



Local list of Documents Required for the Submission of Planning and Similar Applications

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Application Form

The standard application form can be accessed via the Council's website and may be submitted in digital format to planapps@westberks.gov.uk (including all documents as attachments) with "New Application" in the subject heading. If submitting in paper format, only one copy is required. The standard form cannot be used for Minerals applications but a separate form is downloadable.

The standard form may be used for Prior Approval and Discharge of Conditions applications; however it is possible to submit these applications in the form of a letter.

Tree Works: applications for works to trees covered by a Tree Preservation Order must be made using the standard application form; applications for works to trees within a Conservation Area may be made using the standard form or by other written format.

Location plan

All applications must include a copy of a location plan based on an up-to-date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500), but wherever possible the plan should be scaled to fit onto A4 or A3 size paper.

When using Ordnance Survey mapping for planning applications, the map must:

- Not be a Land Registry document.
- Not be used for multiple applications.
- Show OS Crown copyright as an acknowledgment.
- Not be a photocopy or screen grab image
- Not be copied from existing OS Mapping if using hand drawn maps – such as standard sheets.
- Show the correct licence number if you wish to print or copy maps for applications

Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with an unbroken red line. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings.

A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site.

Site plan

A site plan (also known as a block plan) should be submitted.

The site plan should be drawn at an identified standard metric scale (typically 1:500 or 1:200).

When using Ordnance Survey mapping for planning applications, the map must:

- Not be a Land Registry document.
- Not be used for multiple applications.
- Show OS Crown copyright as an acknowledgment.
- Not be a photocopy or screen grab image
- Not be copied from existing OS Mapping if using hand drawn maps – such as standard sheets.
- Show the correct licence number if you wish to print or copy maps for applications

It should accurately show the direction of North and the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.

The following should also be included unless they would NOT influence or be affected by the proposed development:

- all the buildings, roads and footpaths on land adjoining the site including access arrangements
- all public rights of way crossing or adjoining the site
- the position of all trees on the site, and those on adjacent land
- the extent and type of any hard surfacing; and
- boundary treatment including walls or fencing where this is proposed; the type and height of boundary treatment (e.g. walls, fences), where a change is proposed; the position of any building or structure on the other side of such boundaries, where these could influence or be affected by the proposed development.

If your site and/or location plan is not from an OS Mapping partner, then you will be asked to verify whereabouts you sourced the plan.

Elevations and Other Plans

Existing and proposed elevations, showing clearly the proposed works in relation to what is already there, for any elevations that would be created or altered by the development proposal. Where a proposed elevation adjoins another building or is in close proximity to it, the drawings should show the relationship between the buildings and detail the positions of the openings on each property.

Floor plans for new development, and for existing buildings altered by the proposed development. These should highlight any existing walls or buildings that are to be demolished, where applicable. If the application relates simply to a change of use, and no development work is to be carried out, a floor plan may not be necessary.

Existing and proposed site sections and finished floor and site levels, where a change is proposed. These should show: how the proposed development relates to

existing site levels and adjacent development (with levels related to a fixed datum point off site); details of existing and proposed foundations and eaves where a change is proposed; and how encroachment onto adjoining land is to be avoided. If no change is proposed, this should be clearly stated.

Roof plans for any roof that would be created or altered by the proposed development, showing the shape of the roof, its location and specifying the roofing material to be used.

NB Imperial measurements are NOT acceptable in all cases and will invalidate an application: similarly, all plans MUST be scaleable and disclaimers (eg DO NOT SCALE, PRELIMINARY) will also invalidate an application. A scale bar should also be included.

Community Infrastructure Levy (CIL)

All applications for Full Planning Permission, all Reserved Matters applications and Householder applications must be accompanied by a Planning Application Additional Information Requirement (PAAIR) form in order to determine the level of CIL which may be liable for a development; failure to include a completed form will render the application invalid. Further information may be found on the CIL pages on the Council's website where directions to the form may be found.

Design and Access Statements (excluding Listed Buildings)

Except for applications listed as "exceptions", a Design and Access Statement is required for:

- (a) Major development;
- (b) In Conservation Areas, development consisting of—
 - (i) One or more dwellinghouses; or
 - (ii) A building or buildings where the floor space created by the development is 100m² or more.

Exceptions for which a Design and Access Statement is NOT required are applications—

- (a) under Section 73 (NB NOT 73A);
- (b) to renew a planning permission;
- (c) for engineering or mining operations;
- (d) for a material change in use of the land or buildings; (e) for waste development.

The Design and Access Statement shall describe—

- (a) the design principles and concepts that have been applied to the development;
and
- (b) how issues relating to access to the development have been dealt with.

