



## Request for Works to Protected Trees

The Planning Act (Northern Ireland) 2011  
The Planning (Trees) Regulations (Northern Ireland) 2015

### Guidance Box – Instructions for completing this form

- You must complete this form if you are applying for works to protected trees (i.e. trees protected by Tree Preservation Orders, Conservation Area Designation or Planning conditions).
- This form is designed to assist you in making your request.
- Please write clearly.
- If you require any help completing the form, please contact Antrim and Newtownabbey Borough Council (Planning Section) – Contact details are provided at the end of this form.

NOTE: Your request may be returned to you if the form is incomplete or unclear.

#### Applicant Details

Name:

.....

Address:

.....

.....

.....

Tel. no: .....

Email: .....

#### Agent Details (if any)

Name:

.....

Address:

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Tel. no: .....

Email: .....

1. Please specify the nature of tree protection to which this request relates (Please tick):

- Tree Preservation Order
- Conservation Area
- Condition of Planning Approval

Please include any planning references that are relevant:

.....

2. Please provide an accurate address and location of these trees (using specific reference to tree tag nos. if appropriate or using the sketch area provided below):

.....  
.....  
.....

**Guidance Box – Drawing a sketch**

- Your plan should indicate the main features of the site, such as roads and buildings. Show adjoining properties, remembering to add house numbers and road names.
- Mark the position of the tree(s) described in your request and identify it/them by a number.
- If there are many trees in your garden, it is important to make it clear which tree(s) you are including in this application. It may be helpful to show the approximate distance between the tree(s) in question and other relevant features.
- If you know the orientation of the site, please show a north arrow.

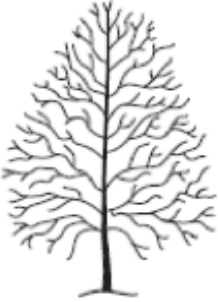



**Sketch Area**



## Describing the tree works

### Common Tree Work operations

The common operations described and simply illustrated here show some of your options.

	<p>Please note that the entire branch system is known as the 'crown'.</p> <p>An arborist should be able to help in defining the work that will be appropriate for the tree(s) and in line with British Standard BS 3998 – Recommendations for Tree Work.</p>
	<p><b>Crown Thinning</b></p> <p>This reduces the density of the tree's crown without changing the overall shape and size of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. The amount of thinning proposed should be specified as a percentage (%) of the leaf area (usually no more than 30%). Crown cleaning should be carried out first then thinning to an appropriate density.</p> <ul style="list-style-type: none"><li>• Useful for letting more light into gardens/windows and allowing wind to pass through the crown increasing stability</li></ul>
	<p><b>Crown Lifting</b></p> <p>This involves the removal of the lower branches to increase the clearance between the ground and the crown. The ratio of the living crown to total tree height should ideally be at least two-thirds (e.g., a 12 m tree should have living branches on at least the upper 8m) although this is not always the case. The distance from the existing ground level to the desired height of the start of the crown (in metres) should be specified.</p> <ul style="list-style-type: none"><li>• Useful for allowing more light into gardens and prevents low branches obstructing paths, drives, roads etc.</li></ul>
	<p><b>Crown Reduction</b></p> <p>Most drastic type of pruning consisting of a proportionate decrease in the size of the crown and is most often used when a tree has grown too large for its permitted space. The amount of reduction is usually described as a percentage of the tree (%) or amount of the crown in metres.</p> <ul style="list-style-type: none"><li>• Useful for controlling the size of a tree in a limited space and often preferred method to 'topping'. Partial reduction may be useful for preventing branches contacting buildings, roofs and guttering.</li></ul>



4. Are the trees to which this request relates within your ownership? (please tick)

Yes

No

5. Do any of the following statements apply to you?

With respect to Antrim & Newtownabbey Borough Council, I am:

i) A member of staff (or related to)

ii) An elected member (or related to)

Yes

No

If Yes, please provide details of name, relationship and role:

.....

**Guidance Box – How will your request be processed?**

- Upon receiving your request, the Council will check the details and acknowledge receipt of your request. Your request will be given a reference number. Please refer to this number if you wish to contact the Council regarding the request.
- The Council will inspect the tree(s). Photographs may be taken to assist in the preparation of a report.
- The Council will endeavour to make a decision on your request within 6 weeks from the date a valid request is received.

**Please sign the form and return it to Planning Section, Antrim and Newtownabbey Borough Council at the address below:**

**Declaration**

I/we hereby apply for consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed: ..... On behalf of .....  
(Insert applicant's name if signed by an agent)

Date: .....

### Further Information

- The Council may request further evidence from you to support your request, such as an arboricultural report or other technical advice from an appropriate expert.
- Consent is not required for the removal of dead and dangerous trees; however, the Council strongly advises that you inform the Planning Section of such situations prior to removal.

### Contact Details

Antrim and Newtownabbey Borough Council  
Planning Section  
Mossley Mill  
Carnmoney Road North  
Newtownabbey  
Co. Antrim  
BT36 5QA

Email: [planning@antrimandnewtownabbey.gov.uk](mailto:planning@antrimandnewtownabbey.gov.uk)  
Tel: 0300 123 6677

*The Council will process your information in line with the GDPR requirements. Information collected will not be transferred to countries outside the EEA. All information collected and processed may be subject to audit. The Council may also process the information for research purposes carried out in the public interest. All information will be held in accordance with the Council's retention and disposal schedule (see <http://www.antrimandnewtownabbey.gov.uk/Council>) and will be disposed of securely when no longer required. You have a number of rights with regard to data we hold on you – for further information see the Information Commissioner's website <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>. If at any point you believe the information we process on you is incorrect you can request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter:*

*Data Protection Officer  
Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB  
T: 028 94 463113  
E: [DPO@antrimandnewtownabbey.gov.uk](mailto:DPO@antrimandnewtownabbey.gov.uk)*

*If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office (ICO).*