

# Lambeth Planning Guidance

**Advice on preparing  
Tree Preservation Order (TPO) consent  
applications, and Tree work in Conservation  
Area (TCA) notifications**



**August 2024**

## Contents

Heading	Page
<a href="#">The purpose of this guide</a>	3
<a href="#">Is it a tree?</a>	4
<a href="#">Do I need to apply?</a>	4
<a href="#">What about TPO trees in conservation areas?</a>	4
<a href="#">Check if a tree is in a conservation area</a>	4
<a href="#">Application forms</a>	5
<a href="#">Advice on filling in the form</a>	5
<a href="#">Tree Location</a>	6
<a href="#">Tree Plan</a>	7
<a href="#">Tree ownership</a>	8
<a href="#">What are you applying for</a>	9
<a href="#">Exceptions</a>	9
<a href="#">Tree Preservation Order details</a>	10
<a href="#">Identification of tree) and description of works</a>	11
<a href="#">Additional Information</a>	14
<a href="#">Authority Employee / Member</a>	15
<a href="#">What happens on receipt of TPO application</a>	16
<a href="#">What happens on receipt of a six-weeks' Notice of tree work in Conservation Area</a>	16
<a href="#">Contact information</a>	16

## Purpose of this Guide

The effective management of Lambeth's protected tree stock is a priority given the climate emergency and the threats to tree stock it presents in terms of temperature rises, drought, pest disease, and pests. Trees are also important in mitigating against rising temperatures by providing shade.

This guide has been prepared to assist with the preparation of planning statutory applications and notices for the following tree works:

- Tree Preservation Order (TPO) applications; and
- Tree works in a conservation area (TCA) Six-week (Section 211) Notices

The guidance explains the information and supporting evidence that is legally required so that the applications/notice can be assessed and determined promptly by Lambeth Planning. It also sets out how to fill in the forms correctly.

If the guidance is followed the Council should be able to process your application/notice without undue delay.

## Is it a tree?

The legislation relating to these application/noitce relates to **trees only**.

If in doubt as to whether your plant is a tree or not, please refer to the [Royal Horticultural Society](#)

Only tree work should be included in your application.

### Check for a Tree Preservation Order

To check if the tree is subject to a TPO please refer to Lambeth's online [TPO Schedule](#) and **cross reference** with a [property search](#) -the TPO will come up under 'constraints'. If the search results do not marry-up please email us for clarification:

[Planningconservation@lambeth.gov.uk](mailto:Planningconservation@lambeth.gov.uk)

## Do I need to apply?

Some tree works are exempt from the TPO regulations. Details can be found [here](#) and on page 9. Otherwise an application is necessary.

### What about TPO trees in a conservation area?

When trees on the same site are protected by a combination of a TPO and others by being within a Conservation Area, separate applications should be made for each type.

For TPO trees in a conservation area a TCA notification is not required. The TPO application is sufficient in these instances.

It is the applicant's responsibility to ensure the correct application is made. Failure to do so can delay an application.

### Check if the tree is in a Conservation Area

To check if a tree is in a conservation area please do a [property search](#) and the conservation area name will come up under 'constraints'. Sometimes a conservation area will come up if it adjoins a site, so it is best to double-check that the tree is in the conservation area by looking at the conservation area boundary map [here](#).

### Lambeth Open Mapping Data

<https://lambethopenmappingdata-lambethcouncil.opendata.arcgis.com/maps/49790cf6b9304ff6931a7060a7d7cf62/explore>

## Application Forms

Since 2012 it has been a legal requirement that TPO applications to be submitted using the government's **App 1 TPO form**, ensuring all the questions are completed and the required additional information is included.

Whilst it is not a legal requirement to use the App 1 TPO Form when submitting a six-weeks notice of tree works in a conservation area, the App 1 Form is commonly used to make a TCA notification.

Please be **EXPLICIT** on the form about which you are applying for.

