

CHECKLIST – WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR IN A CONSERVATION AREA (CA)

Please use this checklist to assist the validation process for TPO applications and CA 211 notices.

Further information can be found on the planning portal by following [this link](#)

Incomplete or invalid applications or 211 notices should be referred back to the applicant/agent or the relevant tree officer.

SECTION OF APPLICATION FORM (1APP) (See notes below if necessary)	YES	NO
	Please tick	
Section 1 – Applicant name and address. Are details provided?		
Section 2 – Agent (where appropriate) name and address. Are details provided?		
Section 3 – If all of the trees do not stand at the address of the applicant (see section 1), or if they grow in more than one property, or if a tree trunk straddles the boundary between two properties, has the applicant/agent provide full address/location of the site where the trees stand?		
Section 4 – Has the applicant/agent ticked the yes or no box and where appropriate provided the tree owners details if the applicant is not the tree owner?		
Section 5 – Has the applicant/agent ticked the relevant boxes for a TPO application or CA 211 notice (or both if protected by a TPO and growing in a CA)?		
Section 6 – Has the TPO title or reference been provided? This is discretionary information – absence should not prevent validation.		
<p>Section 7a – Identification of tree(s) and description of works for each tree. Does the application make clear to which trees the descriptions of works and reasons apply?</p> <p>Section 7b– Identification of tree(s) and description of works for each tree. Does the application include reasons for work to trees protected by a TPO? For trees in a CA, giving reasons for work helps but is not mandatory.</p> <p>Section 7c – Identification of tree(s) and description of works for each tree. If any of these common errors in specifying tree works apply, the application should not be validated:</p> <ul style="list-style-type: none"> • A proposal simply to “cut back”, “lop” or “trim” some branches is too vague because it fails to indicate the extent of the works. • The percentage thin has not been specified? • Crown lift - the clearance over ground level has not been specified? <p>Crown reduction has been expressed as a percentage to be removed, rather than finished canopy dimensions?</p>		

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Caring for the Capital's Trees



<p>Section 8a– For trees protected by a TPO the application must provide sufficient evidence to support the case. Applications cannot be processed until all mandatory information is received by the LPA. Where additional information on condition of the tree or damage to property be submitted then the application must be referred to the tree officer for assessment.</p> <p>Section 8b – For trees protected by a TPO or CA. Has the applicant/agent provided a sketch plan showing boundaries, adjoining properties and names of roads? Does the plan show the position of the tree(s) in relation to buildings and add the numbering used in section 7?</p>	DO NO T TIC K	
<p>Condition of tree</p> <p>Section 8.1 – For trees protected by a TPO, if this box has been ticked yes on the application form, the validation of the application must be passed to the relevant tree officer or other trained member of staff to assess if the evidence supplied fulfils the criteria required.</p> <p>Is the application supported by written evidence or diagnostic information from an arboriculturist or other appropriate expert?</p>	DO NOT TICK HERE	
<p>Subsidence</p> <p>Section 8.2 – For trees protected by a TPO, if this box has been ticked yes on the application form, the validation of the application must be passed to the relevant tree officer or other trained member of staff to assess if the evidence supplied fulfils the criteria required.</p> <p>Does the application include the following:</p> <ul style="list-style-type: none"> • A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map? • Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building? • Measurement of the extent and distribution of vertical movement using level monitoring. Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be sufficient to show a pattern of movement consistent with the presence of the implicated tree(s)? • A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics? • The sub-soil characteristics including soil type (particularly that on which the foundations rest), liquid limit, plastic limit and plasticity index? • The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out? 		

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<ul style="list-style-type: none"> Proposals and estimated costs of options to repair the damage? A report from an arboriculturist to support the tree work proposals, including arboricultural options for avoidance or remediation of indirect tree-related damage? 		
<p>Other structural damage</p> <p>Section 8.2 – For trees protected by a TPO, if this box has been ticked yes on the application form, the validation of the application must be passed to the relevant tree officer or other trained member of staff to assess if the evidence supplied fulfils the criteria required.</p> <p>Does the application include the following:</p> <ul style="list-style-type: none"> Technical evidence in respect of the structural damage provided by a relevant engineer, building/drainage surveyor or other appropriate expert. 		
<p>Section 9 – Authority Employee / Member. Has the declaration been completed, stating whether or not the applicant/agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.</p>		
<p>Section 10 – Checklist for applicant/agent. This does not need to be completed and is not part of the validation process.</p>	<p>Do not tick</p>	
<p>Section 11 – Declaration. Has the applicant or agent signed and dated the application. The date on the application form should not be before the date of sending or delivering the form to the Council.</p>		
<p>Section 12 – Applicants contact details. Completion of this section is discretionary, but have details been provided?</p>		
<p>Section 13 – Agent contact details. Completion of this section is discretionary, but have details been provided?</p>		