

## Tree Advice Pre-Application Advice Form

### What to expect from this service

- Advice will be provided in response to specific proposals for applications for works to trees.
- Where written advice is requested, a written response in the form of a letter, email or notification
- A 15 working day timescale for response to a request for written advice
- A meeting arranged within 10 working days of receipt of the application form

### What not to expect from this service

- Advice on the health or soundness of a tree
- Advice regarding trees that are not 'protected' (i.e. within a conservation area or the subject of a Tree Preservation Order). For other matters, including surveys to inform applications, you would need to employ the advice of a specialist
- Input from a Planning Officer
- A guaranteed outcome on an application

Important:

Pre-application requests for advice will not be subject to any publicity but we may be obliged to release documents if we receive a Freedom of Information request or Environmental Information Request and our file notes will form part of the public file if an application follows.

In addition, in the event a formal application is submitted for the proposal the summary of the advice given shall be published.

<p><b>Applicant Name and Address:</b></p> <p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>Tel No .....</p> <p>Email .....</p>	<p><b>Agent Name and Address:</b></p> <p>Name .....</p> <p>Address .....</p> <p>.....</p> <p>Tel No .....</p> <p>Email .....</p>
<p><b>Site Address:</b></p> <p>.....</p>	
<p><b>Advice Required (please tick):</b></p> <p>Works to tree(s) subject to a TPO      <input type="checkbox"/>      TPO reference if known: .....</p> <p>Works to tree(s) in a Conservation Area      <input type="checkbox"/></p>	

**Identification of tree(s) and description of works:**

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan

Please provide the following information below: tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

**Identification of tree(s) and description of works (continued):**

**Please indicate the type of Advice you require:**

**Written Tree Advice**

**Tree Advice on Site**

£116

£239

**Total fee payable** \_\_\_\_\_

(The total fee is the sum of all individual services selected)

I have made the appropriate fee to Customer Services by Debit Card and the payment authorisation code is.....

I enclose the relevant supporting documentation as outlined in the CDC Pre-Application Advice Scheme.

Location and Site Plans   
Full details of the proposal

Any further information that you consider relevant:  
.....  
.....  
.....  
.....

Signature ..... Date .....