



24. APPLICATION FOR TREE WORKS:	
A. WORKS TO TREES SUBJECT TO A TREE PRESERVATION ORDER (TPO); OR	
B. NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS	
<p>You should complete and submit your application in accordance with the requirements in this checklist. If you do not do so, we may declare the application invalid and not determine it or there may be a delay in processing your application. You should submit your application electronically via our website https://www.westminster.gov.uk/application-forms. If you submit the application in paper form, we will require 1 copy of the application form, each of the drawings, plans and documentation. Please refer to our naming conventions (https://www.westminster.gov.uk/submitting-your-planning-application) and combine related plans/documents (e.g. existing plans and proposed plans) to reduce the number of separate files where possible.</p>	
A. Works to Trees subject to a Tree Preservation Order (TPO)	
National List of Requirements	
Requirements	Status
A1. Completed and dated application form with all mandatory questions answered.	Required.
A2. Sketch plan showing the location of all trees	Required.
A3. Identification of trees and full and clear specification of the works to be carried out.	Required
A4. Statement of reasons for the proposed work	Required
A5. Evidence in support of statement of reasons, where required by the standard application form.	Required
Local List of Requirements	
Requirements	Status
Aa. Details of replacement planting	Requested if applying to fell a tree
Ab. Photographs	Requested – marked up photographs showing the extent of the tree surgery.
Ac. Contact details for access to inspect trees.	Requested
Ad. Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting the application.	Requested
B. Notification of Proposed Works to Trees in Conservation Areas	
National List of Requirements	
Requirements	Status
B1. Completed application form or written description of the proposal	Required
B2. A full and clear specification of the works to be carried out and sufficient information to identify the relevant trees.	Required
Local List of Requirements	
Requirements	Status
Ba. Sketch plan showing the location of all tree(s)	Requested
Bb. Photographs	Requested - marked up photographs showing the extent of the tree surgery.
Bc. Details of replacement planting	Requested if applying to fell a tree



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Bd. Statement of reasons for the proposed works	Requested
Be. Evidence in support of statement of reasons	Requested
Bf. Details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.	Requested
Bg. Contact details for access to inspect trees.	Requested