The Design and Access Statement shall —

- (a) explain the design principles and concepts that have been applied to the development;
- (b) demonstrate the steps taken to appraise the context of the development and how the design of the development takes that context into account;
- (c) explain the policy adopted as to access, and how policies relating to access in relevant local development documents have been taken into account;
- (d) state what, if any, consultation has been undertaken on issues relating to access to the development and what account has been taken of the outcome of any such consultation;
- (e) explain how any specific issues which might affect access to the development have been addressed.

Design and Access Statements for Applications for Listed Building Consent

A Design and Access Statement is required for applications for Listed Building Consent which explains—

- (a) the design principles and concepts that have been applied to the works; and
- (b) how the design principles and concepts that have been applied to the works take account of—
 - (i) the special architectural or historic importance of the building;
 - (ii) the particular physical features of the building that justify its designation as a listed building; and
 - (iii) the building's setting; and;
- (c) except where the application affects only the interior of a building, how issues relating to access to the building have been dealt with.

Except where the application affects only the interior of a building, a design and access statement shall also—

- (a) explain the policy adopted as to access, including what alternative means of access have been considered, and how policies relating to access in relevant local development documents have been taken into account;
- (b) explain how the policy as to access takes account of—

- (i) the special architectural or historic importance of the building;
 - (ii) the particular physical features of the building that justify its designation as a listed building; and
 - (iii) the building's setting;
- (c) state what, if any, consultation has been undertaken and what account has been taken of the outcome of any such consultation and;
- (d) explain how any specific issues which might affect access to the building have been addressed.

Other requirements

Specified in individual guidance for each application type.

NB where an item from the relevant list is not submitted please state the reason for not submitting. Failure to do so may result in the application being invalidated. Any disputes may be resolved using the Article 12 procedure defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015

Specific Requirements by Application Type

ADVERTISEMENT CONSENT

- Application Form
- Location Plan
- Existing and proposed elevations
- Advertisement Drawings
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

-
- Lighting assessment (for illuminated advertisements)
- Photographs/Photomontages
- Planning Statement
- (Recognising, amongst other things, any Listed Building or Conservation Area implications and their consideration).

CERTIFICATE OF LAWFULNESS (EXISTING)

- Application Form
- Location Plan
- Evidence verifying information included
- Any other information considered relevant
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Existing elevations
- Existing floor plans
- Existing site survey plan
- LDC supporting information (eg sworn affidavits)
- Photographs/Photomontages
- Planning Statement

CERTIFICATE OF LAWFULNESS (PROPOSED)

- Application Form
- Location Plan
- Any other information considered relevant
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Existing and proposed elevations
- Existing and proposed site sections (for proposed building)
- Existing and proposed floor plans
- Site survey plan
- Planning Statement

CONSERVATION AREA CONSENT

- Application Form
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/Photomontages
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

FULL APPLICATION

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Roof plans
- Design and Access Statement (where applicable – information available at www.westberks.gov.uk)
- Sustainable Construction and Energy Efficiency data as specified in the Core Strategy – see www.westberks.gov.uk
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

FULL APPLICATION WITH ADVERTISEMENT CONSENT

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Roof plans
- Advertisement Drawings
- Design and Access Statement (where applicable – information available at www.westberks.gov.uk)
- Sustainable Construction and Energy Efficiency data as specified in the Core Strategy – see www.westberks.gov.uk
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

FULL APPLICATION WITH CONSERVATION AREA CONSENT

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Roof plans
- Design and Access Statement (where applicable – information available at www.westberks.gov.uk)
- Sustainable Construction and Energy Efficiency data as specified in the Core Strategy – see www.westberks.gov.uk
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

FULL APPLICATION AND LISTED BUILDING CONSENT

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Plans showing all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding, etc
- Roof plans
- Design and Access Statement (where applicable – information available at www.westberks.gov.uk)
- Sustainable Construction and Energy Efficiency data as specified in the Core Strategy – see www.westberks.gov.uk
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process)

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Telecommunication Development – supplementary information
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

HOUSEHOLDER APPLICATION

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Fee
- Design and Access Statement (if floorspace created $\geq 100\text{sq.m}$ and the site is within a Conservation Area)

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

HOUSEHOLDER APPLICATION + CONSERVATION AREA CONSENT

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Fee
- Design and Access Statement (if floorspace created $\geq 100\text{sq.m}$ and the site is within a Conservation Area)

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

HOUSEHOLDER APPLICATION + LISTED BUILDING CONSENT

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Roof plans (as appropriate)
- Plans showing all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding, etc
- Fee
- Design and Access Statement (if floorspace created $\geq 100\text{sq.m}$ and the site is within a Conservation Area)

