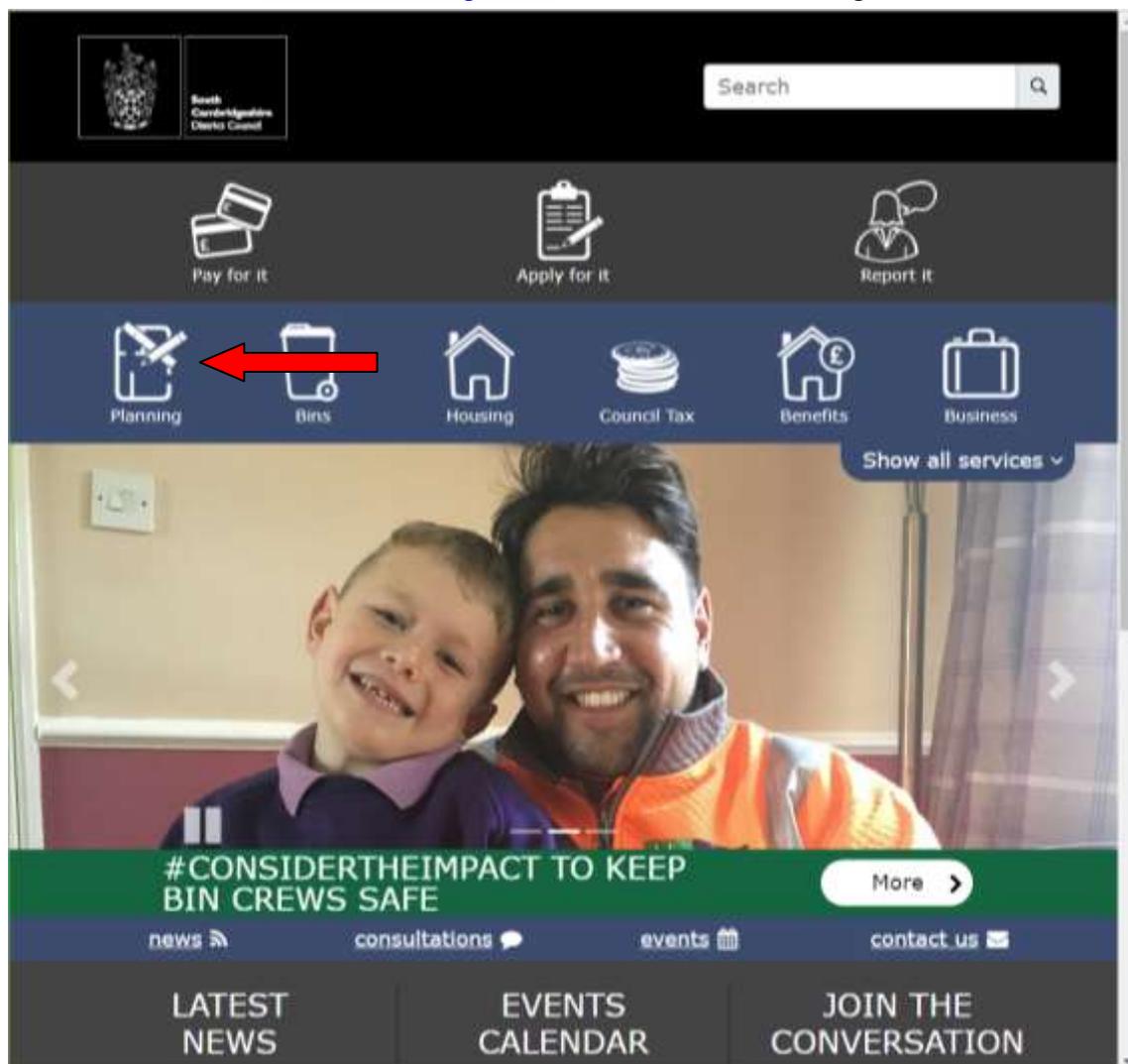


## How to look up a tree works application or notification

### IMPORTANT

It can take up to 48 hours for amendments to the database to appear.  
Some tree locations can be difficult to give an address – always be cautious.  
Only tree works applications and notifications from January 2017 are searchable.

