



Northumberland

County Council

Quick Reference Checklist for

1. Tree Works: **Subject to a Tree Preservation Order (TPO)** | [View Works to Trees guidance.](#)
2. Tree Works: **Trees in a Conservation Area** | [View Works to Trees guidance.](#)
3. Application for **Hedgerow Removal Notice** |

The information listed below must be submitted to make the above application types valid. Use this checklist to identify the documents required, then refer to the detailed guidance matching the corresponding 'Note' in the [Planning Validation Checklist](#).

Requirement	For detail refer to	When required for validation?		
		1 - Tree Works*: to trees protected by a <u>TPO</u>	2 - Tree Works*: to trees in a <u>Conservation Area</u>	3 - Hedgerow Removal Notice
Application Form and Certificate	Note 1	Always – Form title: <i>Application for Tree Works: Works to Trees Subject to a Tree Preservation Order</i>	Always – Form title: <i>Application for Tree Works: Notification of Proposed Works to Trees in a Conservation Area</i>	Always - Form title: <i>Application for Hedgerow Removal Notice</i>
Correct Fee	Note 2	Not required - exempt from fees.	Not required - exempt from fees.	Not required - exempt from fees.
Location Plan / Sketch Plan	Note 3 and Tree works form guide note	Always - clearly identify the trees to be removed/affected by the works and number them e.g. T1, T2 etc. It does not have to be a scaled plan but it must show enough information for us to identify the site in relation to surrounding buildings/roads. A North arrow will also assist us.	Always - clearly identify the trees to be removed/affected by the works and number them e.g. T1, T2 etc. It does not have to be a scaled plan but it must show enough information for us to identify the site in relation to surrounding buildings/roads. A North arrow will also assist us.	Always – clearly identify the full length of the hedgerow(s) to be removed on a location plan (to an identified scale).

<p>Tree Report / Written Statement</p> <p><i>From an Arboriculturist or appropriate expert e.g. Tree Surgeon.</i></p> <p><i>This can be provided in the form of a written statement on the form or within a separate document as appropriate.</i></p>	<p>Note 34</p>	<p>Only if - you have ticked yes on the form to say you have fears the tree might break or fall or you suspect it is causing subsidence (as indicated on the application form and guidance notes).</p> <p>This should describe the reasons for the work e.g. pests, diseases, fungi or defects. For damage: options for avoidance or remediation of tree-related damage should be stated.</p>	<p>Not required – this may be helpful if submitted but is not a requirement.</p>	<p>Not required – for this application type.</p>
<p>Additional Evidence</p>	<p>N/A</p>	<p>Only if – you have ticked yes on the form to say the tree is causing subsidence or other structural damage.</p> <p>You must provide the appropriate technical evidence/report (as indicated on the application form and guidance notes).</p> <p>Annotated photographs can also be helpful.</p>	<p>Annotated photographs can also be helpful.</p>	<p>Only if - the hedgerow is more than 30 years old.</p> <p>You must provide evidence of the date of planting (e.g. grant awarded, photos of planting, invoices for the plants).</p>

Government legislation requires that **householder planning applications should be decided within 8 weeks for trees protected by TPO and 6 weeks for trees in a Conservation Area/Hedgerow Removal Notices**. This timescale begins when your application has everything we require to assess the proposal and make that decision (and not necessarily the date you submit it).

To help prevent an invalid application [submit your planning application using the Planning Portal](#). The above application types are free to submit on the Planning Portal (their admin/service charge is waived as there is no planning application fee).

Get it right first time – top 4 invalid reasons to avoid!

If an application is submitted without the required information it will be placed on hold (invalid) until we receive the necessary amendments or documents. Check for and avoid the following:

1. Incomplete/unsigned application forms

- Answer every question, sign and date the declaration. The [tree works form guidance note](#) will explain how to complete the form correctly, please read this before completing the form.
- Correctly describe the works as explained in the form guidance notes, a proposal simply to 'cut back', 'lop' or 'trim' branches is too vague. Reasons must be included for works to TPO trees. The tree species should be provided. If you are proposing to carry out works not described in the 'common tree works operations' part of the guidance notes such as removal of specific branches please submit annotated photographs to clearly show which branches will be removed and where the branch will be cut.

2. The application includes both TPO trees and trees in a conservation area

- *Combined TPO and Conservation Area applications for tree works cannot be accepted. If your works affect TPO trees and those within a Conservation Area we will require one application for the works to TPO trees and a separate application for the works to trees in a Conservation Area.

3. Location/sketch plan is missing

- For tree works applications we require a sketch plan. Ensure you identify surrounding buildings and roads on this plan so we can accurately plot the location of the trees on our mapping system, we cannot process your application without this. Make it clear which side of any boundary the tree is located on.
- For hedgerow notices a location plan can be purchased via the Planning Portal at the scale we require. Find your site, draw your red line on, pay for the plan and upload it with your application online.

4. Tree report/written statement/additional evidence missing

- Read the application form and guidance notes to help you identify when to submit the relevant report(s). It will add a considerable delay if we have to wait for these to be completed and sent later.
- The Tree Report can be provided in the form of a written statement on the form or within a separate document as appropriate. A full Arboricultural Assessment (tree report) is not required for validation as long as the statement has been obtained from an Arboriculturist or appropriate expert e.g. Tree Surgeon.