## Submitting your application


The most efficient way to submit applications is electronically using the government's [planning portal](https://www.planningportal.co.uk/apply)

Alternatively, you can [download the form](#) , print it off, fill it in manually, and send it to us:

By post: Lambeth Planning PO Box 08771, London SW2 9QQ

Hand delivery: Lambeth Planning c/o Town Hall Reception, Lambeth Town Hall, Brixton Hill, London

## Advice on filling in the form

 If you would rather make this application online, you can do so on our website: <https://www.planningportal.co.uk/apply>

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area.

Town and Country Planning Act 1990

**Privacy Notice**

This form is provided by Planning Portal and based on the requirements provided by Government for the sole purpose of submitting information to the Local Planning Authority in accordance with the legislation detailed on this form.

Please be aware that once you have downloaded this form, Planning Portal will have no access to the form or the data you enter into it. Any subsequent use of this form is solely at your discretion, including the choice to complete and submit it to the Local Planning Authority in agreement with the declaration section.

Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Anyone can make the application, even if they don't own the land.

Please note that when applications are made by agents, correspondence will only be sent to the agent; that includes the decision notice.



**Publication of applications on planning authority websites**  
Information provided on this form and in supporting documents may be published on the authority's planning register and website.

Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

If printed, please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes and help text as incorrect completion will delay the processing of your application.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text"/>	Last name: <input type="text"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text"/>	Town: <input type="text"/>
County: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>



### 3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:	<input type="text"/>	House number:	<input type="text"/>	House suffix:	<input type="text"/>
House name:	<input type="text"/>				
Address 1:	<input type="text"/>				
Address 2:	<input type="text"/>				
Address 3:	<input type="text"/>				
Town:	<input type="text"/>				
County:	<input type="text"/>				
Postcode (if known):	<input type="text"/>				

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

### Trees Location

If trees are on more than one property, please enter the other locations in the 'description' box.

If a tree's trunk straddles the boundary between two properties, please enter the details of both properties.

## Location Plan

Applications/notices **must** include an accurate location plan.

Plans can be prepared using printed maps, can be hand-drawn sketches, or screen shots from online sources. They **must** identify sufficient roads, buildings and land adjoining to clearly show the exact location of the tree).

Each tree or group of trees should be clearly identified using the pre-fixes below:

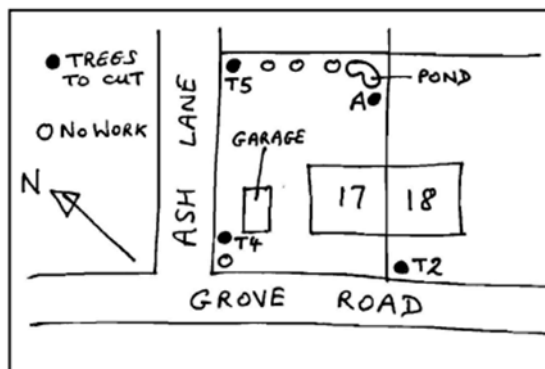
**T** for individual trees i.e., **T1 oak**

**G** for groups of trees i.e., **G1 oak x3, beech x1 and lime x2**

**H** for a group of trees that form a hedge i.e., **H1 Leyland cypresses x7**

## Location plan examples

The sketch plan should clearly show boundaries and adjoining properties (including house numbers or names) and names of roads. Ideally, they should be aligned so that North is at the top of the plan; or at least indicate north.



Three examples of accurate tree location plans

4. Trees Ownership			
Is the applicant the owner of the tree(s): <input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'No' please provide the address of the owner (if known and if different from the trees location)			
Title:	<input type="text"/>	First name:	<input type="text"/>
Last name:	<input type="text"/>		
Company (optional):	<input type="text"/>		
Unit:	<input type="text"/>	House number:	<input type="text"/>
		House suffix:	<input type="text"/>
House name:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Town:	<input type="text"/>		
County:	<input type="text"/>		
Country:	<input type="text"/>		
Postcode:	<input type="text"/>		
Telephone numbers			
Country code:	National number:	Extension number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country code:	Mobile number (optional):		
<input type="text"/>	<input type="text"/>		
Country code:	Fax number (optional):		
<input type="text"/>	<input type="text"/>		
Email address (optional):			
<input type="text"/>			

## Tree ownership

You don't have to be the owner/occupier of the tree or the occupier of the site to make an application/notice. The ownership of the land is not a consideration when the Council is determining applications/notices. However, you **must** provide the owner details if you are not the owner.

