APPLICATIONS FOR WORKS TO TREES IN CONSERVATION AREAS (Section 211 notices)

VALIDATION CHECKLIST February 2016

Applications should be submitted in accordance with the requirements in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

If the application is submitted electronically, one copy of the form and each of the drawings, plans and documents will be required.

If the application is submitted in paper format, two copies (one original and one copy) will be required.

A CD/DVD containing the same information will enable the application to be validated more quickly. The maximum file size acceptable is 2 MB (exceptionally 5 MB is acceptable for long reports)

National List Requirements

Information Item
Applications for works to trees in conservation areas must be made in writing. You are encouraged to use the standard application form for tree works.

Local List Requirements

The information required may include any of the following. You are advised to discuss what information will be required with planning officers before submitting an application. Where the local planning authority considers that information is required and it is not provided the application will be treated as invalid.

Information Item	Policy Driver	What information is required
A location plan.	CLG circular - Guidance on information requirements and validation.	The site should be edged red.
A sketch plan showing the position of all trees.	Tree Works application form.	Drawings should identify the position of all trees.
Identification of the trees and trees species and the proposed works.	Local Plan policy CS19. Open Spaces in the City of London SPG.	A full and clear specification of the works to be carried out and a statement of reasons for the proposed work.
Tree survey/Arboricultural implications.	Local Plan policy CS19. Open Spaces in the City of London SPG.	A report by a tree professional (arboriculturist) or other qualified person on the condition of all the trees and an Arboricultural report and Arboricultural method statement.
Photographs	LVMF Local Plan policy CS19.	Photographs are useful to identify the tree(s) or show specific work, e.g. by marking a branch to be removed.