Tree works: Trees in conservation areas/subject to TPOs Validation Checklist

How to use the Validation Checklist

This validation checklist sets out the information you must submit with your application for tree works: trees in conservation areas/subject to TPOs. We reserve the right to request further information that is reasonably required for the determination of the planning application.

Planning applications should be submitted via the Planning Portal (www.planningportal.gov.uk) to enable the Council to validate and process applications efficiently. If this is not possible, the original application form and documentation should be posted to our office.

Once the application has been registered, any further supporting information must be emailed to us. If you are unsure of any checklist requirements, advice should be sought from the Council, prior to submitting your application.

Data protection statement: We will only use your personal information gathered for the specific purposes of your application/enquiry. We will not give information about you to anyone else or use information about you for any other purpose, unless the law allows us to. Further privacy information can be found on our website.

Please note:

• You can request at the point of submission for your details to be made confidential, but your address and agent's details will remain.

• If you are the applicant, your name and application site address will be in the public domain in perpetuity by virtue of them being part of the Decision Notice in the Public Register

Supporting documentation

All supporting documents should be uploaded to the Planning Portal at a maximum file size of 30mb, in separate named documents, as a PDF. All plans and drawings must include the paper size, address of the proposal, metric scale, be appropriately titled, and plans must show the direction of north.

Please ensure the content and detail of your supporting documentation is sufficient to assess and consult on your application. Many applications require further information following validation due to insufficient detail within documents. This can extend the timeframe required to make a decision on your application.

The need for, scale, scope, and level of detail for each assessment should be established as early in the development management process as possible. Technical assessments must be prepared by appropriately qualified persons.

If your proposal/site requires you to submit a document from the 'Local Requirements' list, but you do not believe you need to provide it for your application, please submit a written statement outlining the reasons why the document is not required. Failure to provide a reason why you have not submitted a relevant document may result in your application being invalidated.

National requirements

As a minimum, you must provide the following documents for your planning application to be valid.

Document type	Is it required for my application?	What information is required?
Application Form	All applications	A completed relevant application form.
Location Plan Scale 1:1250 or 1:2500	All applications	• An up-to-date base map and scaled to fit onto A4 or A3 size paper wherever possible, showing the direction of north. • Sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. • Application site edged clearly with a red line and includes all land necessary to carry out the proposed development (for example land required for access to the site from a public highway, visibility splays where relevant, landscaping, car parking and open areas around buildings). • A blue line drawn around any other land owned by the applicant, close to or adjoining the application site.
Ownership Certificate and Agricultural Land Declaration	All applications	• Complete certificate to provide certain details about the ownership of the application site and confirm that an appropriate notice has been served on any other owners (and agricultural tenants). • Forms of notice are in Schedule 2 to the Town and Country Planning (Development Management Procedure (England) (Order) 2015. • Notify all agricultural tenants on a site prior to the submission of a planning application, and certify that you have notified any agricultural tenants about your application, or that there are no agricultural tenants on the site. • This declaration is required whether or not the site includes an agricultural holding, and is incorporated into the ownership certificates on the standard application form.

Local requirements

The Council requests the following supporting information with a planning application. This is the minimum requirement to be included in your supporting document to enable us to validate your application. If enough information is not provided within your supporting document, it is likely to cause delays to the consideration process.

Document type	Is it required for my application?	What information is required?
Site Plan - Existing and Proposed **Scale 1:200 or 1:500**	All applications	• Up to date map, showing the scale and direction of north. • Size, position and use of buildings, in relation to the property boundary. • Pedestrian, cyclist and public transport access, as well as vehicular access, for example the position and width of adjacent streets. • Trees and hedges within the application site or on adjoining properties, which are within falling distance of the proposed development. • Clearly identifying the precise location of the trees

Biodiversity Report	• All new planning applications are required to complete a Biodiversity Impact Checklist.
	• Proposals that could affect any of the following (as identified by completing a copy of the Biodiversity Impact Checklist:
	  • Wildlife sites;
	  • Habitats;
	  • Other natural features;
	  • Protected species; or
	  • Priority species
	• Proposals that are required to demonstrate a Biodiversity Net Gain.
	
	• Proposals that are required to provide information for the council to carry out a Habitats Regulations Assessments (HRA)
		• Complete a Biodiversity Impact Checklist and submit a copy with your application.
		• and where required the following:
		  • Preliminary Ecological Appraisal report; or
		  • Ecological Impact Assessment report and the EcIA Checklist and signed Declaration Form will need to be completed alongside reports submitted
		*Note: individual species reports are unlikely to be accepted – please refer to Biodiversity Guidance for more information. **Please do not submit your application until you have received all the surveys required to validate your application.***
		
		• Other information where relevant:
		  - Biodiversity net gain assessment
		  - Information to inform a Habitats Regulations Assessment (where identified within the Biodiversity Impact Checklist)

Supporting Planning Statement	• All applications	• A full and clear specification of the works to be carried out, including information such as percentage reduction, and removal of branches to a set height.
		• A statement of reasons for the proposed works setting out why the works are necessary and proposals for replanting.
		• Evidence in support of the statement of reasons. This could include
		  - Photographs
		  - Report by a tree professional
		  - Details of any assistance or advice sought from a Planning Officer prior to submitting the application form.

Sustainability Statement	• All applications	• Sufficient information to demonstrate how all of the sustainability standards in the Sustainability Standards Checklist have been addressed.

Document type	Is it required for my application?	What information is required?
		• Include an Energy Performance Statement. • Cross-reference other supporting documentation.
Any other plans, information or statements required as part of the Pre-application advice process	• All applications	• Any other plans, information or statements where additional information may be necessary for the purpose of the application that have been requested as part of the pre-application advice process.