



Advice on Completing Applications for Tree Preservation Order or Conservation Area Tree Works

The application form enclosed **must be completed and returned** in order to satisfy legal requirements when applying to undertake works on protected trees.

In order to help you complete the application form, please refer to this leaflet to help you complete the form satisfactorily. Unfortunately, omissions, errors, incomplete or illegible forms will require further attention which may delay our reaching a decision.

Personal details

Straightforward submission of personal details. Note that an agent may apply for you if you are unable (e.g. family member or a neighbour etc...) or if a qualified arborist is dealing with the application for you.

Tree Preservation Order or Conservation Area?

Indicate whether your application is in reference to working on a Tree Preservation Order tree or one situated within a Conservation Area. If you have already spoken to the Duty Planning Officer you will probably know - if you are unsure, then leave it blank. If you know the name of the Tree Preservation Order or Conservation Area, then please insert that as it will speed up the procedure.

Tree identification and proposed works

If you are able to identify the species of tree, then please put that down - don't worry about Latin names or even being too precise with its common name just so long as we are able to distinguish it from other trees in your garden. If you know the tree's reference from its Tree Preservation Order then please put that too as it helps (e.g. T1, G1 etc...).

When requesting pruning works it may be necessary to consult a qualified arborist about what work may be required as certain operations are more appropriate than others to alleviate any problems. Inappropriate requests will be refused.

Below is a list of the most common operations undertaken on trees:

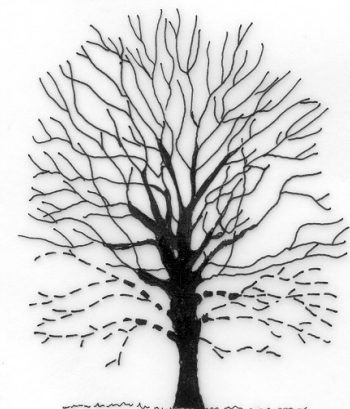
Crown Lift

This entails the removal of lower branches to a specified height.

This operation is undertaken for a number of reasons such as:

- i) Allow access under the tree eg. trees adjacent to the highway.
- ii) Clear branches from low structures eg. garage
- iii) To allow light under the canopy

Please specify height off the ground the crown will be lifted to.



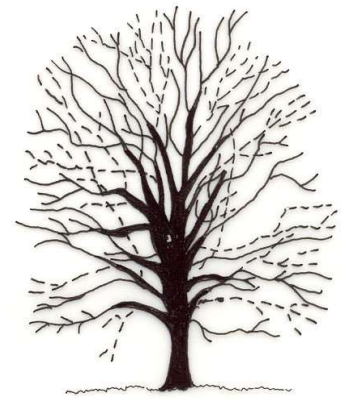
Crown Thin

This entails the removal of a proportion of poor and healthy branch material from the interior of the crown without affecting crown shape.

This operation is undertaken to manage the tree by:

- i) Reducing crown density and reducing wind resistance.
- ii) Forming a healthy branch structure by removing dead, diseased, crossing and rubbing branches.
- iii) Allowing more light through the canopy.

Your application should specify what percentage of the crown you wish to remove - note: 30% is an acceptable amount.

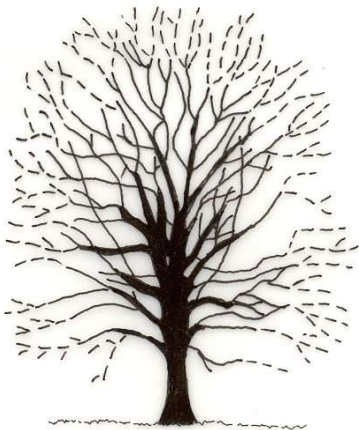


Crown Reduce

This operation entails the pruning back of outgrowing branches to alter the shape and size of the crown.

This work is not normally acceptable as it severely affects the health of the tree with the chances of killing the tree quite high with certain species. Those not killed will have future problems with weak regrowth. When it can be justified, the work must be undertaken to a high standard to retain as much aesthetic value as possible.

