



Northumberland County Council

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 1st 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>What you should know</p> <ul style="list-style-type: none">You must describe the works correctly or the application will not be valid. Refer to the tree works form guidance note.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.
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. To find out what this should include refer to the tree works form guidance note .
Tree report (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"> the condition of the tree(s) or alleged damage due to subsidence.

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 tree works form guidance note	Yes, you must state the reasons for work. You can do this when you describe the works on the application form.
Evidence of subsidence or other structural damage.	The tree works form guidance note	This is mandatory if you have ticked 'yes' on the application form to the question about: <ul style="list-style-type: none"> alleged damage to property.
Annotated photographs	The tree works form guidance note	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.

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