



Reference No: \_\_\_\_\_

Department of Planning & Transport  
Renfrewshire House, Cotton Street  
Paisley, PA1 1 LL  
www.renfrewshire.gov.uk

Tel: 0141 842 5811/5822 Fax: 0141 842 5040  
e-mail: dc@renfrewshire.gov.uk

# Tree Works Application

for trees covered by Tree Preservation Order TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997

**Please read the notes for guidance before completing this form.**

**It is important that this form is completed correctly to avoid delays in processing. Remember to complete 2 copies of this form and submit both to the Council with your other documentation.**

## 1 Applicant(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## 2 Agent

Company \_\_\_\_\_ Contact name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

## 3 Location of trees

ADDRESS OF THE LAND UPON WHICH THE TREE OR TREES STAND  
(if different from the applicants address above):

\_\_\_\_\_ Postcode \_\_\_\_\_

## 4 The Trees and the Applicant's interest in them

Do you own of the land on which the tree(s) is/are located? YES/NO

If not, please state your interest in the land (e.g. occupier, tenant, none):

\_\_\_\_\_

5

**Description of proposed works**

Tree(s) & no.on plan	Proposed work	Reasons

6

**Details of replacement trees**

Species	Size	Number

If you do not intend to replace tree(s), please give your reasons:

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### Plan

In the space below, please provide a sketch plan showing the location of the tree(s) in relation to surrounding buildings and boundaries.

7

### Checklist

Please tick box

8

I enclose two copies of this form

**YOUR APPLICATION CANNOT BE REGISTERED UNTIL THESE DOCUMENTS ARE RECEIVED.**

## DECLARATION

Please check that you have completed sections 1-7 correctly. You must now sign the declaration below.

I HEREBY CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Signature of applicant/agent (delete as appropriate)

\_\_\_\_\_ Date \_\_\_\_\_

**Data Protection Act 1998:** The information provided by you on this form will be used for the purpose of processing a planning application under the Town and Country Planning (Scotland) Act 1997. The Council may check the information provided by you with other information held. The information may require to be shared with other Council departments to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds. To assist in reaching a decision, the Council may require to consult with external bodies and organisations as required under the terms of the Town and Country Planning (General Development Procedure) (Scotland) Order 1992 and to accord with established departmental procedure. The application form and plans accompanying them will also be available for public inspection as required by Town and Country Planning legislation, and will remain on the public register of planning applications which the Council is required to maintain without limit of time. No other disclosures will be made unless the law permits the disclosure.

**You can submit the application either by post or hand to the Department of Planning & Transport at Renfrewshire House, Cotton Street, Paisley PA1 1LL. Application Forms can be handed into our Customer Service Centre between the hours of 8.00 to 6.00pm Monday to Friday. Planning advice will only be available during normal office hours 8.45 and 4.45 Monday to Thursday and 8.45 to 3.55pm on Fridays. Please do not attempt to hand deliver applications to the Council offices during weekends.**

## **What happens next?**

Once your application has been received by the Department of Planning and Transport, it will be checked to ensure that the form has been completed correctly. If, for some reason, the application is not complete, it cannot be processed and we will write to tell you what you must do.

If your application is complete, you will receive a letter of acknowledgement. This will tell you the name of the officer dealing with it and a reference number that you should use in any further correspondence about the application.

All applications are available for public inspection and certain proposals require to be publicised in the local press. Any representations received must be taken into account by the Department of Planning and Transport when considering your application.

You should expect a decision within two months following registration. If more time is required you will be advised why and your consent to an extension of time will be sought.

## **The decision**

Once a decision has been reached by the Council, you will be sent a DECISION NOTICE. This will inform you if your application has been:

In relation to works to tree(s) covered by a Tree Preservation Order

- Granted
- Granted with Conditions; or
- Refused

The reasons for the decision will be given where an application has been granted with conditions or refused.

## **Your statutory rights**

If your application is refused or you feel any of the conditions imposed are unreasonable, you may appeal to the Scottish Government. The appeal must be made within six months of the date of the decision being issued. You may also appeal if a decision has not been made on an application within two months and you have not agreed to an extension of time.

Should you wish to appeal you should contact: The Scottish Government Directorate for Planning & Environmental Appeals, 4 The Courtyard, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR, (01324 696 400). See [www.scotland.gov.uk/planning](http://www.scotland.gov.uk/planning) for details.

If you feel that the Council has failed to follow the correct procedures and that you have suffered an injustice, you may ask the Local Government Ombudsman to investigate. You should contact the Scottish Public Services Ombudsman, 4 Melville Street, Edinburgh EH3 7HX (0870 011 5378).

**Please note that there is NO FEE for a tree works application**

# Tree Works Application

TOWN & COUNTRY PLANNING (SCOTLAND) ACT 1997

**These notes have been prepared to help you fill in the application form. If you need any more help or are unsure if permission is required, please contact the Council's Development Management section (0141 842 5811/5822). You require the consent of the Council for any works to trees covered by a Tree Preservation Order. Carrying out works without consent may result in your prosecution.**

**PLEASE REMEMBER TO COMPLETE TWO COPIES OF THE FORM - PHOTOCOPIED SIGNATURES ARE NOT ACCEPTABLE**

## **1 Applicant's Details**

Please give your full name & address, including your post code and a daytime contact telephone number.

## **2 Agent's name and address**

If you decide to employ an agent (such as a planning consultant, tree surgeon) to draw the plans and complete the forms for you, this section must be completed. If this is the case, all correspondence from the Council, including the Decision Notice, will be sent to the agent.

