

# Tree Protection Enquiry Form

This form should be used if you wish to find out if a tree is protected by a tree preservation order (TPO) or because it is in a conservation area.

Visit www.northumberland.gov.uk/planning if you need to submit an application/notice for works to trees.

Please complete the following in full:

|  |  |
| --- | --- |
| Your title, first name and surname |  |
| Your email address (so we can provide you with a quick response) |  |
| Your contact telephone number |  |
| Address and postcode (or location) of the trees |  |
| Tree species (if known) |  |

**What do I need to include?**

By submitting this notification you confirm that you have attached the information below. We cannot check the trees if you do not provide this:

* Required: A sketch plan or other **plan/map with the location on the tree(s)** marked on. We need to be able to identify the area to find the location and where the individual trees are located.

**What happens next?**

Email this form and the required attachments to planning@northumberland.gov.uk. We do not require a fee.

On receipt of your enquiry an officer will undertake an assessment. We will check and inform you whether the tree itself is protected or it is protected because it is within a conservation area. We aim to respond to you by email within 10 working days. This will not include a site visit.

Wait for confirmation before proceeding with works. You can be prosecuted if you carry out work on a tree without the required notice or consent.

**Please note**

Whilst we can check the conservation area and tree preservation order (TPO) layers we hold there are sometimes conditions attached to a planning application that restrict works to trees on site. It is your responsibility to check previous decision notices for these conditions prior to starting work. You can look up previous planning applications for a site on our [Public Access system](https://publicaccess.northumberland.gov.uk/online-applications/search.do?action=simple). This includes an address search or map search. The decision notice will state the conditions.

**How we use your information**

Please [read our Privacy Notice regarding how we handle your information](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningApplicationPrivacyNotice180719.pdf). We do not maintain a public register of five-day notice applications or decisions, as such we will not make your information available online.