

Works to Trees in a Conservation Area

Identification of Tree(s) and Description (Specification) of Works:

- **Identifying the tree(s)** Please give the species of tree if known (e.g. Oak, Scots pine); Latin names are not required. A sketch plan showing the location of the tree(s) is required, also the location of any other trees nearby (clearly indicating that no work is proposed to these trees, if appropriate). Please make sure that any numbers referred to in the Notice and description of work matches that used on the sketch plan. This is required to make sure that work is only undertaken to those trees specified in the Notice.

- **Describing the works and reasons** Please make it clear to which tree(s) each type of work applies. For trees in conservation areas, giving reasons for the works is helpful, and may be necessary if you are proposing substantial works such as removal or large amounts of pruning. A proposal to 'cut back', 'lop' or 'trim' is too vague, as it does not indicate the extent of the works.

- **Poor tree surgery** Proposals that would endanger the health or condition of a tree or greatly reduce its visual contribution to the local environment are unlikely to be allowed unless there are strong and convincing reasons to do so.

See the following page for guidance on how to describe your tree work and how to do a simple sketch plan.

Common tree work operations:



General Information: The common operations described and simply illustrated here show some of your options. An arborist or tree surgeon 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*. The entire branch system is known as the ‘crown’. LPA approval is not required to remove dead branches, although you should give us five days warning of the works if possible.



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. It is useful for letting more light into gardens and windows. The amount of thinning proposed should be specified as a percentage (%) of the leaf area. More than 30% is likely to be refused.



Crown lifting: This means removing lower branches to increase the clearance between the ground and the crown. You should identify which branches you wish to remove, and specify the height above ground level to which you wish to raise the crown. This is useful for allowing more light into gardens or removing overhanging branches for access. Percentages (%) are not suitable for specifying this type of work.



Crown reduction: This means removing and shortening branches all over the crown, changing the size, shape and height. This should not include cutting the main trunk. You should specify the overall height and spread of the finished result. *Percentages (%) are not suitable for specifying this type of work.* Partial reduction may be useful for preventing branches hitting roofs, buildings, and guttering.

Large amounts of crown reduction are likely to adversely affect the health and structure of the tree. They are unsuitable, unless in exceptional cases.

Sketch plan identifying the trees:

The sketch plan should show boundaries and adjoining properties, as well as identifying houses and roads. Scaled drawings are not necessary, but approximate distances between the tree(s) and other relevant features such as houses, fences, garages etc., are very useful.

If it is impossible to identify the tree(s) accurately on the plan, such as in a woodland or large group, please identify their approximate locations and explain how they have been marked on site. 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. Please mark/annotate any photographs with which tree they relate to.

