



Application for tree works: works to trees subject to a Tree Preservation Order (TPO) or notification of proposed works to trees in a conservation areas

These notes provide a checklist to determine what information the Council requires to be submitted with your application. If the information that is required is not included with your application, then it will be made invalid and we will not register or process it. In this case, we will try and speak directly to you stating what additional information is required and how this can be supplied.

Please supply one copy of each document and plan. Application forms can be obtained from the Council offices or website www.cotswold.gov.uk. Alternatively online applications can be made via the Planning Portal: www.planningportal.gov.uk

If you are unsure about what needs to be supplied with your application please contact Customer Services (01285 623 000).

Once you have completed this checklist please send it or a copy to us with your application.

| Information required | Tick when provided |
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| Completed Application Form | |
| Specification of the works to be carried out. | |
| Statement of Reasons for proposed works to a tree protected by a Tree Preservation Order and supportive evidence | |
| Report by a Tree Professional (e.g. arboriculturist or horticultural adviser) If your reasons relate to the health and/or safety of a tree(s) protected by a Tree Preservation Order. | |
| No Fee | |
| Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable) For further information, e.g. on electronic submission and submitting plans – Making a planning application | |
| Location Plan or Block Plan: <ul style="list-style-type: none"> • Up-to-date, with north marked, and sufficient to locate the site and the trees within the site | |
| Additional information that may be asked for | Tick when provided |
| Biodiversity Survey and Report Required if a statutory wildlife site or legally protected species could be affected. Advice is available from the Council website: When is an assessment required? and What information is needed? | |
| Details of Advice: from the Local Planning Authority prior to submission. | |
| Photographs. | |



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| Report by an Engineer or Surveyor , together with one from a tree professional (arboriculturist) if you are alleging subsidence damage. | |
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Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.