Copies of British Standard 5837 and other British Standards can be purchased from:

The British Standards Institute, Maylands Avenue, Hemel Hempstead, HP2 4SQ.
Tel: **01442 230442** email: **product.services@bsi-global.com**
Fax: **01442 231442** website: **www.bsonline.bsi-global.com**

Useful contacts and references:

Contact the Tree Team by e-mail at **trees@westberks.gov.uk**
or phone on **01635 551111** for Council owned trees and general queries.

Contact the Tree Officers for tree works applications, trees and planning applications and trees in Conservation Areas.

The Tree Officer for the Eastern Area is Jon Thomas
Contact Jon at **jon.thomas@westberks.gov.uk**
or on Tel: **01635 519611** ext **2611**

The Tree Officer for the Western Area is Andrew Giles
Contact Andrew at **andrew.giles@westberks.gov.uk**
or on Tel: **01635 519349** ext **2349**

West Berkshire Council
Environment
Market Street
Newbury
Berkshire
RG14 5LD

www.westberks.gov.uk

If you require this information in an alternative format or translation, please call 01635 5191111

Environment

Pre-planning tree guidance

WBC/P&C/ZP/0720

West Berkshire COUNCIL

If you are looking to make a planning application, here is a step by step process of things to consider prior to making a planning application when trees are either present on or adjacent to your site. This is important to show that the trees have been considered as a material constraint to a site.

However, depending on the scale of your proposals will depend on the extent to which each of the following steps will apply and whether you need to go through all the steps.

Step 1: Seek arboricultural advice

An Arboriculturist is a person who has, through relevant qualification, training and experience, gained recognised qualifications and expertise in the field of trees in relation to construction and planning. They could provide guidance on the initial site constraints and a feasibility assessment prior to a site purchase or of trees for inclusion in a land survey.

Step 2: Get a survey of the site carried out by a Land surveyor

This topographical or land survey should be:

- Accurately measured & to scale
- Show existing spot heights of ground levels throughout the site
- Show all existing site features
- Show all trees over 75mm stem diameter measured at 1.5m above adjacent ground level within the site
- Show trees on adjacent land that may be affected by the proposals up to 15 metres of the site in some instances
- In hard copy &/or also electronic format.

Step 3: Have a tree survey of the trees on and off site carried out by an Arboriculturist

This tree survey should be:

- Carried out by an arboriculturist
- Record information independently of and prior to any specific design for development of all the trees within and adjacent to the site
- In accordance with BS5837:2005 Trees in Relation to Construction Recommendations
- In hard copy &/or electronic format.

Step 4: Assess the tree constraints of the site

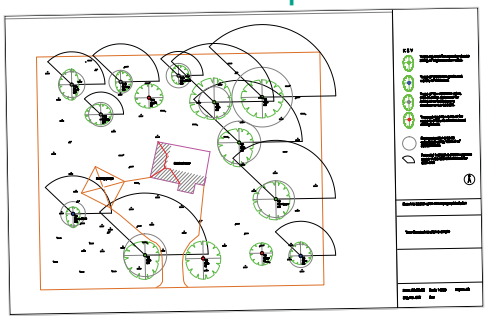
In order to do this, a tree constraints plan (TCP) is produced which is a design tool to show:

- The below ground tree constraints represented by the root protection area (RPA) based on the calculation in Table 2 of BS5837: 2005
- Any above ground tree constraints from the canopy size and position of the trees with regard to the current and ultimate heights and branch spreads of trees
- It should be to scale

It should also take into consideration the following:

- Morphology and disposition of the roots soil type & structure
- Legal constraints (Tree preservation orders / Conservation Areas)
- Topography & drainage

Example of a basic tree constraints plan



Step 5: Prepare your design taking into account the tree constraints provided in Step 4 and then review the design proposals

This will include an assessment of all or some of the information listed below:

- Tree constraints of the site as per step 4 (e.g. shade / light / current and future growth of trees, species, condition, grade and position of the trees)
- Roadways, sewers and mains drainage (existing and proposed)
- Removal or replacement of existing buildings and hard surfaces
- Building footprints (existing and proposed)
- Services and utilities (existing and proposed) including ground sourced heat pumps
- New hard surfacing (including patios, paths, etc)
- Infrastructure requirements e.g. visibility splays, services, refuse stores, sub stations, lighting, signage, CCTV
- Site logistics including material storage locations, site huts, site access, site parking, construction working space, space for large machinery i.e. cranes, scaffolding
- Level changes proposed and any excavations proposed or retaining walls
- Landscape proposals both soft and hard.

Make amendments to the design & follow step 5 again prior to moving onto step 6

Step 6: Pre-application with the Local Authority tree officer

This would be to discuss the proposals prior to the production of any additional information. Initial outline proposals based on the tree constraints should be presented to the Tree Officer and they may also carry out a site visit to provide an initial view on the proposals and implications on the trees whilst on site. They can provide a view on the proposals and may suggest areas that need to be re-considered prior to submission formally as a planning application.