

# Notification of works to trees in a conservation area – Applicant/Agent Checklist

This request is submitted On-Line

## 1. Have you provided the following information

Contact Details

Site Address (inc. post code)

Proposal

Are any trees to be felled?

Yes

No

Additional information

Completed and submitted on-line and copy save

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

## 3. Drawings

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

All dimensions are in metric

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

Justification for works

## 6. Pre-Application Discussion

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