



Guide to Submitting Applications for Carrying Out Works to Protected Trees (TPO consent) to Derbyshire County Council via the Planning Portal (see link below)

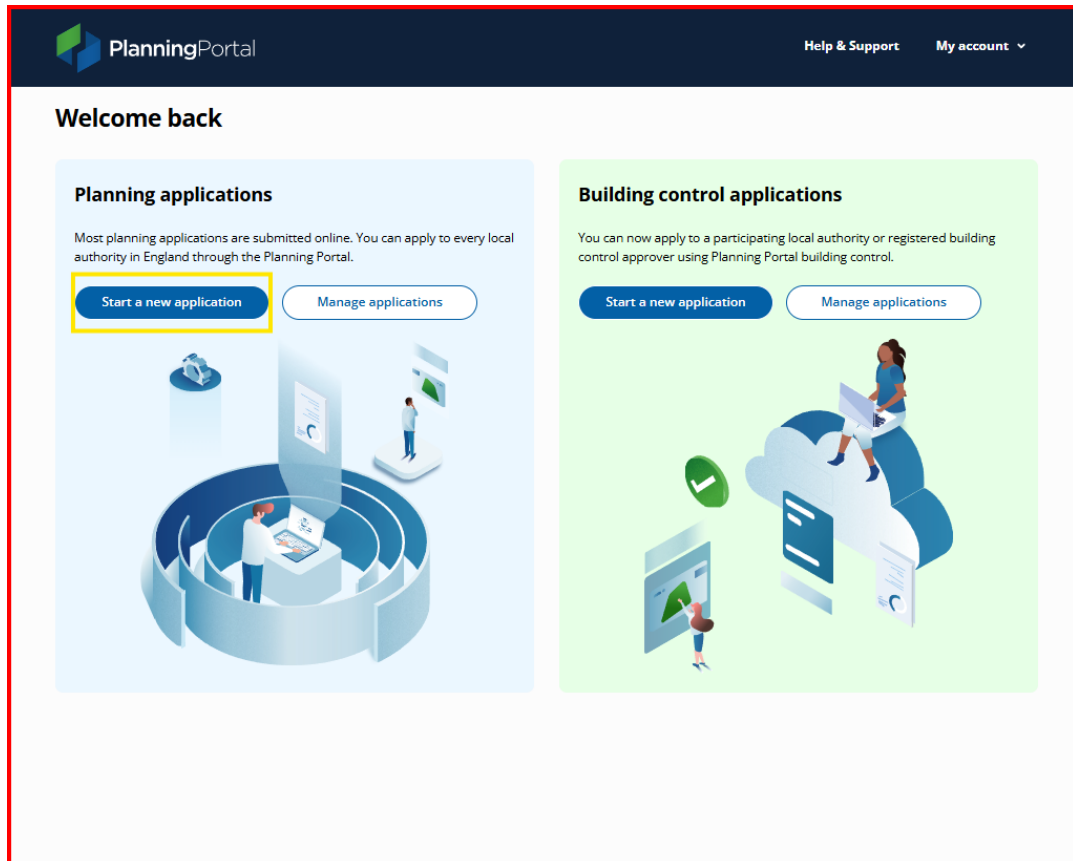
This is a short guide to explain how to submit your application for TPO consent directly to Derbyshire County Council via the Planning Portal. You should only use this method if you have already confirmed that the tree(s) in question are protected by a TPO that has been made by Derbyshire County Council. You can check this yourself by using the [Derbyshire Mapping Portal](#).

Once you have confirmed the trees are covered by a County Council TPO, you should visit the planning portal. Before you can [submit applications via the Planning Portal](#), you will need to set up a user account using the link below. You will only need to do this once.


NB: The Planning Portal is the official national online platform for submitting planning applications (including applications to carry out work to protected trees) in England and Wales. It is not designed by, operated or maintained by the County Council.

Steps:

1. After you have set up your account you should select “Start new application” under the Planning Application section.



2. Next give your application a short name (for example the address/location of the tree(s)). Click continue.

 **PlanningPortal**
Planning Applications England

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Start a new application

[1 Application name](#) [2 Site location](#) [3 Application type](#) [4 Site boundary](#)

Give your application a name

This name is for your use but will be viewable by the Local Planning Authority if you submit the application.

