



**Licensing and Appeals Committee
Babergh District Council
(Trees)**

**PROCEDURE FOR HEARING AND DETERMINING OBJECTIONS TO
TREE PRESERVATION ORDERS**

1.	Objections and representations are submitted in writing (a requirement of the legislation).	
2.	The appropriate Head of Service prepares a report for the Committee to consider.	
3.	A site inspection and Committee meeting date is arranged and the objector(s) informed. The meeting normally takes place in a local village or community hall, subject to availability.	
4.	The papers for the meeting are sent to the Committee Members and any person having made objections or representations.	
5.	At the site inspection (held immediately prior to the meeting) the Committee does not hear submissions from any person having made objections or representations or the appropriate Head of Service but confines the visit to inspecting the trees and to questions of fact.	
6.	The Committee meets (in public unless exempt information is under consideration) to consider the report, the objections and representations, and any further written objections and representations.	
7.	Persons interested in the land, objectors and/or agents are entitled to be present at the meeting, with the consent of the owner/occupier of the land.	
8.	The Committee only considers <u>written</u> representations. Persons who have objected or made representations are not entitled to speak; however, the Chairman may, in his discretion, ask such persons to clarify a matter of fact. The Head of Service or other relevant officer may also be asked to clarify a matter of fact.	
9.	The Committee will usually deliberate the issues in public (unless exempt information is under consideration or the Chairman in his discretion considers that Members should retire to take advice). The Committee makes its decision in the form of a resolution voted upon by the Members to determine the objection(s) in one of the following ways:- (a) the order is confirmed in its original form. (b) the order is not confirmed (c) the order is confirmed subject to modification(s).	
	NOTE - Exceptionally, verbal representations may be heard where the Chairman is satisfied in the given circumstances that written objections or representations could not reasonably have been expected.	