TPO consent and the Council issuing a decision on a TCA notice does not give the applicant the right to carry out the tree works on someone else's property. **The permission of the tree owner will still be required.**

## Notifying Owners / Neighbours

There is no legal duty for the Council to notify owners or neighbours. If you are applying to do work to someone else's tree you are encouraged to inform them.

All applications/notices received by the Council will be published on the Council's [Weekly planning lists](#). Anyone can comment on an application.



### 5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? ☐ Yes ☐ No

Are you wishing to carry out works to tree(s) in a conservation area? ☐ Yes ☐ No

Government policy guidance on Tree Preservation Orders and trees in Conservation Areas can be found [here](#) and on the [planning portal](#)

### What are you applying for?

When some trees on the same site are protected by a TPO and others are within a Conservation Area, please submit a TPO application **and** a separate notice for the trees located within the Conservation Area.

Please do not combine them in one application as they are assessed under separate regulations.

## Exceptions

Conservation Area Notice is **not** required for works to **trees that have a trunk diameter of less than 75mm** when measured at 1.5m from ground level (or less than 100mm if reducing the number of trees as part of a thinning operation).

Government regulations also allow the following works **without making** an TPO application or a conservation area notification:

- Cutting down, topping, lopping or uprooting of a tree which is **dead**;
- Removal of a **dead** branches from a living tree
- Urgent, necessary tree work to remove an **immediate risk of serious harm**. It is advisable to inform us of the works and provide justification. Please e-mail [planningconservation@lambeth.gov.uk](mailto:planningconservation@lambeth.gov.uk)

#### 6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

### Tree Preservation Order Details

The details entered **must** accurately reflect what the TPO documentation states.

### Tree Preservation Order details

Copies of individual Lambeth TPOs are not currently available online.

If you do not have a copy of the original Tree Preservation Order **please check** the online [TPO Schedule](#) to ensure that there is a TPO on the site. The information is provided alphabetically by road. "Address" is road name, then house name / number / or description of the location, followed by:

"TPO No." is the unique TPO number,

"Tree No." is taken from the official TPO documentation and uses a number of prefixes:

"T" denotes an individual Tree,

"G" denotes a Group of trees,

"A" denotes an Area of trees; and

"W" denotes Woodland.

"Species" is species of the tree.

### Double Check

Some of our TPOs are very old and with the passage of time site addresses can change. We endeavour to keep the TPO schedule up-to-date but it is **strongly recommended** that you double-check the address using a [property search](#) -the TPO will come up under 'constraints'.

If your search results do not match, please email us for clarification:

[Planningconservation@lambeth.gov.uk](mailto:Planningconservation@lambeth.gov.uk)

Extract for the TPO Schedule below:

Address	TPO No.	Tree No.	Species
Kings Avenue, 28	62	T1	Holm Oak (Quercus ilex)
Kings Avenue, 32-34	196	T1	Japanese Cherry

## Identification of Trees location and Description of works

For TPO applications there is a **legal requirement** to give a **reason** for the works.

For six-weeks' notice of tree works within a Conservation Area no reason is required but it can be useful to us know the reason when we are assessing the works.

### Location

The location and the details of the tree) should be listed using simple terms such as: back garden, front garden, communal area, forecourt, etc.

### Trees

Each tree should be given a unique number (T1 etc.) and its species should be identified.

There is no need to use botanical Latin names for the trees; and if the tree species is unknown it should be marked 'unknown species'. For TPO applications the tree numbering **MUST** reflect the numbering from the TPO documentation.

Example below

	LOCATION	TREE	WORKS	REASON
example	Front garden	T1 oak	Fell	Tree is diseased and leaning

### Describing the works

It is **vital** that the tree works are clearly specified for **each tree** that you wish to work on.





