

## **Application for Tree Works: Works to Trees Subject to a Tree Preservation Order (TPO) or Notification of Proposed Works to Trees in Conservation Areas (CA)**

Please use this checklist to ensure that the form has been completed correctly and that all relevant information is submitted.

For works to trees protected by a Tree Preservation Order, failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular, you **MUST** provide the following:

- completed and dated application form, with all [mandatory] questions answered;
- sketch plan showing the location of all tree(s);
- a full and clear specification of the works to be carried out;
- statement of reasons for the proposed work; and
- evidence in support of statement of reasons, where required by the standard application form.

For works to trees in conservation areas, it is important to supply precise and detailed information on your proposal. You may, therefore, wish to provide the following:

- completed and dated form, with all questions answered;
- sketch plan showing the precise location of all tree(s); and
- a full and clear specification of the works to be carried out.

Whether the trees are protected by a TPO or in a conservation area, please indicate which of the following types of additional information you are submitting:

- photographs.
- report by a tree professional (arboriculturist) or other.
- details of any assistance or advice sought from a Local Planning Authority officer prior to submitting this form.

## 31. LOCAL REQUIREMENTS

<b>Additional Mandatory Documents</b>	<b>Only 1 set of application forms, plans and documents are required</b>
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### **Further specialist information required for particular types of applications**

The following may be required, further details of which can be found in Appendix 9:

<b>22</b>	Tree Survey/Arboricultural Implications
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## APPENDIX 9 – FURTHER SPECIALIST INFORMATION THAT MAY BE REQUIRED FOR CERTAIN TYPES OF APPLICATIONS

1	<b>Affordable Housing Statement</b>	Where local plan policies or Supplementary Planning Document guidance requires the provision of affordable housing or where the proposal is an exception site, the LPA may require information concerning both the affordable housing and any market housing mix. For further guidance please see Appendix 1
2	<b>Air Quality Assessment</b>	In the case of major applications where there is likely to be a significant increase in traffic, an air quality assessment may be required. This is particularly important where development is likely to have an effect on one of the larger town centres.
3	<b>Biodiversity Survey and Report</b>	Where a proposed development is likely to have impacts on wildlife and biodiversity, information should be provided. See Appendix 2 for further details, which includes a Biodiversity and Landscape Checklist.
4	<b>Daylight/Sunlight Assessment</b>	Where there is a potential adverse impact upon the current levels of sunlight/daylight enjoyed by adjoining properties or building(s), including associated gardens or amenity space then applications may also need to be accompanied by a daylight/sunlight assessment. Further guidance is provided in, for example, BRE Regulations on daylight assessments (BRE Report 209, 1991)
5	<b>Economic Statement</b>	Applications may need to be accompanied by a supporting statement of any regeneration benefits from the proposed development, including: details of any new jobs that might be created or supported; the relative floorspace totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal

6	<b>Environmental Impact Assessment</b>	Generally required for large scale major development, the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 set out the circumstances in which an Environmental Impact Assessment (EIA) is required. Where an EIA is required Schedule 4 to the regulations sets out the information that should be included in an Environmental Statement.
7	<b>Foul Sewerage and Utilities Assessment</b>	It is advisable that any large scale development will require a sewerage assessment. Small scale installations please refer to the Building Control Service. For further guidance, please see Appendix 3.
8	<b>Land Contamination Assessment</b>	Where the proposed development is located on or could be affected by potentially contaminated land. Further guidance can be found in Appendix 5 and the on the <a href="#">Wealden Website</a>
9	<b>Landscaping Details</b>	Major applications would normally be accompanied by landscaping details. However, small scale developments may appropriately be dealt with by planning conditions. For further guidance please see Appendix 6.
10	<b>Lighting Assessment</b>	Proposals for developments, in the vicinity of residential property, a listed building or a conservation area, or open countryside, where external lighting would be provided or made necessary by the development, should be required to be accompanied by details of external lighting and the proposed hours when the lighting would be switched on.
11	<b>Noise Impact Assessment</b>	An assessment is likely to be required for noisy uses, such as new B2 applications.
12	<b>Open Space Assessment</b>	Where the proposed development is on existing public open space. Please refer to the Wealden consultants draft report (Kit Campbell Associates) study: <a href="#">Open Spaces Audit (May 2007) and appendices</a> .
13	<b>Planning Obligations – Draft Head(s) of Terms</b>	Where the development requires planning obligations for affordable housing, open space contribution or off-site highway works and contributions.

		Alternatively the applicant can submit a unilateral undertaking. See Draft Head(s) of Terms
14	<b>Site Waste Management Plan</b>	For major applications, a Site Waste Management Plan will be required to encourage the identification of the volume and type of material to be demolished and/or excavated, opportunities for the reuse and recovery of materials and to demonstrate how off-site disposal of waste will be minimised and managed.
15	<b>Telecommunication Development – supplementary information</b>	Supplementary information, such as area of search, details of consultations undertaken, details of proposed structure and technical justification of the proposed development, as set out in the Code of Practice on Mobile Network Development (2002). In addition, information on assessments with regard to mast sharing will be required.
16	<b>Transport Assessment</b>	Will be required for major planning applications which would lead to significant transport implications. For such schemes it is also likely that a Travel Plan will be required. In addition, you are advised to read the document <a href="#">Guidance for Development Proposals in East Sussex</a> produced by East Sussex County Council.
17	<b>Ventilation/Extraction Details</b>	Use Classes A3, A4 and A5 and where there is any proposal involving mechanical ventilation or extraction.
18	<b>Flood Risk Assessment</b>	A Flood Risk Assessment (FRA) will be required for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zone 2 and 3. An FRA will also be required for any development other than minor development in a designated critical drainage area (as notified to the LPA by the Environment Agency). For further information on the requirements for flood risk assessment for both low and higher risk developments please see the Environment Agency's Flood Risk Standing Advice <a href="http://www.environment-agency.gov.uk/research/planning/82584.aspx">http://www.environment-agency.gov.uk/research/planning/82584.aspx</a>

19	<b>Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)</b>	Where archaeological or historical features or remains maybe affected further guidance can be found in Appendix 4
20	<b>Parking Provision</b>	Applications may be required to provide details of existing and proposed parking provision. These details could also be shown on a site layout plan.
21	<b>Structural Survey</b>	A structural survey may be required in support of an application if the proposal involves substantial alterations, for example, barn conversion, alterations and timber framed buildings
22	<b>Tree Survey/Arboricultural Implications</b>	Where the development affects trees or hedges on or adjacent to the site or involves felling or trees or removal of hedgerows. For further details please see Appendix 8.
23.	<b>Document providing an Overview of the Proposal</b>	<p>This document is required for both Major and Minor Developments, the principal aim of which is to provide a summary to introduce the scheme to parties who are not familiar with the proposed development, such as statutory consultees and local stakeholders.</p> <p>The document should give an overview of the proposal and a clear description of its key impacts. It should be clear, concise, make use of bullet points, easy to read and contain simple drawings and plans, e.g. site plan, layout plan.</p> <p>Depending upon the proposal, the document could range from one page up to a maximum of 10 pages in length.</p>