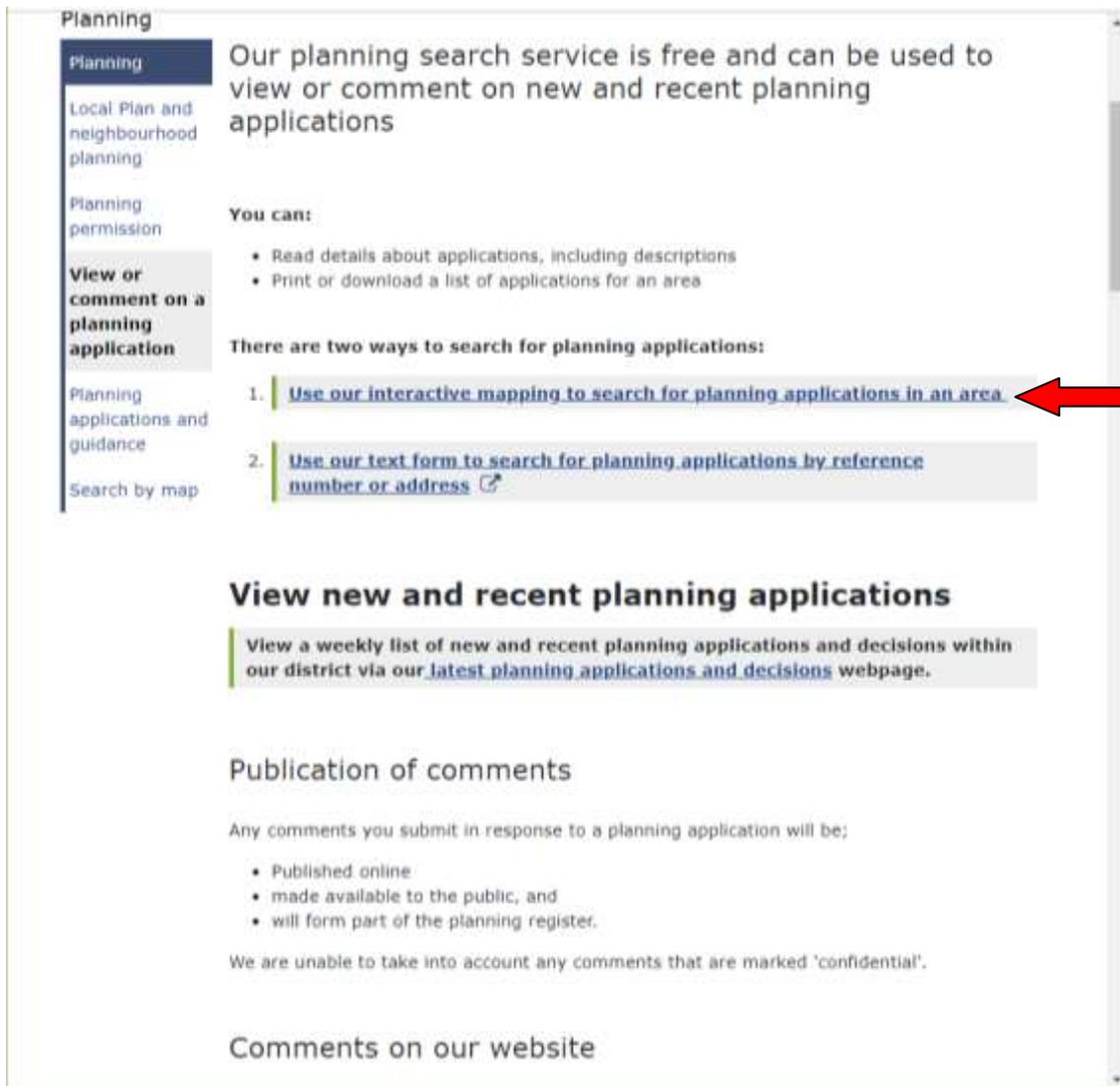
1. Go to Council website, [www.scambs.gov.uk](http://www.scambs.gov.uk) and choose 'Planning' on the banner.



2. Choose the icon 'View or comment on a planning application'.

The image shows a screenshot of the South Cambridgeshire District Council website's Planning section. At the top left is the council's logo and name. A search bar is located at the top right. Below the navigation bar, the main heading is 'Planning'. Three large icons are displayed: a house with a checkmark for 'Planning permission', a map with a magnifying glass for 'View or comment on a planning application', and a document with a house for 'Local Plan and neighbourhood planning'. Below these icons is a grid of buttons. A red arrow points to the 'Search by map' button in the second row, first column. Other buttons include 'Planning applications and guidance', 'Planning control and enforcement', 'Street naming and numbering', 'Your planning information pack', 'Developer Guidance', 'Control and regulations', 'Natural, Historic and Built environment', 'New Communities', 'Forums, Committees and Consultations', 'Planning FAQs', 'National Planning Portal', and 'Latest planning applications and decisions'. At the bottom, there are links for 'news', 'consultations', 'events', and 'contact us'. The footer contains three columns: 'LATEST NEWS' with a date of 27 NOV and a headline 'Bar Hill man fined for benefit fraud', 'EVENTS CALENDAR' with a date of 29 NOV and a headline 'Scrutiny and Overview Committee; 29/11/2018', and 'JOIN THE CONVERSATION'.

