



For official use only

App. validated by	<input type="text"/>
Date validated	<input type="text"/> / <input type="text"/> / <input type="text"/>
App. Ref. No.	<input type="text"/>

# Tree Preservation Act 1993 Application to Carry out Work on Trees

**Return this form to:**  
Forestry, Amenity and Lands Directorate  
Thie Slieau Whallian, Foxdale Road, St. Johns IM4 3AS  
Email: [Forestry@gov.im](mailto:Forestry@gov.im)

PLEASE REFER TO **APPLICANT'S GUIDANCE NOTES** - [AVAILABLE ONLINE](#) OR AT THIE SLIEAU WHALLIAN, ST. JOHNS  
Your application may be returned or delayed if you do not enclose/disclose the necessary information, photographs or fee  
or do not complete all sections as indicated in the guidance notes

## Part 1: Applicant(s) Details

Full name of applicant(s)	<input type="text"/>	Title	<input type="text"/>
Correspondence Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	Postcode		
Telephone number	<input type="text"/>	Mobile number	<input type="text"/>
Email address	<input type="text"/>		

## Part 2: Applicant(s) Declarations

- Is this application made in connection with the development of the land in question for which Planning Approval is required? Yes  No
- Have you or others applied to DEFA for Planning Approval in respect of the land within the last five years? Yes  No
  - If Yes, please provide the Planning reference number (format: YY/NNNNN/AA)
  - If No, do you intend to apply for Planning Approval for any works/development? Yes  No
- Are you the sole owner of the tree(s)? Yes  No
  - If No, do you have the agreement of the other owner(s) to carry out the proposed work? (**Co-owners' agreement in writing should be submitted with this application**). Yes  No
- How do you intend to pay the fee (if applicable)?  
 Cheque  Cash  Card   
 Cheque number : \_\_\_\_\_ Card authorisation number\* : \_\_\_\_\_  
(see notes for further information)

*Note: Payment will not be taken until your application has been validated*

**Submission of false or misleading information may mean that any licence issued in respect of this information is void and may render you liable to prosecution.**

**I/We confirm that I/we have the necessary authority or consent as required by the Act referred to above to make this application**

Signed	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
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*\*If signing on behalf of a company please also print your name and position in BLOCK CAPITALS\**





### **Checklist for submitting a valid application:**

- I have checked that an application is necessary
- The application only includes trees at one distinct geographical location (e.g. one postal address)
- The form has been completed in full
- The form has been signed and dated by the applicant
- If the applicant is not the sole owner of the tree a letter of authorisation from the owner(s) has been enclosed
- The application includes a plan clearly showing the location of the trees
- The application includes a detailed description of the proposed work
- I have enclosed photographs or sent photographs digitally to forestry@gov.im

### **Personal Data**

- The Department of Environment, Food & Agriculture is a data controller for the purposes of the Data Protection Act 2002 and requires the information on this form to comply with its legal obligations under the Tree Preservation Act 1993. Your personal information will be held by DEFA for the purposes of processing this application.
- Some of the information you provide, such as the address and the details of the proposed work may be shared in public notices in order to give notice and invite representations from the public. We will keep these details for 4 years, and in accordance with the Data Protection Act 2002. The personal information will then be deleted from our systems.
- You may request erasure, restriction or amendment of your details at any time if you no longer wish us to process your application.
- You have the right to lodge a complaint with the Information Commissioner if you think the Department is acting outside of the Data Protection Act 2002. The IC can be contacted here: <https://www.inforights.im/>
- The Data Protection Officer can be contacted on 686781 or by email at DPO-DEFA@gov.im

### **Useful contacts and websites:**

- Further information, guidance notes and links to the legislation and information about accredited contractors can be found on the following website: <https://www.gov.im/tree-protection/>
- DEFA website: <https://www.gov.im/defa>
- Email: [forestry@gov.im](mailto:forestry@gov.im)
- Tel: 01624 695701
- Post: Forestry, Amenity and Lands Directorate, Thie Slieau Whallian, Foxdale Road, St. Johns IM4 3AS