The following approaches are **not acceptable**:

"see attached report"	The Council does not have the resources to trawl through reports to identify the relevant works. Submissions of this nature will be returned to the applicant with a request for a specific list of works.
"tidy up", "lift", "re-shape", "pollard", "cut back", "lop" or "trim"	These descriptions are too vague and or ambiguous. Descriptions must indicate the <u>extent</u> of the proposed works.
30% reduction	Percentage reduction alone is insufficient without additional reference to length, height, spread etc. Existing and proposed radial distance should also be provided.

Marked-up photographs can be provided where this would illustrate the desired result. For TPO applications the description of the works **must** adhere to British Standard 3998 (2010), section 7.2.2 of which states that:

*"The specification should be accurate and clear, so that the desired result is achieved. To avoid ambiguity, the specified end result can be stated either as the tree-height and branch-spread which are to remain, or the average equivalent in branch length (in meters). End results should be specified for individual branches if the growth pattern of the tree creates a need for this, or where clearance form a specific object is required (see 7.8 )."*

## Common tree work operations

	<p><b>General information</b> - The common operations described and simply illustrated here show some of your options.</p> <p>An arborist should be able to help in defining the work that will be appropriate for the tree(s) and in line with British Standard 3998 – <i>Recommendations for Tree Work</i>.</p> <ul style="list-style-type: none"> <li>• Please note that the entire branch system is known as the 'crown'.</li> <li>• LPA approval is not required to remove <b>dead branches</b>.</li> </ul>
	<p><b>Crown Thinning</b> - This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown.</p> <p>The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%).</p> <ul style="list-style-type: none"> <li>• Useful for letting more light into gardens and windows</li> </ul>
	<p><b>Crown Lifting</b> - This means removing lower branches to increase the clearance between the ground and the crown.</p> <p>Identify the branches you wish to remove, or specify a height above ground level to which you wish to "lift" the crown.</p> <ul style="list-style-type: none"> <li>• Useful for allowing more light into gardens</li> <li>• Prevents low branches obstructing paths, drives etc.</li> </ul>
	<p><b>Crown Reduction</b> - The tree crown is reduced by shortening branches, and so changes the overall size and shape of the tree. Reductions are usually carried out all round the outer parts of the crown to maintain a balanced shape, but seldom should it include cutting through the main stem.</p> <p>The amount of reduction proposed should be stated in terms of the intended height and spread of the tree after pruning (rather than what percentage (%) of the overall crown is to be removed).</p> <ul style="list-style-type: none"> <li>• Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering</li> </ul>



### Example of an acceptable illustration and associated description of works

Back Garden: T1 Holm oak (ht.18m)

CROWN REDUCE HEIGHT by 2m to 16m,

REDUCE RADIUS by 2m from 10m to 8m on all compass Points.

Reason: to retain within garden setting.



**Example of an acceptable illustration and associated description of works**

Back garden at 65 Acacia Avenue: T1 Norway maple

REDUCE RADIUS by 2m from 6m to 4m on E compass point and;

REMOVE BRANCHES marked by red crosses

Reason: to remove overhanging branches

**Examples of typical tree work descriptions:**

The wording of descriptions should follow these examples:

**Crown Lifting**

REAR: T1 Alder (ht.16m) CROWN LIFT to 2.5m above ground level. Reason: to provide clearance.

**Crown reduction of height, and radius (spread or lateral) reduction**

REAR: T1 & T2 Beech (ht.15m) CROWN REDUCE HEIGHT by 2m to 13m, REDUCE RADIUS by 2m from 8m to 6m on S compass point. Reason: to retain within garden setting, clearance from building.

**Crown thinning**

REAR: G1 Three Cedar (ht.8m) CROWN THIN by 30% (maximum). Reason: to alleviate light issues.

