



EXPLANATORY NOTES FOR TREE WORK APPLICANTS

For more information about your application
you can contact the National Park Tree Officers by telephone 01590 646615.

Application Form

There is no charge for making a tree work application but **please write in black ink, complete all sections and make sure the plan clearly shows the relevant trees on the property.** This will help us to deal with your application as quickly as possible. You may include as many trees as you like on one form.

If you want to prune a tree the application should clarify exactly what work is envisaged. Simply writing 'top' the tree or 'lop' or 'cut back' some branches or 'seeking advice' is too vague because it fails to describe the extent of the work. **Applicants are advised not to submit their applications until they are in a position to present clear proposals.**

Tree pruning operations are described in the separate leaflet *Mature Tree Management*.

This is what will happen to your application

1. When it arrives at South Efford House, your form is date stamped and checked to make sure it has all the information we need. If important details are missing or illegible, we may have to return it to you for resubmission.
2. Completed forms are registered and given an application number. For example, 06/0999
3. We then acknowledge receipt of your application by letter to you, enclosing a green notice with the work details and which we ask you to display near the tree(s) for 21 days.
4. If you are not the owner of the tree, we will try and notify the owner that we have received an application for work to their tree.
5. We publish all applications on the Authority's web site **www.newforestnpa.gov.uk** – **Planning – View Applications** asking for comments to be returned within three weeks. Each week, we send a list of applications (and decisions) to local newspapers, who publish the list at their discretion.
6. Usually within 3 weeks of registration, one of the Authority's tree officers will visit the site to inspect the trees.
7. All comments, including those from members of the public, are carefully considered before a decision is issued.
8. We have a duty to issue our decision by eight weeks from registration. However decisions will not usually be issued before the three week comments period has expired but we aim to issue them within six weeks.
9. If the trees are dead or imminently dangerous a decision can be issued immediately.
10. Our decision is sent to the applicant and copied to any agent and to the tree owners if they are not the applicant. We also send a copy of our decision to anyone who has sent us written comments.
11. Our tree works decisions are published in the same way as explained in paragraph 5 above.
12. Applications and decisions may be inspected at South Efford House, with prior notice if possible, during normal office hours.