

Walsall Council

Tree Work Permit Application Form

Subject to change with revisions in the insurance requirements and other Council policies. Applications for permission to prune, remove or otherwise work in proximity to trees on Walsall Council's property must be submitted in writing to:

**Principal Arboriculturalist,
Walsall Council,
Greenspace Management, Urban Forestry,
Beacon Monument Park,
Barr Beacon,
Aldridge,
WS9 0QW**

The application must include a description of the number and kinds of trees (deciduous, coniferous, etc.) that are to be pruned, removed, or otherwise impacted. It must also include the extent of pruning or other work, and any other pertinent information on the work being requested. A sketch and/or photos of the affected area would be useful. All adjacent neighbours affected by the proposed must be contacted by the applicant, and their signatures included on the attached form. (They should indicate whether or not they favour the work.)

The completed application, and evidence of adjacent property owners' responses must be received by the Principal Arboriculturalist before the initial site visit will be scheduled.

No pruning/removal can be done without written permission issued by Walsall Council. The procedure for issuing a permit is detailed in the document "Procedures for Obtaining a Tree Work Permit". Prior to receiving a permit, the following conditions are the minimums that must be met:

- The Council's Principal Arborist or designated representative must meet with the applicant, and/or his agent, on the site to determine that the scope of work does not adversely affect the area in any manner.
- A written statement must be submitted which certifies that all work will be done by a qualified, approved arboricultural contractor, according to the Council's pruning standards¹, and at no expense to the Council.
- Start and completion dates must be stated in the application. Compliance to that schedule is required.
- If required, a signed maintenance agreement must be submitted.
- The applicant must inform their arboricultural contractor to provide the Council a copy of the firm's existing liability insurance ***naming Walsall Council as indemnified***, in minimum amounts of £5,000,000 3rd Party Liability. The insurance cover must be filed with the Council's Principal Arborist, address above, before work may commence.

Contractors that have a current, valid certificate of insurance on file through the Councils Approved Contractor scheme do not need to submit a certificate for each job.

Complete each step entirely. Failure to do so will delay permission and work. After all conditions are met, please call the Council's Principal Arborist **at least two working days in advance of the permit work** to arrange a site meeting on the first day of work. Any violation of the permit will result in the imposition of civil and/or criminal penalties.

¹ Contained within the document "Walsall Council Tree Work Standards" available from the Council

TREE WORK PERMIT APPLICATION FORM

GUIDANCE BOX 1 - INSTRUCTIONS FOR COMPLETING THIS FORM:

1. This form is designed to assist you in making your application. Please read the notes in the guidance boxes.
2. Please write clearly and use black ink.
3. If you have instructed a tree surgeon/agent to prepare a report or act on your behalf regarding the trees please supply all details. This will assist in processing your application.

NOTE: Your application form may be returned to you if the information you provide is unclear or you have not signed the form. If you need help completing the form, please contact the Council's Principal Arborist (see Box 5)

Applicant Details

Name.....
Address.....
.....
.....
Post Code.....
Daytime Tel. No.

Agent (if any) to whom correspondence should be sent

Name
Address
.....
.....
Post Code.....

Address or location of trees

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.....

GUIDANCE BOX 2 - HOW TO DESCRIBE THE WORK YOU WISH TO CARRY OUT

Crown Thinning

Removal of branches from within the crown of the tree, expressed by a percentage (usually no more than 20 %). The overall size of the tree is not changed but more light passes through the canopy and wind resistance is reduced.

Crown Reduction/Topping

This is generally not good for the tree as it is likely to cause vigorous regrowth and may encourage decay in the tree. However, the shortening of branches growing very near windows or over a roof may be appropriate.

Crown Lifting

Removal of some of the lowest branches of the tree (or parts of branches) to give ground clearance to a specified height

Felling

Felling a healthy protected tree will usually be refused unless the applicant can prove an actual legal nuisance. If consent is granted to fell a tree, it is usually conditional on a replacement tree being planted. Applications to fell will take up to 8 weeks to process due to the consultation period being protracted.

Describe in full the work you wish to carry out:

TYPE OF TREE	NO. ON SKETCH	DESCRIPTION OF PROPOSED WORK (SEE GUIDANCE BOX 2)	REASON FOR THE WORK
<i>EXAMPLE</i> OAK	<i>EXAMPLE</i> 3	<i>EXAMPLE</i> CROWN LIFT TO 3.5 METRES ABOVE THE GROUND, AND THIN CROWN BY 20%	<i>EXAMPLE</i> THE TREE HANGS/CASTS DENSE SHADE OVER THE GARDEN

If felling is proposed please give details of the size and type of replacement tree(s). If you do not propose planting a replacement tree please explain why:

