

Planning Application 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 (CA)

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

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:

- completed and dated application form, with all [mandatory] questions answered
- sketch plan showing the location of all tree(s)
- a full and clear specification of the works to be carried out
- statement of reasons for the proposed work and
- evidence in support of statement of reasons, where required by the standard application form

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:

- completed and dated form, with all questions answered
- sketch plan showing the precise location of all tree(s) and
- a full and clear specification of the works to be carried out

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:

- photographs
- report by a tree professional (Arboriculturist) or other

details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form

Details of any pre-application advice sought from a Planning Officer please indicate dates of correspondence or discussion with a named officer:

Occasionally, other supporting information may be required. In these circumstances, the Case Officer will advise you as appropriate.

Please return this checklist with your application

Did you know you can now submit your planning application on-line? Please visit www.planningportal.gov.uk to find out more.

How to contact us

Visit the District Council's web site <http://www.wychavon.gov.uk/planning> or

For further information about the Planning Department, including assistance in completing application forms please see a Customer Service Officer at Pershore, Evesham or Droitwich.

Opening Hours

Pershore - Monday to Friday 9.00am to 5.00pm Tel: 01386 565565

**Evesham - Monday to Friday 8.00am to 8.00pm Saturday 9.00am to 5.00pm
Sunday 9.00am to 4.00pm Tel: 01386 443322**

**Droitwich - Monday to Friday 9.00am to 5.00pm Saturday 9.00am to 12.30pm
Tel: 01905 7994272**

آپ انگریزی میں مدد چاہتے ہیں۔ نسلیاتی رسائی [Ethnic Access] سے رابطہ کریں ٹیلیفون: 01905 25121 [Urdu]

ইংরেজি ভাষার বিষয়ে সাহায্য চান – এথনিক অ্যাকসেস [Ethnic Access] এর সঙ্গে যোগাযোগ করুন, টেলিফোন: 01905 25121 [Bengali]

'Necessita de ajuda com o seu Inglês? – contacte Ethnic Access Tel.: 01905 25121' [Portuguese]

'Potrzebujesz pomocy z Angielskim – skontaktuj się z Ethnic Access Tel: 01905 25121' [Polish]

“如需我們幫助你理解英文—聯繫 Ethnic Access（少數民族服務獲取組），電話：01905 25121” [Chinese]