



**YORKSHIRE DALES**  
National Park Authority

## Guidance Notes

### **Application for works to trees covered by a Tree Preservation order (TPO) or notification of works to trees within a Conservation Area (CA).**

#### **General.**

**The form** – You must use this form if you wish to carry out works to trees protected by a TPO. You may also use this form for notification of works to trees in a CA.

Do not use this form if the works proposed are connected with a planning application for proposed development. If you get full planning permission, you will not need to obtain separate consent for tree works which **need** to be carried out in order to implement the planning permission.

**TPOs** – The Authority's consent is normally required before any work may be carried out to trees protected by a TPO. Certain exemptions apply, please contact the Trees and Woodlands section for further information.

**Conservation Areas** – You must give the Authority 6 weeks notice before carrying out works to trees within a CA, which are not protected by a TPO. This gives the Authority the opportunity to consider whether a TPO should be made to protect the tree(s).

**Before you apply** - You are advised to discuss your proposals with the Authority informally before you submit a formal application. Early discussion gives the Authority the chance to :

- Explore whether the work is exempt from the need to apply.
- Advise on how best to present your proposals.
- Guide you generally through the process and the Authority's tree protection policies.
- Determine whether you will need an independent report from an Arboricultural Consultant.

Any advice or guidance given to you during these discussions is given in good faith, but no LPA Officer can give you a definite answer whether your proposed works will be allowed. No charge is made for advice from the Trees & Woodland team or for the application itself.

**Further information** – about TPO and CA tree works procedures can be found in the **Protected Trees** leaflet. This is written for the general public and answers some of the most common questions. More detailed guidance is available in **Tree Preservation Orders: A Guide to the Law and Good Practice**. Both are available on the Department of Communities and Local Government website at:

[www.communities.gov.uk/planningandbuilding/planning/treeshighhedges/trees](http://www.communities.gov.uk/planningandbuilding/planning/treeshighhedges/trees)

## Guidance Notes

**Application for works to trees covered by a Tree Preservation order (TPO) or notification of works to trees within a Conservation Area (CA).**


### The application/notification Form.


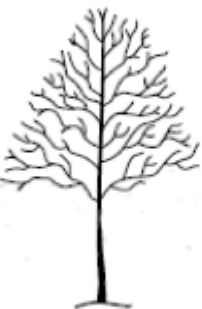

**Q2 – Agent Name & Address** – You may submit the application yourself, you do not have to use an agent. Note that if the application is submitted by an agent (i.e. someone who is acting on the applicant's behalf), all correspondence, including the decision letter, will be sent to the agent.

**Q4 – Trees Ownership** – Please provide the address for the owner of the tree(s) if you know it and if it is different from the address of where the trees stand. You do not have to own the tree(s) to apply for consent but it is good practice to let the owner know what you are proposing. If you do not own the tree(s) and the Authority grants consent, the consent does not override the need to obtain any necessary agreements or permissions from the owner.

**Q6 – Tree Preservation Order details** – The Authority's Trees and Woodlands section will be able to help you with this question. You should find the title at the top of the Order. For Example: Tree Preservation Order No1 (Grassington) 1986.

**Q7 – Description of works** – It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to "cut back" or "lop" some branches is too vague because it fails to indicate the extent of the works. You may wish to consult a tree professional to advise on the type of works you require or instead use one or a combination of the following descriptions, and specify how much pruning you have in mind:

	<p><b>General information</b></p> <p>It is vital that you clearly specify the works you want to carry out for each tree included in your application. A proposal simply to "cut back", "lop" or "trim" some branches is too vague because it fails to indicate the extent of the works.</p> <p>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 – <i>Recommendations for Tree Work</i>.</p> <ul style="list-style-type: none"><li>• Please note that the entire branch system is known as the 'crown'.</li><li>• LPA approval is not required to remove <b>dead branches</b>.</li></ul>
---	--