## **3 Location of tree(s)**

Please describe the location of the application site using a postal address if known. Please ensure that the relevant street name and town is inserted.

## **4 Ownership of the tree(s)**

You must state if you own the land on which the tree(s) is/are growing. If you do not own the land you will be required to demonstrate that you have owner's consent prior to the approval of your application. Please submit this with the application if you are not the owner.

## **5 Description of proposed works**

Please fill out the relevant sections of the table to detail the tree(s) and the works that you wish to effect and include reasons why these are necessary. Significant works including crown lifting, crown thinning and felling are unlikely to be approved unless supported by an arboricultural report. If you are in doubt as to how to describe your proposal, please contact the Development Management section.

The Council has produced a leaflet; Trees, A Guide To Their Protection, Care and Management. This may help you to describe your proposal and is available by contacting the Department of Planning and Transport on 0141 842 5811/5822 or by downloading it from the Council's web site.

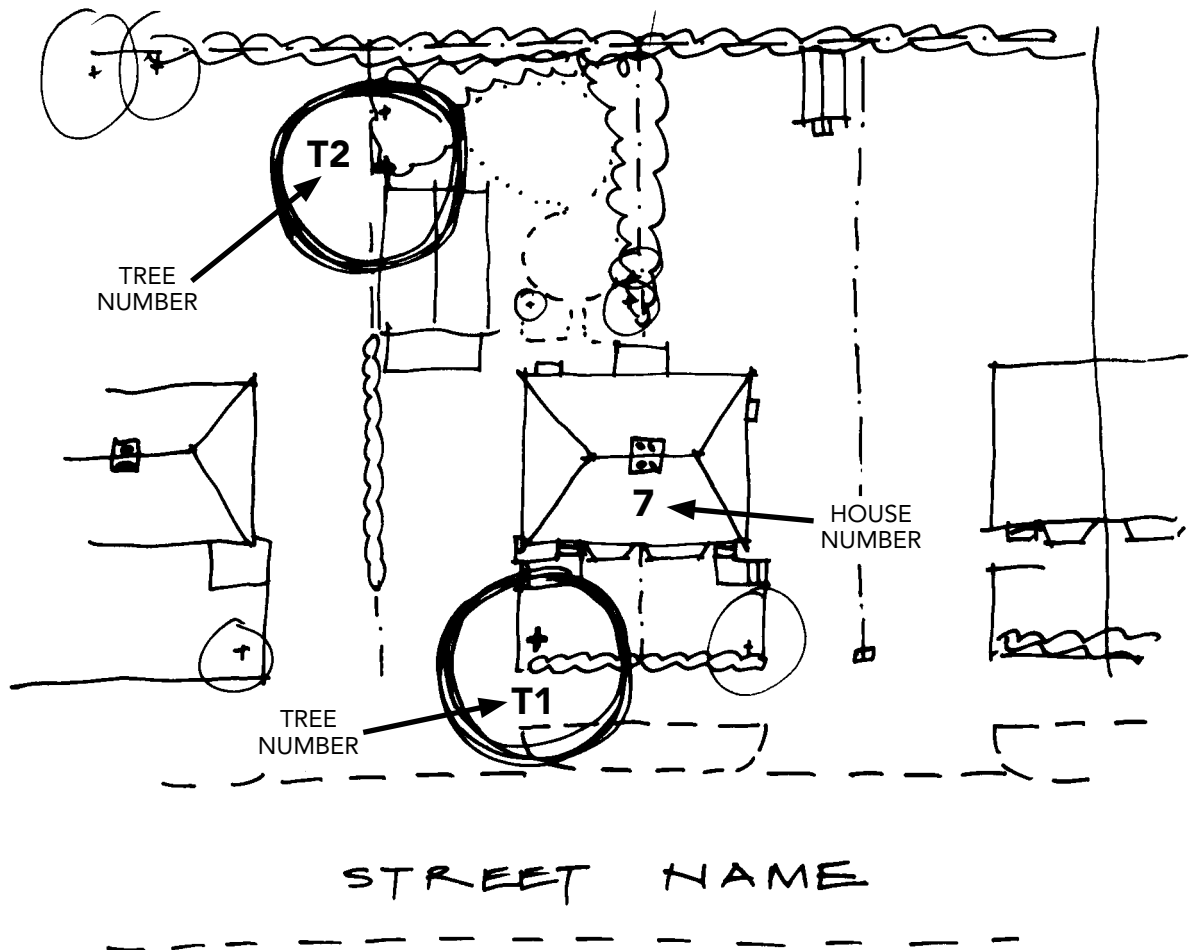
## **6 How many replacement trees are proposed?**

Tree Preservation Orders are used in order to protect trees that benefit the amenity of our towns, villages and countryside. Trees do not, however, last for ever and it is, therefore, important to replace trees that have to be removed. As a rule, the Council will always ask for at least a one to one replacement ratio. If you do not intend to replace trees that are to be removed, please give your reasons.

## Plan

Please provide a sketch plan, in the space provided on the application, showing the location of the tree(s) in relation to surrounding buildings or boundaries. The location of replacement trees should be clearly marked. It will not be possible to progress your application if the tree(s), to which the works relate, is/are not clearly identifiable.

The sketch below is an example of an acceptable layout style.



No	Species	Reason	Proposed Work
T1	Lime	Overcrowded canopy	Crown thinning
T2	Lime	Dead wood in left fork	Remove left fork

## 8

### Checklist

Remember to send two copies of your application and all supporting documents. Also, please remember to sign and date your application.