



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 required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

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

Information required	Tick when provided
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <p>Correct and fully completed planning application form.</p>	
<p>Statement of works:</p> <p>Information Required:</p> <ul style="list-style-type: none"> 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. 	
<p>No Fee</p>	
<p>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</p>	



For further information, e.g. on electronic submission and submitting plans – Making a planning application	
<p>Site Location Plan / Block Plan: Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <ul style="list-style-type: none"> Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found Red outline to identify the application site Blue outline to identify other land owned by the applicant. Tree locations clearly marked 	
Additional information that may be asked for	Tick when provided
<p><u>Biodiversity Survey and Report</u></p> <p>When Required:</p> <ul style="list-style-type: none"> If proposals could affect any wildlife site, habitat, natural feature or species. <p>Information required:</p> <ul style="list-style-type: none"> Further advice on when an assessment is required can be found here. Further advice on what information is required can be found here. <p>Please note that if surveys are required following the desk based assessment these will be required to be submitted with the planning application.</p> <p>Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.</p>	
Details of Advice: from the Local Planning Authority prior to submission.	
Photographs.	

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.