

APPENDIX E – APPLICATIONS FOR WORKS TO TREES

Please note that if the application is submitted electronically, via the Planning Portal you application will be processed quicker and it will save the Council money in processing the application.

Please only submit the application on paper as a last resort and if you have any doubts about what is needed, please contact us **before** you submit your application.

Your application MUST include the following:	
1 copy of the application form with all sections fully completed, signed and dated.	Yes/No
The correct fee: (tick as appropriate) <ul style="list-style-type: none"> No fee at the moment. 	Yes/No
The following plans and documents will be required: (all dimensions must be metric)	
Sketch plan showing the location of tree(s). Your sketch plan should be clear and simple, showing the tree positions and number and/or name, in relation to buildings, roads and site boundaries.	Yes/No
A report from an arboriculturist or suitably qualified tree surgeon with the following information: <ul style="list-style-type: none"> A full and clear specification of the works to be carried out. You should identify each tree species and provide a full and clear specification of the work you want to carry out. (A proposal simply to 'cut back' or 'lop' a tree is too vague, because it fails to identify the extent of the works. Instead, try to use descriptions such as crown thinning, crown reduction or crown lifting, and specify how much pruning you have in mind, e.g. crown thinning by 15%.) 	Yes/No
<ul style="list-style-type: none"> A statement of reasons for the proposed work. You must provide a clear statement of reasons for the proposed work to each of the trees in your application. Statements such as 'good arboricultural practice' or 'maintenance' are too vague. Instead try to address the specific issues with each tree. 	Yes/No
<ul style="list-style-type: none"> Evidence in support of statement of reasons, where required by the standard application form. You must provide additional evidence from an arboriculturist and/or other appropriate expert to support your proposals if your reasons for carrying out tree works are because of the condition of the tree or alleged damage to property. 	Yes/No
The following information may be needed to validate your application, if in doubt please check with us at the number below or via email.	
Photographs and montage	Yes/No

All sections must be answered for an application to be valid.

If you are in any doubt about the information you are submitting please email the Development Management team on development.control@bury.gov.uk or phone them on 0161 253 5432.