Validation Checklist and Guidance – **Works to Trees Subject to a Tree Preservation Order (TPO) and Notification of Proposed Works to Trees in Conservation Areas (CA)**

General Notes

- The statutory determination period for works subject to a TPO is 8 weeks from the date the application is valid
- Any works apart from felling should be clearly described and state what will remain (in metres) or how much you are looking to remove in metres. Works specifications should not use percentages as part of the proposals.
- Applicants should be aware of the possibility of bats or nesting birds and that there is legislation protecting them.
- View further information on Conservation Areas
- View guidance on Tree Preservation Orders and Trees in Conservation Areas
- View guidance on Tree Preservation FAQ and local advice
- Please read Huntingdonshire Tree Strategy for advice and guidance on tree works in Huntingdonshire

Item Required	Which application types require this?	Guidance on the standard of information required	Submitted? Y/N
A fully completed application form	All applications / notifications	Please complete all sections of the form. This should include a full and clear specification of the works to be carried out on each tree.	Y
A sketch plan	All applications / notifications	A sketch plan clearly showing the position of trees listed affected must be provided when applying for works to trees covered by a TPO and/or in a Conservation Area. The plan should label each tree affected with a number.	Y
Additional information required on the application form	TPO applications	Include: • stated reasons for the proposed works Evidence in support of the stated reasons: • if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert • if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist. • in respect of other structural damage - written technical evidence	N/A

Unauthorised work to a tree protected by a TPO or a tree in a conservation area is a criminal offence.