Use a name that clearly identifies the proposal to you, such as the application site address e.g. 123 High Street.

TPO application at XX High Street, Village/Town Name

Continue

What information will I need?

To create an application, you will need the following key details to start.

The site address

The site address will allow us to identify the Local Authority for your site. Once your application is complete, it will be submitted to that Local Authority.

If your site has a postcode this will be used as your site address.

However, if your site does not yet have a postcode we will help you to identify the site location.

The application type

You will need to select the application type. This will allow us to identify the information and documents you will need to provide for a successful application and determine if you will need to pay a fee.

If you are unsure of your application type, we can provide information to help you choose.

3. Enter the nearest postcode to where tree(s) are located and then select the nearest address from the drop-down list. This will tell the system which local planning authority area the trees are in. Click continue.

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Start a new application

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Enter the site postcode

DE4 3AG

Find address

What information will I need?

The site location

The site location will allow us to identify the Local Authority for your site. Once your application is complete, you can submit it to that Local Authority.

If your site is a single existing address with a postcode, you can search for this and use it as your site location. Please note that you cannot change this once the application is created.

However, if your site does not have a postcode, covers multiple separate addresses, or you simply want to manually enter an address, we will help you identify the site location by finding its grid reference (you will need to add an address and/or description of the location later).

Don't have a postcode?

Use the grid reference search to find your Easting and Northing.

[Search for a grid reference](#)

Have a grid reference?

Enter your sites Easting and Northing to continue.

[Enter Easting and Northing](#)

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Start a new application

1 Application name 2 Site location 3 Application type 4 Site boundary

Select address

Select address ▾

Business Centre, County Hall, Smedley Street, Matlock, DE4 3AG

Civic Garage, County Hall, Smedley Street, Matlock, DE4 3AG

Derbyshire County Council, County Hall, Smedley Street, Matlock, DE4 3AG

Derbyshire Dales Area Office, County Hall, Smedley Street, Matlock, DE4 3AG

Greenhouses, County Hall, Smedley Street, Matlock, DE4 3AG

Land Between 113 And 115 Smedley Street, Matlock, DE4 3AG

What information will I need?

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[Search for a grid reference](#)

Have a grid reference?

Enter your sites Easting and Northing to continue.

[Enter Easting and Northing](#)

- Under “Select your application type”, scroll down to the bottom and select “Tree works: Trees in conservation areas/subject to TPOs”.

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[Back to site location](#)

Start a new application

Application name Site location Application type Site boundary

Select your application type

Search for an application type

Prior approval - Demolition

- ☐ Prior Approval: Demolition of building

Other consents

- ☐ Demolition in a conservation area
- ☐ Listed building consent
- ☐ Consent to display an advertisement
- ☐ Hedgerow removal notice
- ☐ Tree works: Trees in conservation areas/subject to TPOs

Continue

Need help selecting your application type?

Select the type of application you want to make.

This allows us to determine what information and documents you will need to provide and if you will need to pay a fee.

If you are unsure of your application type, we can provide information to help you choose. If you require confirmation, you should ask the local authority.

[Help me choose the application type](#)


Need help selecting the application category?

'Standard application' covers most cases, particularly for householders.

You should only select 'Waste Development' or 'Regulation 3' if you know what this means and are sure the application needs to be treated in this specific way. If you are not sure, please speak to your local authority to confirm.

Please note: Based on the site location, if a 'Regulation 3' application could be made to either a district or county level authority, you will be asked to select the correct option.

5. Under “Select you application category”, choose “Regulation 3”.

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[← Back to site location](#)

Start a new application

✔ Application name ✔ Site location ③ Application type ④ Site boundary

Select your application type

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☐ Prior Approval: Demolition of building

Other consents

☐ Demolition in a conservation area

☐ Listed building consent

☐ Consent to display an advertisement

☐ Hedgerow removal notice

☒ Tree works: Trees in conservation areas/subject to TPOs

Select your application category

☒ Standard application

☐ Waste development

Select this option if the application is for 'Waste development' (e.g. waste operations and uses of land) that have been prescribed as a 'county matter'.

If selected, the application will be sent to the County Council (if one covers the area).

☐ Regulation 3

Select where the local authority, or someone on its behalf, is making an application to itself to develop land within its area.

