Your guide to making an application for tree works

Introduction
This guide is to help you make your application. We can’t cover everything, planning can be complex, so please contact us if you need more information or advice.

What the law requires
The consent of the Council is required before any work is carried out to trees which are subject to a TPO.

However there are some special circumstances when there is no need to get the Council’s consent, for example, when a tree is dead or dangerous, or when the work is necessary to comply with a statutory obligation.

There is a duty to give the Council six weeks notice before carrying out works to trees in conservation areas but not covered by a TPO. This gives the Council the opportunity to consider whether an Order should be made to protect the trees. If the Council does not inform the applicant of its decision within six weeks of the application, then the applicant may proceed with the works.

It is a criminal offence to undertake works to trees without meeting these requirements.

Making your application
There are two ways to make an application:
- online via the Planning Portal at www.planningportal.co.uk/apply
- printable application forms at www.planningportal.co.uk/info/200126/applications/61/paper_forms

For hard copy submissions, it is important we receive one original and one duplicate copy of the form, plans and documents. In addition, if available, it would be helpful to receive an electronic copy of documents and plans.

All information submitted as part of an application is available for public inspection. If you intend to provide information that could be sensitive or breach your data protection rights, please contact us for further advice before proceeding. Prior to submitting your application please read our privacy statement for details of how your data is used. This can be found at www.kettering.gov.uk/privacy

Completing the application form
The application form is designed to provide a base level of information about you and your proposal. Please ensure that you complete all of the questions.

Drawings and documents to accompany your application
In addition to the application form, you will need to submit plans and possibly other documents. These are listed in the application form under “Application for Tree Works – Checklist”. Failure to submit all necessary plans and documents will delay consideration of the application.
It is your responsibility to ensure that you have the consent of the copyright owner before you make copies of any plans.

You can buy copies of Ordnance Survey maps, to use as site location plans and block plans from us (telephone 01536 410333 or email customerservices@kettering.gov.uk). You can also buy them from Ordnance Survey Siteplan agents. Unauthorised copying of these or other plans constitutes a breach of copyright, against which legal action could be taken.

**Fees**
There is **NO** fee payable for this type of application.

**Other consents**

**It is up to you to ensure that you have ALL necessary consents before starting work.** You do not have the right to enter land or carry out work on land that you do not own. The landowner’s permission will still need to be obtained where necessary, along with any other civil consents ie covenants contained within Deeds. This is your responsibility.

**Contacting Development Services**

| Address: | Kettering Borough Council, Development Services, Municipal Offices, Bowling Green Road, Kettering, NN15 7QX. |
| Phone: | 01536 534316. |
| Email: | planning@kettering.gov.uk. |

Planning Reception is open between **9.00am** and **5.00pm** Monday to Thursday and between **9.00am** and **4.00pm** on Fridays.
Local Requirements for Planning Applications
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Local Requirements for Planning Applications

Please note – For the purposes of this guidance, ‘Major Applications’ are applications of 10 or more dwellings (or over 0.5 hectares) and 1000sqm (or 1.0 or more hectares).

NATIONAL REQUIREMENTS: No’s 1 - 3

1. General Requirements for Plans, Drawings and Documents (Article 7, DMPO)
   - All plans and drawings submitted must be clear, legible and able to be viewed electronically once scanned
   - All plans and drawings must be drawn to an appropriate metric scale, which should clearly be identified on the drawing, e.g. 1:100 @ A1/1:200 @ A3.
   - Vertical and horizontal scale bars assist with measuring from enlarged or reduced drawings
   - Drawings should be accurate. Ambiguous statements such as "Do not scale" "Not to scale" or similar call into question the accuracy of the drawing and therefore cannot be accepted. Any quoted dimensions must scale
   - Electronic documents must be no larger than 15MB
   - Electronic drawings can only be accepted in pdf format

For paper submissions, one original and one copy of all documentation should be submitted. For larger applications further copies may be requested at pre-application stage.

2. Drawings Necessary to Describe (Article 7, DMPO)
   Plans to identify the site (location plan) – for all applications other than tree works.
   - The application site (including access to the highway) must be shown by red edging; any adjoining land that you have an interest in must be edged in blue
   - The scale of the location plan must be appropriate to sufficiently identify the site. In most cases an up to date map to a scale of 1:1250 or 1:2500 will be adequate
   - Should normally be A4 sized
   - Include a "North" point
   - Show surrounding buildings; and
   - Ideally show two named roads

Site layout / block plan – for all applications except prior notification applications.
   - The plan must be to a scale appropriate to the site and development (normally 1:500 or 1:200, although for particularly large sites, other scales may be more appropriate). If in doubt, check with your Local Planning Authority.
   - All site layout/block plans to include a “North” point.
The plan should show your proposals for:

- The new works in relation to the site boundaries and other buildings within and surrounding the site;
- New buildings should be shown in context with adjacent buildings including property numbers/names where applicable and roads and footpaths adjoining the site;
- On-site access, parking, and turning arrangements and facilities for cycle parking;
- Vehicle access visibility splays at the highway boundary;
- The species, position and spread of all trees within 12 metres of any proposed building works;
- The extent and type of any hard surfacing;
- Boundary treatment (including all heights and materials);
- Applications for new developments must include provision for the storage and collection of waste and recyclables;

AND ANY OTHER PLANS NECESSARY TO DESCRIBE THE PROPOSALS