This type of application should be submitted in accordance with the requirements shown in this checklist. If not, the application may be declared invalid and not determined or processing may be delayed.

- Immediate delivery and acknowledgement
- Savings on postage and printing costs
- Online help function when completing applications
- Online record of your applications
- Online payment

If you prefer, you can complete your application form online and submit supporting documents and fees by post, this could delay the validation of your application.

• Application for tree works - Works to trees subject to a Tree Preservation Order (TPO) and/or Notification of proposed works to trees in conservation areas	

- You should identify each tree species and provide a full and clear detailed