



Notes on completing the form:

### Description of work

Your description of intended work should be accurate, brief and clear. Full guidance can be found in the British Standard 3998:2010 Tree Work – Recommendations. Please refer to section 4.1 (works specification) and section 7 (pruning and related work).

### Location plan

Your sketch plan should be clear enough to enable us to readily identify each tree. To help with this, the plan can include boundaries, built structures such as houses and sheds, access routes and driveways. The base of each tree trunk should be marked on the plan using a cross or a dot and given a reference such as T1, T2 etc.

### Reasons for work

For TPO applications, the proposal will be assessed on whether the work applied for is proportionate and relevant to the reason provided. Guidance on suitable work to achieve a desired result can be found at table B.1 of the British Standard 3998:2010. You must provide clear reasons to support your application.

### Supporting information

For TPO applications to prune or remove a tree which is considered to be causing damage to property, unless the reason can be easily understood by a brief visual inspection, you will be required to submit evidence. This will usually be provided by a relevant engineer, surveyor or other appropriate expert.

If you are concerned about the safety of the tree, unless the cause of concern can be easily understood by a brief visual inspection, you will be required to submit arboricultural evidence to outline why the tree is unsafe.

Your tree surgeon should be able to advise you if you need assistance completing a tree work application form.