

MAKING AN APPLICATION



FOR TREEWORK

1 How do I know if I need permission to prune or cut down my tree(s)?

You can find out if your tree(s) are protected by emailing the planning@testvalley.gov.uk

planning@testvalley.gov.uk

2 Which trees can be protected?

All types, species and sizes, including trees in hedges, and fruit trees!

3 Making an Application

If you wish to carry out tree work on any tree(s) in your garden or neighbouring garden that are:

- Protected by a Tree Preservation Order, or
- situated in a Conservation Area.

There is no charge for making a tree application. You can download an application form or complete an online application via our [website](#).

Downloaded forms can be returned to following address:

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Planning and Building Service
Beech Hurst
Weyhill Road
Andover
Hampshire
SP10 3AJ

4 Conservation Areas

A Conservation Area is an area of special architectural or historical interest where it is desirable to preserve, enhance its character or appearance. Trees are considered to contribute to this and as such are protected.

If you wish to prune or fell trees within the Conservation Area you will be required to give the Council 6 weeks notice of your intention to carry out the work. Consent is not needed to prune a fruit tree for the production of fruit, as long as the work is carried out in accordance with good horticultural practice.

Once notifications are received a site visit will be made. The Council will have to notify the Parish/Town Council. There are then two options:-

to let the 6 week notification expire, in which case the proposed work may be carried out after this period but not before unless notified in writing, or

to make a Tree Preservation Order to stop the work being carried out. The applicant can then object to the Order and/or make an application for the work under the TPO.

5 Tree Preservation Order

When your application is received (provided that enough information has been supplied,) it will be entered into the Tree Register. The Council should then determine it within 8 weeks of the registration date. Delays may occur when applications are not clear, neighbours have to be notified, or the application has to be taken to Committee.
(Committees run on a monthly cycle.)

The Tree Officer will visit the site and, based on the information provided, will make a recommendation on the application. His/her recommendations will be passed to a Planning Manager or the Planning Committee for consideration and decision.

You will be notified of the Council's decision in writing. **You may not carry out the work before you receive this decision.** A 'Contractor's Copy' will be provided which should be given to your chosen contractor **before** the commencement of work. This will avoid any confusion as to the extent of the work allowed.

6 The Appeal Procedure

If you are dissatisfied with the Council's decision, or if you are not happy with the conditions which form part of the consent, you may appeal to The Planning Inspectorate.

Appeals must be made within 28 days of the decision date on a form which is available to download or complete online from [The Planning Inspectorate](#).

Once an appeal has been registered with The Planning Inspectorate the Council will provide a copy of their statement which will be sent to you.

The Planning Inspectorate will then arrange for an independent inspector to visit and report on your tree(s) and will later issue a decision.

If you have any queries about the progress of your appeal, you must contact The Planning Inspectorate, not the Council.

Although this procedure does not incur a fee it can be quite time consuming, averaging about 4-6 months from starting the appeal to receiving a decision.

7 Who pays for the treework?

The trees remain the responsibility of the owner as do the costs of carrying out any work on them. If the trees are not growing on your own property then it is between yourself and the tree owner to come to a mutual agreement. The Council cannot become involved in this matter.

8 Who will carry out the work?

It is always advisable to have your tree pruned or felled by a qualified/experienced tree surgeon.

A tree surgeon should be adequately insured and be able to produce a current insurance certificate if so required. You are advised to check on this before agreeing to have the work carried out.

9 And Finally.....

The Tree Officer currently deals with approximately 600+ tree works applications, advises planning officers on a similar number of planning applications every year, deals with conservation area notifications and consults on Council owned trees, woodland grant schemes, etc. As a result, especially during the holiday season, there are times when your application may take the full eight weeks. Please be patient and we will deal with it as quickly as possible.