3. There are two ways to search for a planning application, via the map or a text form. The map search is exactly the same as finding a TPO but turn on 'Applications'. Choose the text form option.



The screenshot shows a web page titled "Planning" with a sidebar on the left containing navigation links: "Planning", "Local Plan and neighbourhood planning", "Planning permission", "View or comment on a planning application" (highlighted), "Planning applications and guidance", and "Search by map". The main content area has the heading "Our planning search service is free and can be used to view or comment on new and recent planning applications". Below this, it lists "You can:" with two bullet points: "Read details about applications, including descriptions" and "Print or download a list of applications for an area". It then states "There are two ways to search for planning applications:" followed by a numbered list: "1. Use our interactive mapping to search for planning applications in an area" (with a red arrow pointing to it) and "2. Use our text form to search for planning applications by reference number or address" (with an external link icon). Further down, there is a section "View new and recent planning applications" with a sub-heading "View a weekly list of new and recent planning applications and decisions within our district via our latest planning applications and decisions webpage." Below that is "Publication of comments" with a sub-heading "Any comments you submit in response to a planning application will be:" and a list of three points: "Published online", "made available to the public, and", and "will form part of the planning register." The final section is "Comments on our website".

**Planning**

Our planning search service is free and can be used to view or comment on new and recent planning applications

**You can:**

- Read details about applications, including descriptions
- Print or download a list of applications for an area

There are two ways to search for planning applications:

1. [Use our interactive mapping to search for planning applications in an area](#)
2. [Use our text form to search for planning applications by reference number or address](#) ↗

**View new and recent planning applications**

View a weekly list of new and recent planning applications and decisions within our district via our [latest planning applications and decisions](#) webpage.

**Publication of comments**

Any comments you submit in response to a planning application will be:

- Published online
- made available to the public, and
- will form part of the planning register.

We are unable to take into account any comments that are marked 'confidential'.

**Comments on our website**

4. This search function is very powerful with lots of choices!

The most easy way to find a tree works application is using the **'Planning Reference'** box. All planning applications are the same format, 'S/XXXX/YY/xx'. The S/ is the same for all planning applications. There is then the four digit reference number followed by the last two digits of the year. The last two letters denote the type of application. TPO applications are 'TP' and tree works in Conservation Area is 'TC'. A '\*' is a wildcard. Therefore all tree works applications in 2018 can be found using '\*/18/T\*'.

At the end of the year this will be just under a thousand applications. Choose the 'Parish' from the drop down.

If you know the address, try 'Location'. Less information is often a more successful search with this field. Try just putting in a house number or an unusual word from a house name etc.

Click 'Search!' when you are ready.

**General Detail Search Fields**

**Planning Reference:** \*/18/T\*  
Please use the format S/####/yy\* e.g. S/0123/10\*  
The \* (wildcard) must be placed at the end as shown.

**Parish:** [dropdown menu]  
If using the Parish search criteria **only** please complete a date range to ensure a complete record return,  
or containing text found in fields:

**Location:** [text input]  
**Proposal description:** [text input]  
**Surname:** [text input]

**Date Range Search Fields**

Use the calendar icons or enter the required date range - e.g. 30/04/2009 to 31/07/2010

**Date Registered From:** [calendar icon] [text input] to: [calendar icon] [text input]  
**Decision Date From:** [calendar icon] [text input] to: [calendar icon] [text input]  
**Final Grant Date From:** [calendar icon] [text input] to: [calendar icon] [text input]  
**Appeal Lodged Date From:** [calendar icon] [text input] to: [calendar icon] [text input]  
**Appeal Decision Date From:** [calendar icon] [text input] to: [calendar icon] [text input]

**Search!** **Clear**

The search will provide a range of information on current and decided applications since 1948. This includes a brief description of the development,

5. A successful search should bring back a short list of applications.

Click on the blue 'Ref No' for more information and the associated documents.

Application documents are stored in the 'Plans & Docs' tab on the lower half of the screen.

6. An unsuccessful search will bring back a red box with 'WARNING No Matching Applications Found' written in it.

Try searching without any 'Location' information. Sometimes we register a trees location under a slightly different address.

Hopefully you will now have a results list! If not check the 'Planning Reference' does not have any spaces between the characters.

Still none? Try removing the 'Planning Reference' completely and press search. This checks the website search is working. Don't forget applications can take up to 48hours to be added to the website.