

WBC TPO Process flow chart

- 1) TPO inquiry received, from staff member, Councillor, or member of the public; Go to 2. If urgent, then TPO priority meeting process (see point 5) undertaken by emails and TEAMs. Go to 9.
- 2) Link to WBC guidance on requesting a TPO and to TPO Request form (Appendices 1 and 2) sent emailed out, or posted, as required. Go to 3.
- 3) Completed TPO Request form received? Yes - go to 4, no – finish.
- 4) Completed TPO Request form-sent to monthly TPO prioritisation meeting. Go to 5.
- 5) TPO Request assessed and rated for priority at TPO Prioritisation meeting (attended by T&L team manager who has delegated authority to make TPOs, Snr Tree Officer and Tree Officer, as available). TPOs are assessed against Government Guidelines. Three possible outcomes:
 - a. Priority Red are the TPOs that will be prioritised for service during the period ahead. Go to 6,
 - b. Priority Amber are the TPOs that will be worked on during the next period if there is resource to do this. Go to 7,
 - c. Priority Green are those that will not be prioritised. Go to 8.(Where required the Green Blue Infrastructure team manager (the line-manager of the T&L team manager), attends the meeting. Where relevant, other officers, e.g. planning officers, enforcement officers, T&L team Landscape Architects may attend, or their opinion is sought either before or after the meeting, to input specialist and/or site specific knowledge and information).
- 6) Priority Red TPOs made and served by TO. Go to 10.
- 7) Some Priority Amber TPOs are made and served by TO. Amber Priority TPO to be served?
 - a. Yes – go to 9,
 - b. No – go to 5.
- 8) Those who have requested TPOs that have been allocated to Priority Green receive a response explaining why the TPO request has not been prioritised. They are advised that if they become aware of new and updated information, then they are at liberty to put in a new request which will be considered. TPO not served – Finish.
- 9) TPO served. Two outcomes:
 - a. Comments received? Yes - go to 10, no - go to 11.
 - b. TPO challenged on point of law? Yes – go to 14, no - go to 15
- 10) Letter sent to those who have commented/objected telling them that their opinions will be considered in the light of Government guidance when the TPO is confirmed, if it is confirmed. Go to 11
- 11) TPO considered in the light of comments or lack thereof. TPO to be confirmed? Yes – go to 12, No – go to 13
- 12) TPO confirmed as served or modified. Finish.
- 13) TPO rescinded. Finish.
- 14) TPO sent to Court. Court decides – Finish.
- 15) Letter to challenger confirming invalid challenge. Go to 11

APPENDIX A	GUIDANCE NOTE FOR INCLUDING TREES IN TREE PRESERVATION ORDERS
APPENDIX B	TPO REQUEST FORM
APPENDIX C	TPO ASSESSMENT FORM