Wokingham Borough Council TPO Process Flow Chart

1) TPO inquiry received, from staff member, Councillor, or member of the public; Go to 2. If the request is considered urgent, then request will automatically be included within TPO priority meeting process (see point 5) undertaken by emails and TEAMs.
2) Link to WBC guidance on requesting a TPO form will be emailed out, or posted, as required. Application to Include trees under a Tree Preservation Order.
3) Completed TPO Request form received by WBC Tree Officers.
4) Completed TPO Request form sent to monthly TPO prioritisation meeting.
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. TPO requests that are assessed as Priority Red will be made and served by Tree Officer at the earliest opportunity.
    b. **Priority Amber** are the TPOs that will be worked on during the next period if there is resource to do this.
    c. **Priority Green** are those that will not be prioritised.
    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.

Where relevant, other Officers, e.g. planning officers, enforcement officers, WBC Landscape Architects may attend the TPO Prioritisation Meeting, or their opinion is sought either before or after the meeting, to input specialist and/or site-specific knowledge and information.

6) Where a TPO is to be served there will be two outcomes:
    a. Comments received? **Yes** - go to 7, **No** - go to 8.
    b. TPO challenged on point of law? **Yes** – go to 11, **No** - go to 12
7) 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.
8) TPO considered in the light of comments or lack thereof. TPO to be confirmed? **Yes** – go to 9, **No** – go to 10
9) TPO confirmed as served or modified. Finish.
10) TPO rescinded. Finish.
11) TPO sent to Court. Court decides – Finish.
12) Letter to challenger confirming invalid challenge. Go to 11

Further details and guidance on the TPO process can be found on Wokingham.gov.uk.

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.