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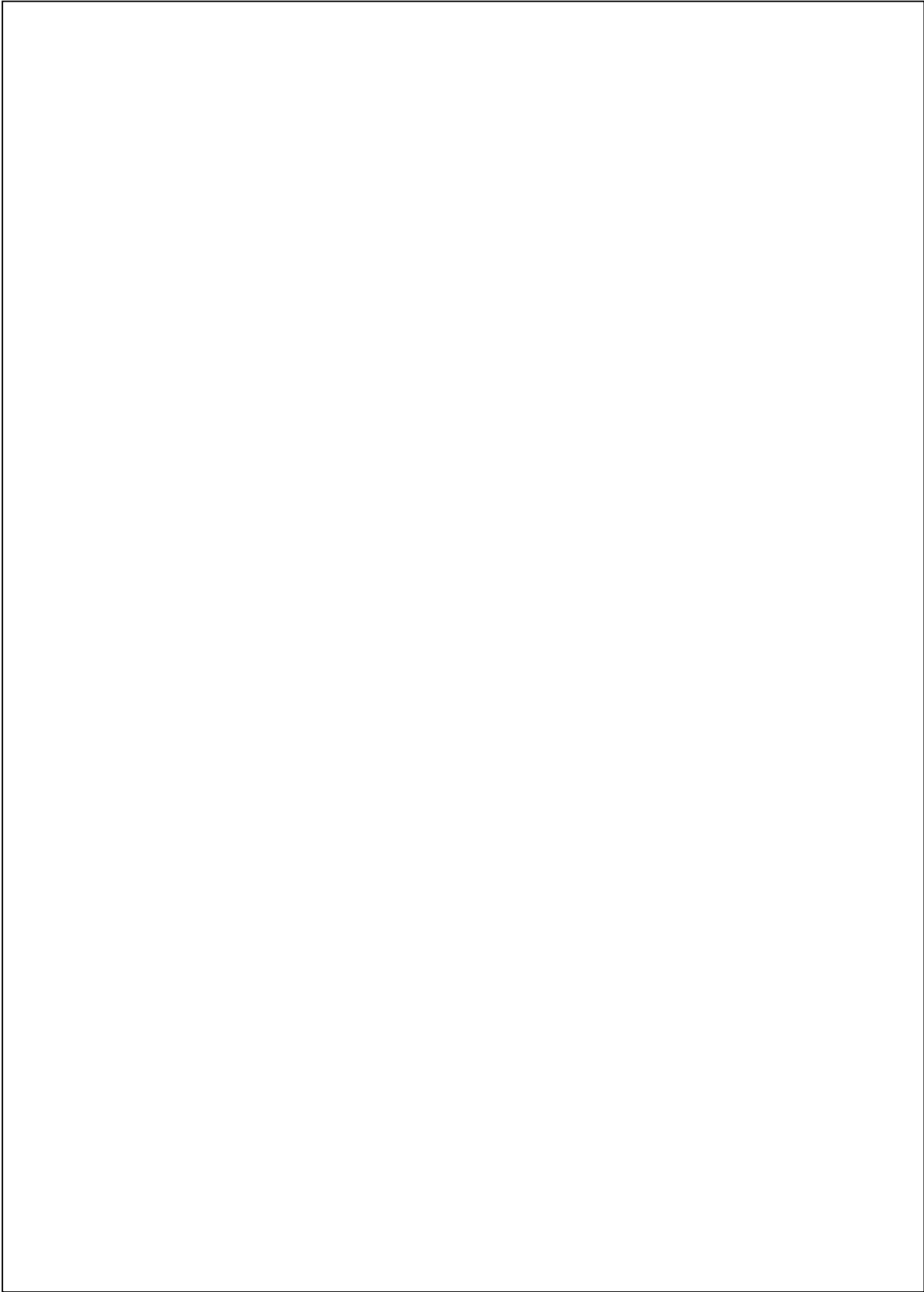
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GUIDANCE BOX 3 - DRAWING YOUR PLAN NOTES:

1. Your plan should indicate the main features of the site, such as roads and buildings. Show adjoining properties, remembering to add house numbers or names.
2. Mark the position of the tree(s) described in your application and identify it/them by a number.
3. If there are many trees in your garden, it is important to make it clear which tree(s) you are including in this application. It may be helpful to show the approximate distance between the tree(s) in question and other relevant features.
4. If you know the orientation of the site, show a north arrow.

Use the space below to draw a sketch plan marking the position of the tree(s) (see *GUIDANCE BOX 3*)

SKETCH EXAMPLE



Please use additional paper if you wish to add any supplementary information:

Please tick the box if you wish to be present when the Council’s Principal Arborist visits.

Now please sign the form and return it to the Council at the address below*:

Signed: On behalf of
(insert applicant’s name if signed by an agent)

Date:

GUIDANCE BOX 4 - HOW WILL YOUR APPLICATION BE PROCESSED?
1. On receiving your application, the Council will check the details and send you an acknowledgement. Your application will be given a reference number. Please refer to this number if you wish to contact the Council.
2. The Council’s Principal Arborist will inspect the tree(s). Photographs may be taken to assist in the preparation of a report. Please indicate on this form if you wish to be present when the Officer visits.
3. Your application will be included in a notice to the local community representatives and they will be given 28 days to comment.

GUIDANCE BOX 5 - FURTHER INFORMATION AND USEFUL CONTACTS
***Completed application forms should be returned to:**
Principal Arboriculturalist,
Walsall Council,
Greenspace Management, Urban Forestry,
Beacon Monument Park,
Barr Beacon,
Aldridge,
WS9 0QW
Tel. 0121 360 9464 Fax. 0121 360 4740 e-mail. trees@walsall.gov.uk

For independent arboricultural advice:
The Tree Advice Trusts Arboricultural Advisory and Information Service
Tree Helpline Tel. 09065 161147 (a charge is made for this service)
www.treadviceservice.org.uk

FOR OFFICE USE ONLY:

Date Received:
Two copies of form signed and dated ? YES NO
Description and plan completed ? YES NO
Site notice required ? (Council applications only) YES NO
Is further information required before application can be registered ?
(specify).....
DATA INPUT:
Application Checked By Application No.