



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

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

PLEASE REFER TO **APPLICANT'S GUIDANCE NOTES** - [AVAILABLE ONLINE](#) OR AT ADDRESS ABOVE  
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 & Additional Administrative Information

Full name of applicant  Title

Correspondence Address

Post Code

Telephone number  Mobile number

Email address

If you would prefer to correspond with the Department via email and only receive an electronic copy of your licence please tick this box:

Address of the trees (if different from correspondence address)

Post Code

If you would like the Department to send a copy of your licence to a third party (e.g. a contractor or a neighbour) please provide their contact details below:

1. a) Within the last five years, have you (or others, to your knowledge) applied to DEFA for planning approval (Town and Country Planning Act 1990) in respect of the land on which the tree stands? Yes  No

b) If Yes, please provide the Planning reference number (format: YY/NNNNN/AA)

2. How do you intend to pay the fee (if applicable)? Cheque  Cash  Card

*Note: The fee (£20.50) will not be taken until your application has been validated.  
For information about fee exemptions please see Applicant Guidance Notes ([www.gov.im/treeprotection](http://www.gov.im/treeprotection))*

## Part 2: Details of work proposed

### I / We hereby apply for the granting of authorisation to carry out work on trees as specified below:

Text description of tree locations (in relation to buildings, boundaries etc.):

So that there is clear understanding of which tree(s) the application refers please provide a plan view (i.e. 'birds-eye' view, viewed from above) of tree locations in relation to buildings, boundaries etc.

*TIP: If its easier you can print off or 'screenshot' a plan view at [gov.im/maps](http://gov.im/maps), annotate it and attach it to your application*

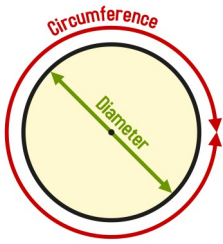
**PHOTOGRAPHS OF THE TREES MUST ALSO BE ENCLOSED**  
REFER TO APPLICANTS GUIDANCE NOTES FOR FURTHER GUIDANCE

**Please state the objective(s)** of the proposed work(s) and/ or the reasons for undertaking this work:

*TIP: Think about what problem are you trying solve. What are you hoping to achieve by undertaking this work?  
Example: 'To reduce the impact of shade cast by the tree' or 'Tree is unsuited to the area'*

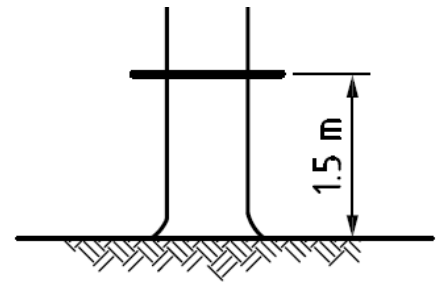
**Tree Size Category - Based on Stem Circumference** (equivalent diameter in brackets)

**SMALL** = Less than 60cm (19cm) / **MEDIUM** = 60 - 90cm (19-28.5cm) / **LARGE** = More than 90cm (28.5)



Measurement should be taken at 1.5m above ground level. For guidance on measuring leaning trees, multi-stemmed trees or trees with unusual features please refer to the Applicant's Guidance notes available from:

[www.gov.im/treeprotection](http://www.gov.im/treeprotection)



\*Please tick ONE box for each tree. Refer to applicant's notes for additional guidance\*

Tree No.	Species (if known)				Work proposed (e.g. felling, pruning) <small>*For pruning please provide details over the page*</small>
		SMALL	MEDIUM	LARGE	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

- CONTINUATION SHEETS ARE AVAILABLE ([www.gov.im/treeprotection](http://www.gov.im/treeprotection))
- FOR APPLICATIONS CONTAINING MORE THAN 20 TREES OR WHERE CIRCUMFERENCE MEASUREMENTS ARE NOT PRACTICABLE PLEASE CONTACT THE DEPARTMENT FOR ADVICE PRIOR TO SUBMITTING YOUR APPLICATION

**Further detail of works proposed** - refer to applicant's guidance notes for detailed guidance  
For pruning proposals on registered trees the extent of the work needs to be accurately described. Proposals to 'cut back' or 'lop' some branches will be considered too vague of the works.

### Part 3: Applicant(s) Declarations

Is the applicant a freehold owner of the land on which the tree stands YES  NO

*Note: If the answer to this question is NO you must provide supplementary notes with your application to explain your relationship with the land and your authority to make this application*

Does a boundary line (between your land and that of a different owner) intersect the lower stem of any of the trees included in this application? YES  NO

*Note: This is for information only and does not affect your ability to apply for a licence*

**PLEASE TICK THE ADJACENT BOX to confirm that the information you have provided in this application is true and accurate to the best of my knowledge and belief** (The 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)

Signed

Date

NAME:

POSITION IN COMPANY:

*\*If signing on behalf of a company please also print your name and position in BLOCK CAPITALS\**

#### **Personal Data**

- DEFA is a data controller for the purposes of the Data Protection Act 2018 and requires the information on this form to comply with its legal obligations under the Tree Preservation Act 1993. We need your consent to process your information for this application; **by signing this form you agree to this.**
- Some of the information you provide, such as the address and the details of the proposed work will be published and available to the public, and may be shared in public notices in order to give notice and invite representations from the public. No personnel data will be published. We will keep these details in accordance with Directorates retention schedule and with the Data Protection Act 2018. 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.
- Our privacy policy can be found here: <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/privacy-notice/> (hard copies can be provided)
- 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 2018. 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](mailto: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, Agricultural Lands Directorate, Thie Slieau Whallian, Foxdale Road, St. Johns IM4 3AS