

## Validation Checklist for: Tree Works: Trees Protected by a TPO

Use this checklist to see when you need to submit information. Then [refer to the matching note number on our website \(opens in a new window\)](#). That will explain the detail you must include in your documents, to make sure they are valid. This list applies from 1<sup>st</sup> July 2024.

### National planning application requirements

| Requirement      | Refer to | Do I need to submit this?  |
|------------------|----------|--|
| Application form | Note 1   | <p>Yes.</p> <p>Form title: 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.</p> <p><b>What you should know</b></p> <ul style="list-style-type: none"> <li>You must describe the works correctly or the application will not be valid. Refer to the <a href="#">tree works form guidance note</a>.</li> <li>Combined TPO and Conservation Area applications for tree works cannot be accepted on the same form. If your works affect TPO trees and those within a conservation area we will require separate applications. One for works to the TPO trees and one for works to trees in a conservation area.</li> </ul> |
| Application fee  | Note 2   | No.  |
| Location plan    | Note 3   | No.  |

## Local planning application requirements

| Requirement   | Refer to | Do I need to submit this?  |
|---|----------|--|
| Tree plan (sketch plan)   | Note 38  | Yes.<br>To find out what this should include refer to the <a href="#">tree works form guidance note</a> .  |
| Tree reports (Arboricultural statement)   | Note 39  | This is mandatory if you have ticked 'yes' on the application form to the question about: <ul style="list-style-type: none"><li>the condition of the tree(s) or alleged damage due to subsidence.</li></ul> For details of what this should include see the <a href="#">tree works form guidance note</a> .          |
| Tree reports (Report by an engineer or surveyor or written technical evidence from an appropriate expert) | Note 39  | This is mandatory if you have ticked 'yes' on the application form to the question about: <ul style="list-style-type: none"><li>alleged damage to property, such as subsidence or other structural damage.</li></ul> For details of what this should include see the <a href="#">tree works form guidance note</a> . |

If a requirement (or note number) is not mentioned above we don't need it for this application type.

## Other information to support your application

| Evidence              | Refer to  | Do I need to submit this?  |
|-----------------------|---|--|
| Reasons for work      | The <a href="#">tree works form guidance note</a> | Yes, you must state the reasons for work. You can do this when you describe the works on the application form. |
| Annotated photographs | The <a href="#">tree works form guidance note</a> | These are not mandatory. But annotated photographs can be helpful when describing works.                       |

## Timescale for a decision

Government legislation requires us to decide an application for works on a tree protected by a Tree Preservation Order within 8 weeks. The timescale only starts from the date your application is complete. This is also known as the 'valid' date.

## Contact details

**Technical Support Team**, Development Management, Place and Regeneration, Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF.

[Visit our Northumberland County Council website](#)

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