

Validation of applications for works to protected trees

Introduction: As part of the planning process your valid application will be posted on the Council's website and the Parish Council will be notified. Because your application will be seen by laypeople it is important it stands alone for any pre-application consultation, though this may be referred to in your submission. As such, the Local Planning Authority wishes to maintain a high level of quality, whilst staying within the legislative guidance. Applications which comply with the following guidance are likely to be dealt with more efficiently and therefore in a timelier manner.

Information required at the time you submit your application (TPO) or notification (TCA)

	TPO [‡]	TCA [‡]	T5DAY [‡]
Letter/Form	Form	Letter	Letter
Map	Required	Required	Required
Annotated photographs	Required	Desirable*	Required
Specification of work	Required	Required	Required
Report/Justification	Required for removal of tree or substantial works	Required for removal of tree or substantial works	Required
Report where structural or direct damage is claimed	Required for removal of tree or substantial works	Required for removal of tree or substantial works	Required

Application forms/Letters: Application forms must be signed and dated, if these are missing we will not validate the application/notification and it will be returned to you. Letters must also be signed and dated (emails are accepted) to include the address of the tree(s) in question.

Location Map: A map capable of identifying the location of the tree(s) is required. The Council will not validate poor quality hand drawn plans. The tree(s) must be clearly identifiable by labelling them as T1, T2 for individual trees or G1, G2 etc for groups of trees. You can use the Council's Interactive Map, Google maps/street view or The Ordinance Survey to create your plan.

Annotated Photographs: Photographs should show the work proposed (see example), if there are multiple trees this should be clearly indicated. Where boughs are to be cut, these should be clearly shown on the photograph in **RED**.

Specification: Please ensure that all proposed work is clear, and matches up to the location plan provided. For example – T1 Pear Tree, reduce crown by 2.5m. We will not validate specifications which make reference to % or fractions; all measurements must be given in metres. The Council requires the species of each tree, although this does not have to be its Latin name.



Crown Lifting: Crown lifting must specify the existing height and finished vertical height and the type of branches to be removed i.e. primary/secondary.

Structural damage to property claims (e.g. soil deficit) where relevant: Justifications which cite structural damage must contain information from a structural engineer which substantiates the claim.

Direct damage claims (e.g. lifted pavements) where relevant: Claims of direct damage must be supported by photographic images i.e. deflecting walls, footpaths, drives etc.

If you are in any doubt, please check and email planning@stroud.gov.uk

- [‡] TPO is an application to carry out works to a tree which is protected by a Tree Preservation Order
TCA is a notification of your intent to carry out works to a tree in a conservation area. 6 weeks notice is required, at which point the Council will either issue a tree preservation order or confirm you may continue.
5DAY is reserved for emergency works to protected trees.
- * If photographs are not included, the Council may request them if there is doubt regarding the tree in question. This will delay the application.