Planning and Regeneration
Birmingham City Council
PO Box 28
Birmingham B1 1TU
Telephone: 0121 303 1115

Email: planningandregenerationenquiries@birmingham.gov.uk
Web: www.birmingham.gov.uk/planningapplications

Application for tree works - Works to trees subject to a Tree Preservation Order (TPO) and/or Notification of proposed works to trees in conservation areas

VALIDATION CHECKLIST

It is advisable you use the form available to you online at the Planning Portal when notifying us of your intention to carry out work on a tree(s) in a Conservation Area as it sets out all the necessary information required to determine the notice.

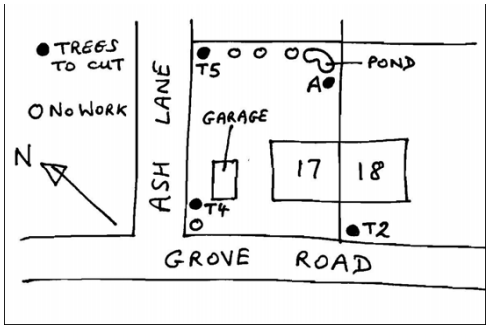
In addition this type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

We encourage the use of the Planning Portal as it's quicker and easier and involves no printing by you, no postage costs, 24 hours a day service for submitting applications, the ability to create an electronic location plan, add any attachments to your submission.

Apply online now on the Planning Portal

If you prefer to submit your application in paper form you can print paper versions here.

National Application Requirements – Mandatory Information

Application Form • Application for tree works - Works to trees subject to a Tree Preservation Order (TPO) and/or Notification of proposed works to trees in conservation areas	☐
Sketch Plan showing the location of all tree(s) - Your sketch plan should be clear and simple, showing the tree positions and number and/or name, in relation to buildings, roads and site boundaries.  Example Sketch Plan	☐
Identification of trees and description of works.- You should identify each tree species and provide a full and clear specification of the work you want to carry out. A proposal simply to 'cut back' or 'prune' a tree is too vague, because it fails to identify the extent of the works. Instead, try to use descriptions such as crown thinning, crown reduction or crown lifting, and specify how much pruning you have in mind, e.g. crown thinning by 15 per cent, reduce side branches by 2m, remove all low branches below 3m. In the first instance, it is recommended that you contact a reputable tree surgeon, who would be able to assist with your proposed tree surgery.	☐

A statement of reasons for the proposed - You must provide a clear statement of reasons for the proposed work to each of the trees in your application. Statements such as 'good arboricultural practice' or 'maintenance' are too vague. Instead try to address the specific issues with each tree. E.g. to increase light to the property.	☐
Evidence in support of statement of reasons, where required by the standard application form. You must provide additional evidence from an arboriculturist and/or other appropriate expert to support your proposals if your reasons for carrying out tree works are because of the condition of the tree e.g. it is diseased or fears that it may fall. Also, if there is alleged damage to property e.g. subsidence or other structural damage such as drains, walls or hard surfaces.	☐
Subsidence A report would be required by an engineer or surveyor to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from a professional arboriculturist would be required to support the tree work proposals.	☐
Other Structural damage (e.g. drains, wall and hard surfaces) Written technical evidence from an appropriate expert would be required, including description of the damage and possible solutions.	☐

Other Useful Information

Tree Preservation Order (TPO) applications The Local Planning authority will usually carry out a site visit to help them assess the proposed works. They may discuss alternative works with you. There is a right to appeal to the Planning Inspectorate, where the Local Planning Authorities decision is to refuse the proposed tree work. The Statutory time scale to determine an application is 8 weeks.
Conservation Area Notices The Local Planning Authority has 6 weeks within which they can object to conservation area notification proposals. This gives the Local Planning Authority the opportunity to protect trees of public amenity value that may be harmed by the proposed works. The Local Planning Authority can only formally object by making a Tree Preservation Order on the tree(s) concerned. In many cases, where the Local Planning Authority feel that the works are inappropriate, they may discuss alternative works with you. A Tree Preservation Order will prevent the proposed tree works without making an application for concent.