makes it an offence to cut down, uproot, prune, damage or destroy the tree or trees in question. A TPO can apply to a single tree, a group of trees or woodland. TPO's can only apply to trees; they can not apply to bushes, shrubs or hedges, unless the hedge has reverted back to a line of individual trees. The tree under order can be of any size, species or age.

Conservation Areas are areas of special architectural or historical interest designated by the Council to preserve and enhance their appearance. In recognition of the special contribution of trees to a Conservation Area, legislation was introduced in 1965 to provide a blanket protection of all trees, having a stem diameter greater than 75mm when measured at 1.5 metres above ground level. Any works to trees within the Conservation Area requires six weeks notice in writing, called a Section 211 Notice, to give the Council time to consider whether the tree should be protected by a TPO.

Checklist

DOCUMENTATION REQUIREMENTS
To assist with application process it would help if all forms, plans and documents relevant to the application were submitted on a compact disc (CD).
Maximum file size is 5mb. Any file greater than this size should be divided into parts and suitably named (see submission guidance on last page).
Drawing Confirmation All plans and drawings indicating: paper size; key dimensions; scale bar indicating a minimum of 0-10 metres

TREE PRESERVATION ORDER NATIONAL REQUIREMENTS
<p>Copies of plans if not submitted via Planning Portal</p> <p>The Town and Country Planning (Development Management Procedure) Order 2010 requires three copies plus the original (unless submitted electronically or unless a lesser amount is deemed acceptable by the local authority). The London Borough of Hackney requires an original plus two (2) copies of all plans forms and documents are required where the application is not submitted via Planning Portal.</p>
<p>Completed Application Form</p> <p>The completed application form, signed and dated.</p>
<p>Sketch Plan</p> <p>The sketch plan should show boundaries and adjoining properties, including house numbers or names, and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings and add the numbering used in Box 7 of the application form.</p>
<p>Specification</p> <p>A full and clear specification of the works to be carried out. Please give the species of tree if known, such as oak, Scots pine; Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (such as T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence - A, B, C or the like. Make sure the numbering matches that used on the sketch plan.</p> <p>Please make clear to which trees the descriptions of works and reasons apply.</p> <p>It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it fails to indicate the extent of the works.</p>
<p>Statement of Reasons</p> <p>Statement of reasons for the proposed work - Reasons must be given for work to trees protected by a TPO. Please make clear to which trees the descriptions of works and reasons apply.</p> <p>For trees in conservation areas, giving reasons for work would be helpful, but is not mandatory.</p>
<p>Support of Statement of Reasons</p> <p>Evidence in support of statement of reasons. In particular, you should provide the information detailed below when your application relates to the condition of the tree or damage that it is causing.</p> <p>Condition of tree(s) –</p> <p>The presence and impact of pests, diseases or fungi that require work to be carried out to the tree(s) should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree.</p> <p>When your application relates to alleged damage to a property caused by subsidence/ damage to drains or driveways:</p> <p>Subsidence –</p> <p>Reports will usually be provided by a structural engineer and/or a chartered surveyor and be supported by technical analysis from other experts e.g. for root and soil analysis. These reports must include the following information:</p>

- A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map;
- Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building;
- Measurement of the extent and distribution of vertical movement using level monitoring. Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be sufficient to show a pattern of movement consistent with the presence of the implicated tree(s);
- A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics;
- The sub-soil characteristics including soil type, particularly that on which the foundations rest, liquid limit, plastic limit and plasticity index;
- The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out;
- Proposals and estimated costs of options to repair the damage.

In addition, you must include a report from an arboriculturist to support the tree work proposals, including arboricultural options for avoidance or remediation of indirect tree-related damage.

Other structural damage -

Technical evidence in respect of other structural damage, such as garden walls, drains, paving and drive surfaces, should be provided by a relevant engineer, building/drainage surveyor or other appropriate expert.

WORKS TO TREES IN CONSERVATION AREAS NATIONAL REQUIREMENTS

Copies of plans if not submitted via Planning Portal
Original plus two (2) copies of all forms, plans and documents, where the application is not submitted via Planning Portal.

Completed Application Form

The completed application form, signed and dated. Alternatively, you can provide all information in a letter format.

Sketch Plan

The sketch plan should show boundaries and adjoining properties, including house numbers or names, and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings and add the numbering used in Box 7 of the application form.

Specification

A full and clear specification of the works to be carried out. Please give the species of tree if known (e.g. oak, Scots pine); Latin names are not required. Where known, use the numbering of trees from the First Schedule of the TPO (e.g. T1 ash, or two cherry and one birch in G2). Make sure other trees are identified by using a different sequence e.g. A, B, C etc. Make sure the numbering matches that used on the sketch plan.

Please make clear to which trees the descriptions of works and reasons apply.

It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it

fails to indicate the extent of the works.

Statement of Reasons (not mandatory)

Statement of reasons for the proposed work. Please make clear to which trees the descriptions of works and reasons apply.

For trees in conservation areas, giving reasons for work would be helpful, but is not mandatory.

Submitting an application via the Planning Portal or on CD

It is recommended that all Applications are submitted using the Planning Portal. Subsequently, the following requirements must be met:

File Type

- All drawings should be attached as **.pdf (Adobe Acrobat)** files rather than .tif files.
- Other files types that will be accepted are .jpg, .doc and .xls files only. We are unable to accept CAD files.

File Size

- The maximum size of any single attachment must be no more than 5MB.
- All drawings submitted electronically must be A3 or smaller.

Electronic Plan Information Requirements

All drawings must include the following information:

- The print (paper) size;
- The relevant scale at that print size (such as 1:50, 1:100)
- A scale bar showing the length of one metre and ten metres
- Key dimensions.

Questions

Please contact the Duty Planning Officer if you have any queries about the information provided in this document, or have any further questions.

Phone: Monday to Friday 9am–5pm on 020 8356 8062.

Face to Face: Monday to Friday 10am–12pm or 2pm–4pm at Hackney Service Centre, 1 Hillman Street, London E8 1DY.

Email: planning@hackney.gov.uk