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Continue

6. Under “Select Local Planning Authority”, choose “Derbyshire County Council”.
(NB: you will also see an option for the relevant district/borough council for the postcode area you entered in step 3).

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Start a new application

✓ Application name ✓ Site location ③ Application type ④ Site boundary

Select your application type

Search for an application type 🔍

Prior approval - Demolition

☐ Prior Approval: Demolition of building

Other consents

☐ Demolition in a conservation area

☐ Listed building consent

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☒ Regulation 3

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Select Local Planning Authority

☐ Derbyshire Dales District Council

District level authority for the specified site location.

☒ Derbyshire County Council

County level authority for the specified site location.

[Continue](#)

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7. When you click continue it will take you to a summary screen, where you can edit the information you have already added. Once you are happy with the information. Click “Create application”.

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Check your answers

✔ Application name ✔ Site location ✔ Application type ✔ Site boundary


✔ Application Name


Name entered:
DE4 3AG

Change 

✔ Site location


Address entered:
Derbyshire County Council, County Hall, Smedley Street, Matlock, DE4 3AG

Change 

 You cannot change the site location once the application is created.

✔ Application Type

Application type selected:
Tree works: Trees in conservation areas/subject to TPOs
Regulation 3

Change 

✔ Site boundary

You do not need to provide a site boundary for this application type

Your Application Summary

Name:

DE4 3AG

Application Type:

Tree works: Trees in conservation areas/subject to TPOs

Address:

Derbyshire County Council, County Hall, Smedley Street, Matlock, DE4 3AG

Easting:

430105

Northing:

360671

Local Planning Authority

Derbyshire County Council

01629539800

development.management@derbyshire.gov.uk

Create application

8. This will take you to the online form where you can follow the various steps to complete the form and upload the supporting documents that are required. (NB: if the tree(s) are on land that does not have a postal address, there is an option to provide a description of the location of the trees at the bottom of the first question - "Tree Location" under the "Complete application questions" section. (You should keep your description of the location as brief as possible, for example "land to the north of [address]"). Once the application form has been completed and all supporting documents uploaded you can click to submit your application.

The screenshot shows the 'PlanningPortal' interface for a planning application titled 'Trees at 123 High Street'. The page is in 'Draft' status, Version 1. The application is for 'Tree works: Trees in conservation areas/subject to TPOs' with reference PP-14290660. The address is 'Derbyshire County Council, County Hall, Smedley Street, Matlock, DE4 3AG'. The progress bar shows 11% completion overall. The 'Complete application questions' section is highlighted with a yellow box and shows 1 of 6 steps complete, with a 'Continue' button. Other sections include 'Add plans and documents' (0/1 requirement complete), 'Calculate fee', and 'Submit application' (Application cannot be submitted until all sections have been completed). The right sidebar shows 'Local authority' details for Derbyshire County Council and links for 'Guidance Notes' and 'Notices'.

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Trees at 123 High Street

Application Actions

Draft Version 1

Tree works: Trees in conservation areas/subject to TPOs **Reference:** PP-14290660

Address: Derbyshire County Council, County Hall, Smedley Street, Matlock, DE4 3AG Easting: 430105, Northing: 360671 Saved: Fri 29 Aug 2025 11:47:17

Your application progress

11% complete overall

Create site boundary and location plan

You do not need to provide a site boundary or location plan for this application type

Complete application questions

1 / 6 steps complete

Continue

Add plans and documents

0 / 1 requirement complete | 0 plans and documents added

Continue

Calculate fee

Calculate your planning application fee.

Calculate fee

Submit application

Application cannot be submitted until all sections have been completed.

Declare and submit

Local authority

[Change local authority or location](#)

Derbyshire County Council
Economy, Transport and Environment,
Derbyshire County Council,
County Hall,
North Block N8,
DE4 3AG
01629539800
development.management@derbyshire.gov.uk

[Download draft application](#)

Guidance Notes

[Read guidance notes](#)

Community Infrastructure Levy (CIL) downloads

[Form 1: CIL Additional Information](#)
[CIL guidance notes](#)

Notices

[Householder application notice](#)
[Non-material amendment notice](#)
For all other kinds of applications
[Notice 1 \(for serving on individuals\)](#)
[Notice 2 \(for publication\)](#)

August 2025 <End>