

**VALIDATION CHECKLIST: APPLICATION FOR TREE WORKS: WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO) OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS**

The following information (on both the national and local list of requirements) in the validation checklist must be submitted with your application for it to be accepted as valid and for consideration of your application to begin. We encourage you to submit all applications online via the [Planning Portal](#). However, if you choose to post, please provide 2 copies of hard documents or 1 copy of hard documents and a CD with plans no larger than A3 and to scale. If any of the required information is not submitted with your application, you should submit written justification as to why you consider it is not appropriate in the particular circumstances of your proposed development.

National List of Requirements	
Requirements	Guidance Notes
<p><b><i>For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you MUST provide the following:</i></b></p> <ul style="list-style-type: none"> <li>Completed and dated application form, with all [mandatory] questions answered;</li> <li>Sketch plan showing the location of all tree(s);</li> <li>A full and clear specification of the works to be carried out;</li> <li>Statement of reasons for the proposed work</li> <li>Evidence in support of statement of reasons, where required by the standard application form</li> </ul>	<p>Required</p> <p>Required</p> <p>Required</p> <p>Required</p> <p>Required</p>
<p><b><i>For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:</i></b></p> <ul style="list-style-type: none"> <li>completed and dated form, with all questions answered;</li> <li>sketch plan showing the precise location of all tree(s); and</li> <li>a full and clear specification of the works to be carried out.</li> </ul>	<p>Required</p> <p>Required</p> <p>Required</p>
<p><b><i>Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:</i></b></p> <ul style="list-style-type: none"> <li>photographs.</li> <li>report by a tree professional (arboriculturist) or other.</li> <li>details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form</li> </ul>	<p>Required</p> <p>Required</p> <p>Required</p>
Local List of Requirements	
Requirements	Guidance Notes
Heritage Statement	<p>Required for all developments within conservation areas <a href="http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes">http://maps.southwark.gov.uk/connect/index.jsp?tooltip=yes</a> and /or affecting the setting, appearance or character of a listed building, an historic park or garden or a scheduled ancient monument (see guidance notes). See further guidance <a href="http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements">http://www.southwark.gov.uk/downloads/download/4404/further_guidance_on_heritage_statements</a></p> <p>Development or alterations to a listed building will require listed building consent.</p>
Tree survey/Arboricultural Impacts Assessment	<p>Required for applications that involve the pruning or removal of existing trees and for the carrying out of demolition, building or engineering operations (including the excavation of foundations, any changes of level and service/utility runs) where these may affect trees both on site or on adjoining land. Refer to BS:5837 &amp; BS:8545 and <a href="#">Trees and Design Action Group (TDAG) guidance</a>. See further guidance: <a href="http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_survey_arboricultural_impacts_assessments">http://www.southwark.gov.uk/downloads/download/4407/further_guidance_on_tree_survey_arboricultural_impacts_assessments</a></p>
Photographs and Photomontages	<p>May be required for all applications affecting the setting, character or appearance of a listed building or conservation area.</p>
Biodiversity survey and report	<p>Required where proposal may have an impact on wildlife and biodiversity, especially where protected species may be affected.</p>