

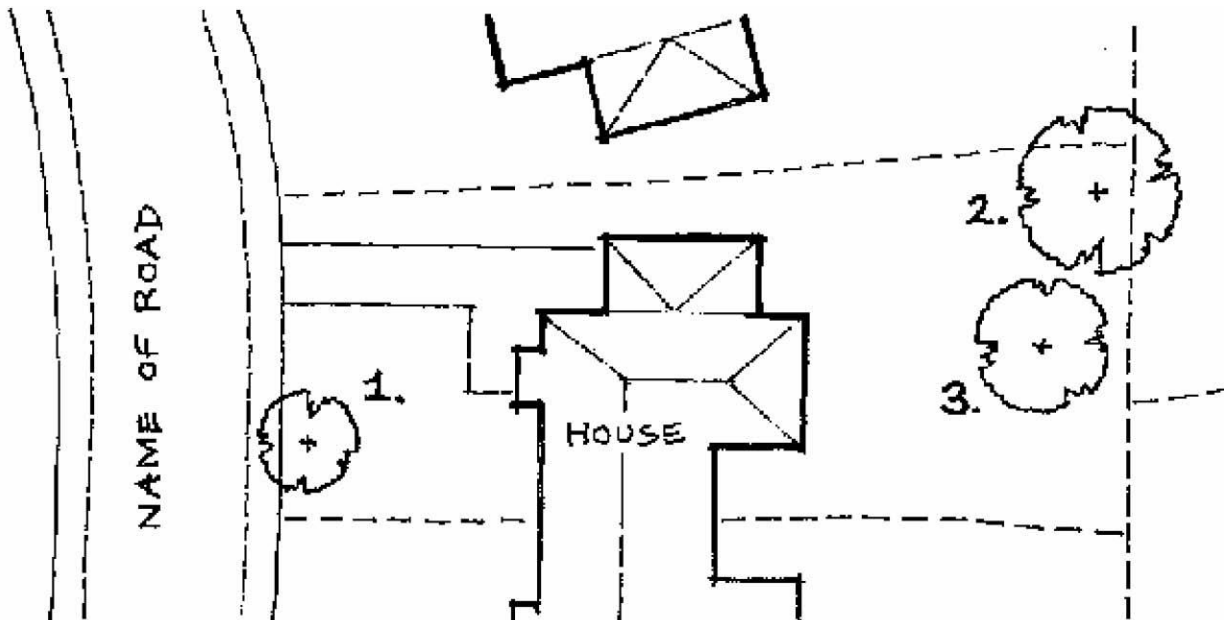
Submitting Tree Notifications - Guidance Notes

This information is for guidance only and is not a full statement of law.

Please ensure you provide a **contact email address and phone number** so that B&NES Planning can acknowledge your application and arrange access to your property if necessary. See the B&NES **Privacy Notice** on our website for information on what we do with your data.

Drawing Plans:

- See the plan below as an example to accompany a notification
- When drawing your plan
 - locate your house in relation to other properties
 - Ensure all relevant roads are named
 - Ensure that trees are identified, including species, and numbered on the plan
 - Include other trees if they could be confused with the tree/s which are the subject of your notification



Other Requirements

- Give a full description of the works which you wish to carry out. You are advised to seek advice from a Tree Surgeon as recommended within BS3998:2010 Tree work - Recommendations. The use of percentages to describe crown reductions is not considered sufficiently clear, nor is it sufficient to state 'top', 'lop' or 'cut back'. Vague descriptions can lead to a delay in a response from the Council or lead to the making of a Tree Preservation Order.
- You are not obliged to provide reasons, however, this can assist the Council, Parish and Town Council's and interested members of the public in understanding the works proposed. Reasons can also reduce the possibility of objections being received or a Tree Preservation Order being made if discussions are not possible prior to the 6 weeks determination date.

Is a notification always necessary?

You are not required to submit a notification for:

1. a) The cutting down, topping or lopping or uprooting of a tree whose diameter does not exceed 75 millimetres;
or
b) the cutting down or uprooting of a tree, whose diameter does not exceed 100 millimetres, for the sole purpose of improving the growth of other trees (eg thinning as part of forestry operations).
In either case, the diameter of the tree is to be measured over the bark of the tree at 1.5 metres above ground level. These exemptions do not apply in circumstances where a tree has more than one stem at a point 1.5 metres above the natural ground level if any stem when measured over its bark at that point exceeds the relevant minimum
2. The removal of a tree which is dangerous or dead where there is an immediate risk of serious harm, and requiring urgent work to remove that risk however written notice is required as soon as practicable after the work becomes necessary. If you undertake work without providing 5 days' notice then you are advised to retain evidence of the danger, such as photographs, otherwise you may risk prosecution. You should get the opinion of a qualified tree surgeon first. Landowners have a duty to replace a tree removed under this exemption. Replacement trees should be of an appropriate size and species and planted at the same place as soon as the owner of the land can reasonably do this
3. The pruning or removal of trees where full planning consent has been granted. However, you are advised to contact the B&NES Planning if the work was not identified within the planning submissions for consideration or would not have been apparent. If work is proposed to trees other than those immediately affected by a proposed development then a separate notice should be submitted.

What happens next?

1. The Council will acknowledge receipt of your notification within 5 working days. This will be via e-mail. The acknowledgement will include a reference number and deadline by which you should expect to receive a response.
2. In most cases it will be necessary for an officer of the Council to have a look at your tree(s). This is normally done from a publicly accessible place, but in some instances a closer inspection may be required. If an officer is required to enter your property they will contact you first to make an appointment.
3. The Council has up to 6 weeks from the time your notification is received to consider your proposal and respond to you. The Council has two options available and those are either to respond by raising no objection or to make a Tree Preservation Order.