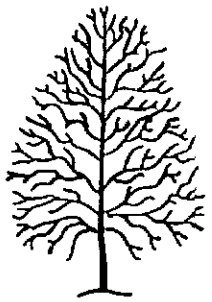
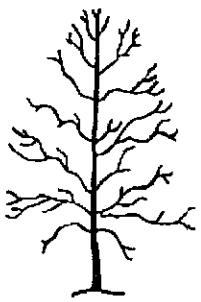
Common tree work operations



General information - The common operations described and simply illustrated here show some of your options.

An arborist should be able to help in defining the work that will be appropriate for the tree(s) and in line with British Standard BS 3998 – *Recommendations for Tree Work*.

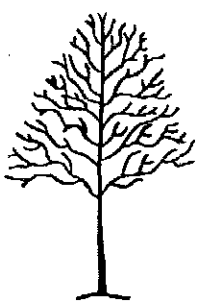
- Please note that the entire branch system is known as the 'crown'.
- LPA approval is not required to remove **dead branches.**



Crown Thinning - This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown.

The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%).

- Useful for letting more light into gardens and windows



Crown Lifting - This means removing lower branches to increase the clearance between the ground and the crown.

Identify the branches you wish to remove, or specify a height above ground level to which you wish to "lift" the crown.

- Useful for allowing more light into gardens
- Prevents low branches obstructing paths, drives etc.



Crown Reduction - The tree crown is reduced by shortening branches, and so changes the overall size and shape of the tree. Reductions are usually carried out all round the outer parts of the crown to maintain a balanced shape, but seldom should it include cutting through the main stem.

The amount of reduction proposed should be stated in terms of the intended height and spread of the tree after pruning (rather than what percentage (%) of the overall crown is to be removed).

- Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering

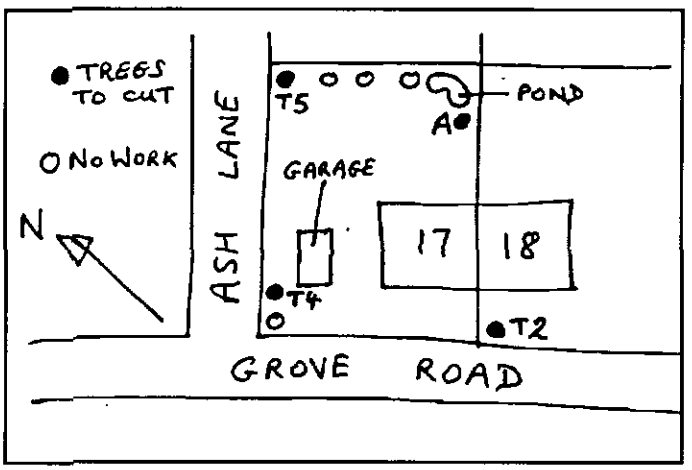
8. Additional Information

When setting out the reasons for proposed works to trees protected by a TPO, please provide sufficient evidence to support your case. Note that failure to supply precise and detailed information may result in your application being rejected or delay in dealing with it. Additional information should be posted or hand-delivered at the same time as the form or supplied electronically in support of your application. Applications cannot be processed until all mandatory information is received by the LPA.

References to an arboriculturist refer to a person who has recognised qualifications, experience and expertise in the field of tree management.

Sketch plan identifying the trees

The sketch plan should show boundaries and adjoining properties (including house numbers or names) and names of roads. It is not necessary to draw a scaled plan, but it may be useful to show approximate distances between the tree(s) in question and other relevant features. If possible, include an arrow showing north. Show the position of the tree(s) in relation to buildings and add the numbering used in Box 7.



Reduced example of a sketch plan

It may be helpful to show other trees in the garden to help the LPA identify the trees on the form. If there are many trees, it is important to make it clear which tree(s) you want to work on.

If it is impossible to identify the tree(s) accurately on the plan (e.g. because they are part of a woodland or group of trees), please identify their approximate location on the plan and explain how the tree(s) have been marked on site (e.g. coloured tape, tree tags). The bark of trees must not be damaged e.g. by scarring or cutting into the bark.

Photographs can be useful, particularly where you wish to identify the trees you want to work on or to show specific work where there could be doubt e.g. marking a major branch to be removed. If you do submit photographs make sure that it is clear which tree is shown.

For work to trees covered by a TPO

Unless the LPA agree in writing that the tree(s) is of very low amenity value you must provide the information detailed below when your application relates to the condition of the tree or damage that it is causing.

Condition of tree(s)

The presence and impact of pests, diseases or fungi that require work to be carried out to the tree(s) should be described in written evidence or diagnostic information from an arboriculturist or other appropriate expert. Arboricultural evidence must be provided to support applications that suggest the tree has defects that may be of concern to the current or future safe retention of the tree or parts of the tree.

Subsidence

Reports will usually be provided by a structural engineer and/or a chartered surveyor and be supported by technical analysis from other experts e.g. for root and soil analysis. These reports must include the following information:

- A description of the property, including a description of the damage and the crack pattern, the date that the damage first occurred/was noted, details of any previous underpinning or building work, the geological strata for the site identified from the geological map
- Details of vegetation in the vicinity and its management since discovery of the damage. Include a plan showing the vegetation and affected building
- Measurement of the extent and distribution of vertical movement using level monitoring Where level monitoring is not possible, state why and provide crack-monitoring data. Data provided must be sufficient to show a pattern of movement consistent with the presence of the implicated tree(s)
- A profile of a trial/bore hole dug to identify foundation type and depth and soil characteristics
- The sub-soil characteristics including soil type (particularly that on which the foundations rest), liquid limit, plastic limit and plasticity index
- The location and identification of roots found. Where identification is inconclusive, DNA testing should be carried out
- Proposals and estimated costs of options to repair the damage

In addition, you must include a report from an arboriculturist to support the tree work proposals, including arboricultural options for avoidance or remediation of indirect tree-related damage.

Other structural damage

Technical evidence in respect of other structural damage (e.g. garden walls, drains, paving, drive surfaces) should be provided by a relevant engineer, building/drainage surveyor or other appropriate expert.

9. Council Employee / Member

You must declare whether the applicant or agent is a member of the council's staff, an elected member of the Council or related to a member of staff or elected member of the Council.

Serving elected members or planning officers who submit their own planning applications should play no part in their determination and such applications should be determined by the planning committee rather than by planning officers under delegated powers.

For the purposes of this question, 'related to' means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias on the part of the decision-maker in the local planning authority.

What happens next?

Tree preservation order applications

The LPA will usually carry out a site visit to help them assess the proposed works. They may discuss alternative works with you. You will have a right of appeal to the Planning Inspectorate where the LPA has not issued a decision within either eight weeks or two months of your application, depending on the age of the TPO. You should confirm with your LPA which period applies; alternatively you can agree an extended period with them. Details of these processes can be found in the leaflet *Protected Trees: A Guide to Tree Preservation Procedures* mentioned in 'Further Information' earlier in this guidance.

Conservation area notices

The LPA has six weeks within which they can object to your proposals. This gives the LPA the opportunity to protect trees of amenity value, which may be harmed by the proposed works. A site visit is usually carried out. The LPA can only object formally by making a TPO on the tree(s) concerned. In many cases, where the LPA feel that the works are inappropriate, they may discuss alternative work with you. If you do not receive a decision within six weeks of your notice then you can carry out the works you gave notice for, but no more. If a TPO is made this will prevent you doing the work without making an application for consent. You will have the right to object to the TPO and the LPA will provide details on how to do this.