

Guidance for making a tree works application

When to use this Tree Works form

You need permission before carrying out any work to trees which are:

- protected by a tree preservation order;
- in a conservation area; or
- subject to a planning condition.

If applying for full planning permission you don't need to apply separately for planning permission as details will be in the full application form.

You may not need permission in exceptional circumstances, for example, if a tree needs to be removed immediately for safety reasons. Evidence must be gathered to show it is dangerous before and then submitted for a retrospective application.

The maximum penalty for illegal works to a protected tree is a £20,000 fine. Replacement planting may also be required.

Tree surgery

All tree work should be carried out to BS 3998: Recommendations for Tree Work. A qualified tree surgeon will normally need to carry out the work. Any work that would endanger the health of a tree or greatly reduce its value to the local environment is unlikely to be allowed.

Wildlife

Please note that protected species may be affected by tree works.

For example:

- bats may be roosting in the trees. If this is the case, you may need to arrange a specialist survey to support your proposals. You may also need to consult Scottish Natural Heritage (SNH). If you think this may be the case, you should contact your planning authority before making your application;
- nesting birds - no work can take place if there is a nest in the tree.

Plans and drawings

You will need the following plans:

- location plan and photos, showing clearly the location of the trees in relation to nearby properties, roads and boundaries, giving approximate distances.

Application fee

There is no fee associated with a tree works application.

Applying for permission online

Please note as an alternative to applying for permission using paper forms, application for permission or appealing a decision can both be made electronically by visiting the Scottish Government ePlanning site: <https://www.eplanning.scot/>

Data protection

When submitting a planning application, the information will appear on the Planning Register and will also be published on our weekly list of planning applications. This is done in accordance with data protection law.

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Application form for **proposed tree works to trees within a conservation area or subject to a tree preservation order**



West Lothian
Council

Planning Services Development Management

1 Applicant's details

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

2 Agent's details (if applicable)

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

3 Land ownership

Owner Tenant Neighbour

Please give name
and address if
different from above

Other - please specify

4 Location details

Provide a description and attach a location plan and photograph showing where the trees are located in relation to a fixed point, ie. road, houses, wall or fences.

5 Status of trees

In a conservation area Yes No

Covered by TPO Yes No

Are there conditions to planning permission?

Please give Application No and details

6 Provide a detailed description of the proposed tree works

	No. of trees affected
Total number of trees on site requiring work	<input type="text"/>
<input type="checkbox"/> Remove entire tree - removal of above and below ground parts	<input type="text"/>
<input type="checkbox"/> Felling to ground level - removal of above ground parts only	<input type="text"/>
<input type="checkbox"/> Stumping grinding - mechanical removal of roots below ground level	<input type="text"/>
<input type="checkbox"/> Crown reduction - careful removal of primary and secondary branches to reduce overall tree height	<input type="text"/>
<input type="checkbox"/> Crown thinning - removal of a proportion of small branches within crown to an agreed density	<input type="text"/>
<input type="checkbox"/> Crown lifting - removal of lower branches to an agreed height	<input type="text"/>
<input type="checkbox"/> Selective branch removal - removal of selected branches within crown	<input type="text"/>
<input type="checkbox"/> Crown cleaning - removal of deadwood throughout crown	<input type="text"/>
<input type="checkbox"/> Sucker removal - removal of growth at base of tree	<input type="text"/>
<input type="checkbox"/> Woodland thinning - selective removal of trees to promote development of others	<input type="text"/>

7 Work details

Please provide a brief resume of the proposed work, and reasons why it is considered necessary.
Continue on a separate sheet if required

8 Replacement planting

Required where trees are to be removed. Applicants are requested to provide confirmation of replacement planting proposals, based on a two for one replacement.

Tree name *eg. Oak* Size *eg. selected standard*

Location in garden

Planting date Further advice required

9 Access

Is access available to inspect the trees during the day without the applicant present Yes No

If not, please provide a preferred date for inspection purposes

The council's Arboricultural Officer will confirm by telephone, inspection date and approximate time.

10 Declaration

Please tick the box if the applicant is an Elected Member, or an officer involved in the planning process, of West Lothian Council, or is a partner/close friend/relative of either

Signed Date

On behalf of (if signed by an agent)

Development Management, West Lothian Civic Centre, Howden South Road, Livingston, EH54 6FF

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