

Application for works to Protected Trees – Applicant/Agent Checklist

This application is submitted On-Line

1. Application Form Completed to include the following

Applicant Details Agents Details Site Address (inc. post code)

Proposal

Additional information

Completed and submitted on-line and copy saved

Contact list included telephone number and e-mails (Not to be made available on the web site)

2. Site Plan

A site plan at a scale of 1:1250 or 1:2500

Site Boundary indicated by a red line

Material Ownership of adjoining Land shown by a blue line

3. Drawings

Drawings showing the precise location of all trees (The trees should be numbered)

All dimensions are in metric

Drawings have the scale or scale bar

Drawings have critical dimensions

North is indicated on all drawings

List of Drawings submitted (Drawing paper size should be A3)

4. Photographs

List of Photographs with context and purpose explained

Photographs provided on CD/DVDs

5. Supporting Statements

Tree Survey Arboricultural report Justification for works

6. Pre-Application Discussion

List of documents included e.g. letters, minutes etc