

## Appendix R: Draft version of “Local Validation Guidance – Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)”

### Key

**Blue highlight** = hyperlink to be inserted to link to relevant page/section in the Local Validation List (Appendix B)

**Yellow highlight** = hyperlink to be inserted to link to the relevant page in another chapter/section of the Local Validation Guidance (Appendices C to R)

**Pink highlight** = hyperlink to be inserted to the webpage on which the List and Guidance documents will be published

**Green highlight** = hyperlink to be inserted to link to the Index document which is to be published alongside the List and Guidance Documents (Appendix S)

## Chapter 16: Tree Works Applications (i.e. works to trees covered by Tree Preservation Orders or those in Conservation Areas)

### Introduction

Such applications are required when you wish to undertake works to protected trees. Protected trees include those covered by [Tree Preservation Order](#) or those within a [Conservation Areas](#). The location of Tree Preservation Orders and Conservation Orders are shown on [Geographic Information System » East Suffolk Council](#).

A Tree Preservation Order (TPO) is an order made by the local planning authority which makes it an offence to cut down, top, lop, uproot, wilfully damage or wilfully destroy a tree without the planning authority's permission. The purpose of a Tree Preservation Order is to protect trees that make a significant impact on their local surroundings. All types of trees can be covered by a Tree Preservation Order, including hedgerow trees, and it can cover anything from a single tree to woodlands.

Trees in a conservation area that are not also protected by a TPO are protected by the provisions in section 211 of the Town and Country Planning Act 1990.

These provisions require people to notify the local planning authority, using a 'section 211 notice' six weeks before carrying out certain work on such trees, unless an exemption applies. The work may go ahead before the end of the six week period if the local planning authority advises that they have no objections. This notice period gives the authority an opportunity to consider whether to make a TPO on the trees.

The Department of Communities and Local Government have produced a leaflet called [Protected Trees: A Guide to Tree Preservation Procedures](#) written for the benefit of tree owners, the general public and amenity groups, and answers some of the most common questions asked about tree preservation procedures. It is for guidance only and is not a statement of law.

## Before you apply

You may wish to discuss your needs with a competent arborist before contacting the Local Planning Authority. It may also be beneficial to contact our Arboricultural and Landscape Officers prior to submitting a formal application, for advice on how best to present the proposals and what information to submit. Details can be found on the [Planning Service Contact Us page](#).

## Personal or Sensitive Data

Please note all Planning and Planning related applications (i.e. listed building consent, advertisement consent, applications for details reserved by condition, tree works application etc) are held in the public domain. The majority of plans and other documents submitted with an application, and any consultee responses received during the consultation process are required under The Town and Country Planning Act 1990 (as amended) to be held in a Public Register, which in the case of East Suffolk is held electronically and can be accessed by anyone via the [Public Access](#) pages of our website.

Therefore, please bear in mind that anything you submit is likely to be published online. We do redact certain personal details such as personal contact phone numbers and email addresses, but if you are making statements of a personal nature revealing certain personal details such as the reasoning behind a proposal being linked to a disabled member of the family, they will not necessarily be redacted from the application description and whilst in accordance with our [Privacy Statement](#) we will seek to redact such references from separate reports/documents it is useful if you can highlight this at the submission stage.

## Requirements for such applications

Applications for works to trees covered by Tree Preservation Orders must include the following in order to be valid:

- A completed [Application Form](#) for works to trees protected by an Order,
- A plan which clearly identifies the tree or trees on which work is proposed,

- Such information as is necessary to clearly specify the work for which consent is sought,
- State the reasons for making the application,
- be accompanied, as applicable, by appropriate evidence describing any structural damage to property or in relation to tree health or safety.

Applications under a Section 211 Notice (i.e. works to trees in Conservation Areas), do not need to be in any particular form. However, it can be useful to use the standard application form for trees protected by an Order, but the Local Authority can not insist upon this. However, the application must include:

- A date of submission,
- A description of the work proposed and include sufficient detail/information to identify the tree or trees,
- Where a number of trees or works are proposed, it should make it clear what work is proposed to which tree,
- A plan is not mandatory but it can be helpful.

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