



# Tree Work Permit Application Form

## Tree Work Permit Application Form

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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 Torbay Council's property must be submitted in writing to:

Parks & Green Infrastructure  
c/o Lower Ground Floor  
Town Hall, Torquay TQ1 3DR

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 SWISco before the initial site visit will be scheduled.

No pruning/removal can be done without written permission issued by SWISco. Prior to receiving a permit, the following conditions are the minimums that must be met:

- The council's arboricultural officer 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 arboricultural contractor, according to current best practice guidelines, 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 Torbay Council as indemnified, in minimum amounts of £5,000,000 3rd Party Liability. The insurance cover must be filed with the council's arboricultural officer, address above, before work may commence.

Complete each step entirely. Failure to do so will delay permission and work. After all conditions are met, please call the council's arboricultural officer 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.

# 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.
- 4. You MUST supply the Agent's details who will be undertaking any approved works on your behalf together with a copy of their insurance certificate.

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

### Applicant details

Name .....

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Address .....

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Postcode .....

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Telephone .....

.....

Email .....

### Agent details

Name

Address

Postcode

Telephone

Email .....

## Guidance box 2 – identifying the council-owned tree:

To assist the Arboricultural Officer with identifying which tree you wish to carry out works to, please advise us of the following:

1. The location of the tree e.g. the road name, which property number it is outside (if any), what features are nearby (lamppost numbers, other trees)
2. A plan or photograph of the location and tree(s) you wish to carry out works to.

EXAMPLE: Large conifer outside number 1 Union Street

Address or location of trees

.....  
.....

A photograph or plan of the trees location must be supplied with your application.

## Guidance box 3 - 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**

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

### **Removal**

Removal of the tree(s).

We would recommend you seek professional advice and supply arboricultural justification for the proposed works.

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
Oak	3	Crown lift to 3.5 metres above the ground, and thin crown by 20%	The tree hangs/ casts dense shade over the garden



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

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

Signed .....

Print name .....

On behalf of..... (if Agent is signing)

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 arboricultural officer will inspect the tree(s). Photographs may be taken to assist in the preparation of a report.

### **Guidance box 5 - further information and useful contacts**

#### **Completed application forms should be returned to:**

Parks & Green Infrastructure  
c/o Lower Ground Floor  
Town Hall, Torquay TQ1 3DR

Tel: 01803 207797

Email: [GreenInfrastructure@swisco.co.uk](mailto:GreenInfrastructure@swisco.co.uk)