



COUNCIL OWNED TREES - TREE WORK REQUEST

Please read guidance notes prior to completing form

Applicants details: (please write clearly and include a daytime contact no.)
Name: Mr/Mrs/Ms
Address:
Postcode:
Contact No:

Please sketch a plan, or attach a photo, showing the location of the tree(s) in relation to your property.

Tree details:

Species/type of tree (if known);

Estimated height of tree and diameter of stem:

Outline your concerns and describe the extent of work needed to resolve them
(Please note: We do not 'top' trees or cut back overhanging branches).

Signed: Date:

For office use only - Received:

Enquiry No:

PLEASE READ THE FOLLOWING NOTES CAREFULLY

Section A - Tree works the Council will and won't carry out.

Work the Council will do:

- Remove dead, dying or dangerous trees
- Remove dead, dying or dangerous branches
- Remove or prune branches obscuring road/street signs and lamp columns
- Remove or prune branches affecting telephone lines
- Remove trees (in appropriate cases) or branches which are damaging property

Work the Council will not do:

- Remove branches overhanging private property. The Council has a similar responsibility to any private land owner or neighbour and will not cut back overhanging branches.
- 'Top' trees or remove branches to increase daylight or decrease height in relation to property
- Remove branches or trees affecting views or interfering with TV or satellite reception
- Remove branches or trees to prevent falling leaves, honeydew from aphids or other minor debris
- Remove roots from drains or repair root damage to structures or surfaces where the tree has not been clearly demonstrated to be the principal cause
- Remove branches or trees to prevent squirrels or birds accessing properties

If any of the above (in red) applies in your situation, unfortunately your application will be rejected and no further action taken. Please read Section B for further advice.

SECTION B - What can I do if the Council is unable to carry out the work on my behalf?

Where there are branches overhanging your boundary you are entitled, under Common Law, to prune them back to the boundary, but not to trespass in order to do so. The work should be carried out in accordance with good practice (British Standard 3998:1989 'Recommendations for Treework'). Advice on these issues should be sought from reputable tree surgeons.

NB Before any work is carried out please check with Planning Service at Harborough District Council - 01858828282 - to determine whether there are any tree preservation orders or conservation area controls on the tree(s). Unauthorised works to protected trees can lead to prosecution.

SECTION C - Completing the application form

The Council receives many applications each year; please fill in each section providing as much detail as possible. This allows us to process your application more efficiently. Applications with insufficient information may be returned. Please send your application to:
**Grounds, Engineering and Facilities Section, Council Offices, Adam and Eve Street, Market
Harborough, LE16 7AG**