**Felling**

FRONT: T3 in TPO No. 450 Elm (ht.16m) FELL. Reason: branch failure, main stem basal decay, proximity to rear elevation, health and safety. Replant with ONE *Tilia cordata* 'Winter Orange' that will be nursery grown, pot size of at least 40L, girth at around the main trunk measured 1m up from the soil surface of at least 8cm and be at least 2m tall in height.

**Height reduction**

FRONT: T1 Unknown Species (ht.18m) REDUCE HEIGHT by 3m to 15m. Reason: to retain within the garden.

**Lateral reduction**

FRONT: T1 Ginkgo (ht.16m) LATERAL REDUCTION by 1m from 5m to 4m on N compass point to previous reduction points. Reason: clearance from building

**Re-pollarding**

FRONT: G1 Oak x4 (ht.14m) RE-POLLARD by 2m to previous pollard points at 12m above ground level. Reason: repeat maintenance.

**Please note:** all measurements **must** be in metres.



## 8. Trees - Additional Information

Additional information may be attached to electronic communications or provided separately in paper format.

### For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

### For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall: ☐ Yes ☐ No  
If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives. ☐ Yes ☐ No  
If YES, you are required to provide for:

#### *Subsidence*

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

#### *Other structural damage* (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

### Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)? ☐ Yes ☐ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

## Additional Information

If your TPO application is being submitted for one of the following three reasons it **must** be accompanied by **evidence** to support your proposals.

1. Condition of the tree) - e.g., it is diseased, or you have fears that it might break or fall.
- 2a. Subsidence
- 2b. Other structural damage (e.g., drains, walls and hard surfaces)

**Condition of the tree)** evidence should be provided in writing by a suitably qualified arboriculturist (a person who has recognised qualifications, experience and expertise in the field of tree management) or other appropriate expert.

**Subsidence** and **Other structural damage** evidence should be provided in writing with technical evidence by a qualified engineer or surveyor.

Failure to provide **all** mandatory information could lead to the application being invalid or refused.

**9. Authority Employee / Member**

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☐ Yes ☐ No

With respect to the authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

Version 2018.1

## Authority Employee / Member

You **must** declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

Serving elected members or planning officers who submit personal planning applications must play no part in the assessment / determination of such applications which **must** be determined by Lambeth's Planning Application Committee.

The advice on filling in the form ends here as the remainder of the form is self-explanatory.

## **What happens on receipt of a TPO application**

We will check the application to ensure that all the legally required information has been submitted. If submissions are incomplete, we may return the application or refuse consent on the grounds that the legally required information was not submitted.

When determining an application we either:

- Grant consent,
- Refuse consent; or
- Part grant and part refuse consent

The Council can attach conditions to the decision notice to grant consent to tree works. These can be:

- The consent is valid for two-years,
- The works are carried out to British Standard 3998, Tree Work Recommendations (2010),
- One weeks' notice will be given to the Council of when the tree works commence
- Replacement trees shall be planted in accordance to British Standard 8545:2014 Trees: from nursery to independence in the landscape -Recommendations.

## **What happens on receipt of a six-weeks' Conservation Area Notice**

We will check the notice to ensure that all the legally required information has been submitted. If submissions are incomplete, we may return the application or request additional information. Were requested information is not forthcoming, we may withdraw the notice for being vague or ambiguous (as allowed under Paragraph: 127 of 'Planning Practice Guidance, Tree Preservation Orders and trees in conservation areas'.

If the Council validates the notice we will either:

- Raise no objection
- Raise an objection by serving a Tree Preservation Order

The decision notice is valid for two-years or until the tree works on the notice have been completed which ever happens first.

The Council cannot attach conditions to six-weeks' Conservation Area Notice. But it can and will provide informatives on the decision notice.

### **Application Information and Decision Notices**


These are available online by undertaking a [property search](#)

### **Contact information**

Lambeth Conservation & Design Team

Email: [planningconservation@lambeth.gov.uk](mailto:planningconservation@lambeth.gov.uk)

DOCUMENT ENDS



This document was prepared by the  
Lambeth's Climate, Planning & Transport Division's  
Conservation & Design team  
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