	<p><b>Crown Thinning</b></p> <p>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.</p> <p>The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%).</p> <ul style="list-style-type: none"> <li>• Useful for letting more light into gardens and windows</li> </ul>
	<p><b>Crown Lifting</b></p> <p>This means removing lower branches to increase the clearance between the ground and the crown.</p> <p>Identify the branches you wish to remove, or specify a height above ground level to which you wish to "lift" the crown.</p> <ul style="list-style-type: none"> <li>• Useful for allowing more light into gardens</li> <li>• Prevents low branches obstructing paths, drives etc.</li> </ul>
	<p><b>Crown Reduction</b></p> <p>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.</p> <p>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).</p> <ul style="list-style-type: none"> <li>• Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering</li> </ul>

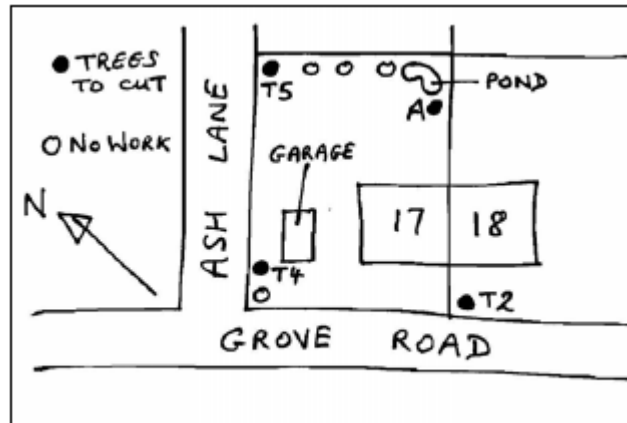
**An example of a work specification would be...**

<u>Tree no.</u>	<u>Species</u>	<u>Description of works</u>	<u>Reasons for works</u>
1	Oak	Remove lowest branch	Obscuring outside light

**Planting Replacement Trees** – unless there are good reasons, a condition is usually made for a replacement tree to be planted when granting consent to remove a tree protected by a TPO. Please use this opportunity to show your preference of tree should the LPA approve your application and make such a condition.

**Standard of work** – all tree works should be carried out to a good standard and current best practice (see British Standard 3998: Recommendations for Tree Work). Poor tree surgery proposals that endanger the health of the tree or greatly reduce its amenity value to the local environment are unlikely to be allowed unless there are strong reasons to do so.

**Question 8 – Sketch plan identifying the trees** – if it is impossible to identify the tree(s) accurately on the plan (eg 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 (high visibility tape, tree tags, paint etc). Trees must not be marked by scarring or cutting into the bark. A sketch plan should show boundaries, properties, road names and obvious features. The plan doesn't need to be to scale, but an indication of where north is or a grid reference is helpful for rural locations.



*Reduced example of a sketch plan*

**Photographs** can provide useful background information and can help show how the works can be satisfactorily integrated with the surrounding area.

**Question 9 – Additional information** – if the reasons stated in question 7 are to carry out works to the tree(s) for health and safety reasons, (eg it is excessively decayed or fears that it may break or fall over) then a report by a suitably qualified tree professional may need to be submitted with the application. (eg arboricultural contractor/consultant, horticultural advisor or forester).

Contact the Trees & Woodland Team to discuss if a formal report is required as part of the application.

If the reasons stated in question 7 are to carry out works to the tree(s) because it is alleged to causing subsidence damage to a property then a full report by a suitably qualified engineer as well as one from an arboricultural consultant may need to be submitted with the application.

A “suitable period”, in relation to level or crack monitoring, means a sufficient period of time to indicate that the ground and building movement is seasonal, and so consistent with tree related causes.

**Submitting Applications** – can be via hand, post, fax or e-mail. If you submit applications via e-mail then we will assume you are happy for us to contact you in a similar manner, including any decision notices. You may at any time give us seven days notice, in writing if you wish to change your contact details or withdraw your use of e-mail communication.