

# Tree Works Five Day Notice Form

This notice should only be used if **a tree presents an immediate risk** of serious harm to persons or property (or is dead) and you wish to notify us that urgent works are required (or have been undertaken) to make it safe. If the tree is not dead or imminently dangerous please visit www.northumberland.gov.uk/planning to make an application for works to trees instead.

Please complete the following in full or we will be unable to add your request to the five-day notice register.

|  |  |
| --- | --- |
| Your title, first name and surname |  |
| Your email address (so we can provide you with a quick response) |  |
| Your contact telephone number |  |
| Address and postcode (or location) of the trees |  |
| Have the works already taken place? |  |

|  |  |  |
| --- | --- | --- |
| For each tree: state the species | For each tree: State why you feel it is (or was) an immediate risk to persons or property | For each tree: Explain what works you propose to carry out (or have carried out) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**What do I need to include?**

By submitting this notification you confirm that you have attached the information below. We cannot assess the works if you do not provide this:

* Required: A sketch plan or other **plan/map with the location on the tree(s)** marked on. We must be able to identify the area and where the individual trees are located.
* Required: **Photographs of the tree(s)** in question. Include the trees you wish to work on and show specific work e.g. marking a major branch you intend to remove. You must clearly indicate which tree is in which photo.
* Not required but useful if you have this: Any explanation/report/assessment from a tree surgeon (arboriculturist) explaining what works you need to carry out.

**What happens next?**

Email this form and the required attachments to planning@northumberland.gov.uk. We do not require a fee for this application type.

On receipt of a five day notice an officer will undertake an assessment. This may involve a site visit if required. We will respond to you in writing to confirm whether the works can be carried out under this process. If they cannot, we will ask you to submit a formal application for tree works. We aim to respond within five working days. You must wait for confirmation before proceeding with works.

**How we use your information**

Please [read our Privacy Notice regarding how we handle your information](https://www.northumberland.gov.uk/NorthumberlandCountyCouncil/media/Planning-and-Building/PlanningApplicationPrivacyNotice180719.pdf). We do not maintain a public register of five-day notice applications or decisions, as such we will not make your information available online.