

**APPLICATION CHECK LIST – APPLICATION FOR TREE WORKS: WORKS SUBJECT TO A TREE PRESERVATION ORDER OR NOTIFICATION OF PROPOSED WORKS TO TREES IN CONSERVATION AREAS (031)**

Please ensure that you have included the following:

Failure to supply sufficiently precise and detailed information may result in your application being rejected or delay in dealing with it. In particular the following must be provided:

- Application Form, completed, signed and dated
- Sketch plan showing location of the tree(s)
- Full and clear specification of the works to be carried out
- Statement of reasons for the proposed works
- Report by a professional arboriculturist or horticultural adviser - where reason for work relate to the health/safety of the tree(s)
- Report by an engineer or surveyor together with one from an arboriculturist where reason for work relate to subsidence damage
- Where applicable details of any advice from the Planning Authority prior to the submission of the application