

# Tree Protection Enquiry and 5 Day Notice Form

Please complete Part 1 if you simply want to know if the tree is protected. Complete Part 1 and Part 2 of you want to submit a 5 Day Notice to carry out works to a dead/dangerous tree. Email this form and the required attachments to **planning@northumberland.gov.uk** no fee is required**.**

### Part 1 – Tree protection enquiry

Please complete the following so we can check if the tree is protected and respond.

|  |  |
| --- | --- |
| Your title, first name and surname |  |
| Your contact email address / number |  |
| The address and postcode (or location of the trees) |  |
| Tree species if known |  |
| I have attached the information listed below | Yes |

You must submit the following information so we can accurately locate the correct tree(s).

* Required: A sketch plan or other **plan/map with the location on the tree(s)** marked on. We need to be able to identify the area to find the location and where the individual trees are located.

### Part 2 – 5 Day Notice (dangerous/dead trees)

Please complete the following so we can add your request to the 5 Day Register.

|  |  |
| --- | --- |
| Please explain why the trees are dangerous (or state the tree is dead) |  |
| I have attached the information listed below | Yes |

You must submit the following information so we assess your request.

* Required: A sketch plan or other **plan/map with the location on the tree(s)** marked on. We need to be able to identify the area to find the location 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 to be removed. Please make it clear which tree is shown in which photo.
* Not required but useful if you have this: Any explanation/report/assessment from a tree surgeon (arboriculturalist) explaining what works are needed.

On receipt of a notice, an officer will undertake an assessment. A response will be made in writing to the applicant to confirm whether the works can be carried out under this process. Please include your email address so we can provide you with a response as quickly as possible. If the tree is not dead or imminently dangerous you will need to put a formal [application for tree works](https://www.northumberland.gov.uk/Planning/Trees-and-hedges.aspx).

**Please note:**

Whilst we can check the Conservation and Tree Protection Order layers we hold there are sometimes conditions attached to a planning application that restrict works to trees on site. It is your responsibility to check previous decision notices for these conditions prior to starting work. You can look up previous planning applications for a site on our [Public Access system](https://publicaccess.northumberland.gov.uk/online-applications/search.do?action=simple) which includes an address search or map search. The decision notice will state the conditions.