

**15. SUMMARY OF VALIDATION REQUIREMENTS:  
WORK TO TREES / HEDGEROW REMOVAL NOTICE**

Please see the Full Validation checklist for more detail

This information is always required to validate the application.

Other information may also be required in accordance with the full list.

If any of this is missing the application will be delayed until it is provided.

The case officer may request other information after the application has been registered

**APPLICATION FOR WORK TO TREES**

**Work to trees subject to a Tree Preservation Order (TPO) and / or**

**Work to trees in a Conservation Area**

<b>N1</b>	<b>Application Form</b> Answer all questions Sign and date the form with the date delivered. (Please do not pre date)	
<b>N7</b>	<ul style="list-style-type: none"> <li>• Provide a sketch plan clearly showing the position of all trees listed in Question 7</li> <li>• Number the trees shown on the sketch plan and listed in Question 7</li> </ul>	
	<p>You will need to provide:</p> <ul style="list-style-type: none"> <li>• accurate identification of the tree species</li> <li>• a full and clear specification of the proposed works for each tree.</li> </ul>	
	<p><b>If the work relates to trees covered by a TPO you will also need</b></p> <ul style="list-style-type: none"> <li>• To provide reasons for the proposed works</li> <li>• To provide evidence in support of those reasons, In particular <ul style="list-style-type: none"> <li>○ If your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert.</li> <li>○ If you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.</li> <li>○ In respect of other structural damage - written technical evidence</li> </ul> </li> </ul> <p>In cases where felling is proposed, please provide details of replacement trees (including quantity, species, position and size)</p> <p>If you do not propose to replant, please provide reasons</p>	

**APPLICATION FOR A HEDGEROW REMOVAL NOTICE**

<b>N1</b>	<b>Application Form</b> :Answer all questions	
<b>N6</b>	<p><b>Location Plan</b> This should:</p> <ul style="list-style-type: none"> <li>• Be up to date and of Ordnance Survey quality</li> <li>• Be At a scale of 1:1250 or 1:2500</li> <li>• Show a North point.</li> <li>• Show at least two named roads</li> <li>• Show surrounding buildings which are named or numbered.</li> <li>• Clearly identify the Site</li> </ul>	
<b>N7</b>	<p><b>Site Plan</b> This should:</p> <ul style="list-style-type: none"> <li>• Be at a scale of either 1:500 or 1:200</li> <li>• Show the direction of North</li> <li>• Show the position of the hedge(s)</li> </ul>	
<p><b>You will need to identify the hedge and provide a full and clear specification of the proposed works</b></p> <p>The following information is required:</p> <ul style="list-style-type: none"> <li>• A description of the proposed works</li> <li>• Date of planting</li> </ul>		

Applicants are encouraged to submit and pay for planning and other applications electronically using the Government's Planning Portal service on the internet – [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

The Council will process applications submitted on paper. These require

- (i) 1 copy of each document, plan and form.
- (ii) 1 copy of all the application documents on CD in PDF format.

If you do not intend to provide all the information required by the Councils local list of validation requirements, you should provide a short written justification as to why it is not appropriate in the particular circumstance