Your application should specify what percentage of the crown's width you wish to be remove – note: when this method is used 30% is an acceptable maximum amount.

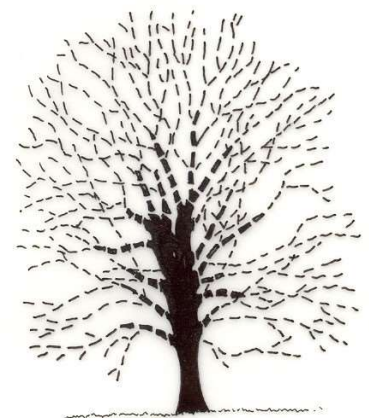


Pollard

This severe operation entails the removal of all the tree's branch structure back to the trunk.

This is a very old way of maintaining trees that in certain circumstances is necessary, particularly on trees that have been pollarded before. Only certain species will tolerate this degree of pruning and so it will only be acceptable on those trees where it would be detrimental to their health not to continue pollarding. Again, new growth may be weak and prone to tearing off.

Your application should state if the tree has been pollarded before and approximately how long ago.



Crown Clean

This operation is similar to a crown thin except that only dead, diseased, crossing and rubbing branches are removed to tidy up the appearance of the tree. No healthy and sound wood is removed. This operation is recommended to help maintain a healthy, safe tree.

Felling

Occasionally, a protected tree dies, becomes so diseased and unstable or causes excessive damage as to require its removal. This is done mostly on grounds of safety. Only very rarely, in exceptional circumstances, is a healthy protected tree allowed to be felled.

We would normally require that an **arboricultural consultants report** be submitted as evidence of the condition of the tree.

Consent to fell trees is usually granted only on condition that a replacement tree is planted in the next reasonable planting season. A suitable replacement will need to be agreed.

NOTE: The terms 'Lopping' and 'Topping' are no longer recognised as a description of tree works.

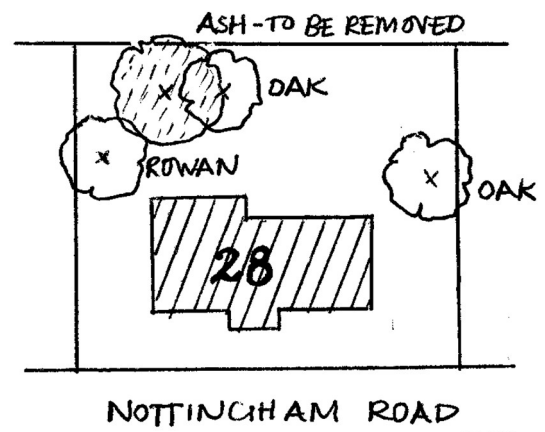
Sketch of site

A clear, simple sketch of the site is important to help us assess your application.

Try and define the property boundary and also any buildings within the boundary. Then mark on the position of the tree(s) you wish to undertake work on.

Where there are other trees in close proximity to the tree you wish to work on, try and mark them as accurately as possible so confusion is avoided.

example



Who should do the work?

As the tree owner you are responsible for maintaining the tree. You should contact a **reputable, qualified and suitably insured** tree works contractor to undertake the approved works for the following reasons:

i) Approved works done to protected trees must be completed to **British Standard 3998:1989** to ensure quality of work and reduce unnecessary damage to the tree. Failure to do so may be regarded as a breach of the Tree Preservation Order that may lead to a prosecution.

ii) All tree works are hazardous, especially those that involve working at height, working with chainsaws and other cutting equipment or working on or around dangerous, unstable, heavy timber. Always seek the advice of a professional. **DON'T TAKE RISKS!!**

For further information, please call the Duty Planning Officer.

The Duty Planner is available between **10.30am and 12.30pm**, Monday to Friday (Tel: 0115 9177777 and ask to speak to the Duty Planner).