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Flood risk assessment
- Land Contamination assessment
- Noise impact assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

LISTED BUILDING CONSENT

- Application Form
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Plans showing all new doors, windows, shop-fronts, panelling, fireplaces, plaster moulding, etc
- Roof plans (as appropriate)
- Design and Access Statement (see www.westberks.gov.uk)

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Air quality assessment
- Biodiversity survey and report
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Photographs/Photomontages
- Planning Statement
- Site Waste Management Plan
- Structural Survey
- Tree survey/Arboricultural implications

MINERALS FULL APPLICATION

- Application Form (NOT 1APP)
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Site surveys of existing and proposed levels
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Details of any necessary or proposed buildings, plant and equipment
- Environmental statement
- Flood risk assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Planning Statement
- Site Waste Management Plan
- Tree survey/Arboricultural implications

OUTLINE

- Application Form
- Ownership Certificate A,B,C or D
- Location Plan
- Block plan
- Fee
- Design and Access Statement

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space Assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey

RESERVED MATTERS APPLICATION

- Application Form (plus CIL PAAIR form)
- Such particulars as are necessary to deal with the matters reserved
- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Roof plans
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Design Statement
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

PRIOR NOTIFICATION FOR AGRICULTURAL DEVELOPMENT

- Application Form or letter
- Location Plan
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Landscaping details (Not required for fish tanks)
- Existing and proposed elevations (Buildings only)
- Existing and proposed site sections (Buildings only)
- Existing and proposed floor plans (Buildings only)
- Photographs/Photomontages (Buildings only)
- Planning Statement

PRIOR NOTIFICATION (DEMOLITION)

- Application Form or letter
- A statement that the applicant has displayed a site notice
- Fee

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Biodiversity survey and report
- Landscaping details
- Photographs/Photomontages
- Planning Statement
- Structural Survey
- Tree survey/Arboricultural implications

PRIOR NOTIFICATION (TELECOMMUNICATIONS)

- Application Form or letter
- Location Plan
- Fee
- Evidence that the developer has given notice of the proposed development as required by GPDO
- If within three kilometres of an aerodrome evidence that the developer has notified the CAA, SoS for Defence or the Aerodrome operator as required by GPDO

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Acoustic report where relevant
- Any other relevant additional information
- Supplementary Information Template (as set out in Annex F of the Code of Best Practice on Mobile Phone Network Development)

DISCHARGE OF CONDITION(S) APPLICATION

- Letter or application form which must clearly indicate the permission and to which condition(s) this application relates
- Appropriate fee
- Sample and/or reports

REMOVAL OR VARIATION OF CONDITION
[S.73 TOWN AND COUNTRY PLANNING ACT OR S.19
LISTED BUILDING AND CONSERVATION AREAS ACT]

- Application Form (plus CIL PAAIR form)
- Ownership Certificate A,B,C or D
- Fee (not listed Building)

In order to support or allow full consideration of your application you should consider whether it would be appropriate to provide any or all of the following at the submission stage to avoid delays in the decision-making process

- Block plan
- Existing and proposed elevations
- Existing and proposed floor plans
- Existing and proposed site sections and finished floor and site levels
- Affordable housing statement
- Air quality assessment
- Biodiversity survey and report
- Daylight/Sunlight assessment
- Economic statement
- Environmental statement
- Town Centre Uses – Evidence to accompany applications
- Flood risk assessment
- Foul sewage and utilities assessment
- Heritage Statement (including Historical, archaeological features and Scheduled Ancient Monuments)
- Land Contamination assessment
- Landfill statement
- Landscaping details
- Lighting assessment
- Noise impact assessment
- Open Space assessment
- Parking Provision
- Photographs/Photomontages
- Planning obligations – Draft Head(s) of Terms
- Planning Statement
- Site Waste Management Plan
- Statement of Community Involvement
- Structural Survey
- Transport assessment
- Travel Plan
- Tree survey/Arboricultural implications
- Ventilation/Extraction statement

NON MATERIAL AMENDMENT

- Application Form
- Fee
- Any drawings necessary to describe the proposed amendment

TREES IN A CONSERVATION AREA

- Application form or letter (one copy only required)
- Sketch plan identifying the location of the trees
- Identification of the trees
- Specification of the works

TREES SUBJECT OF A TREE PRESERVATION ORDER

- Application form (one copy only required)
- Sketch plan identifying the location of the trees
- Identification of the trees
- Specification of the works
- Evidence re. condition of trees