

## APPENDIX 1 – CONTACTS

The Council's Development Control Section – for information concerning Tree Preservation Orders and works to trees protected by TPOs including trees in Conservation Areas.

The Council's Development Planning Section – for information on the supplementary planning guidance.

The Council's Building Control Section – for technical information on trees on development sites.

All of the above are part of Eastbourne Borough Council's Planning and Strategy Group which is located at 68 Grove Road, Eastbourne, East Sussex, BN21 4UH. Tel: (01323) 415200.

East Sussex County Council, The Landscape Group, Transport and Environment Department, County Hall, St. Anne's Crescent, Lewes, East Sussex, BN7 1UE. Tel; (01273) 481000.

The Forestry Authority, South East England Forest District, Goudhurst, Cranbrook, Kent TN17 2SL. Tel: (01580) 211044 – for information on felling licences.

The Arboricultural Association Ampfield House, Romsey, Hants, SO51 9PA. Tel: (01794) 68717 – for information on recommended arboriculturists and tree surgeons operating in this area.

The Arboricultural Advisory and Information Service, Forest Research Station, Alice Holt Lodge, Wrecclesham, Farnham, Surrey, GU10 4LH.

Tel: (01420) 22022  
Helpline: 0897 161147

**APPENDIX 2 – EXTRACTS FROM BS 5837 : 1991**  
**Guide for Trees in Relation to Construction**

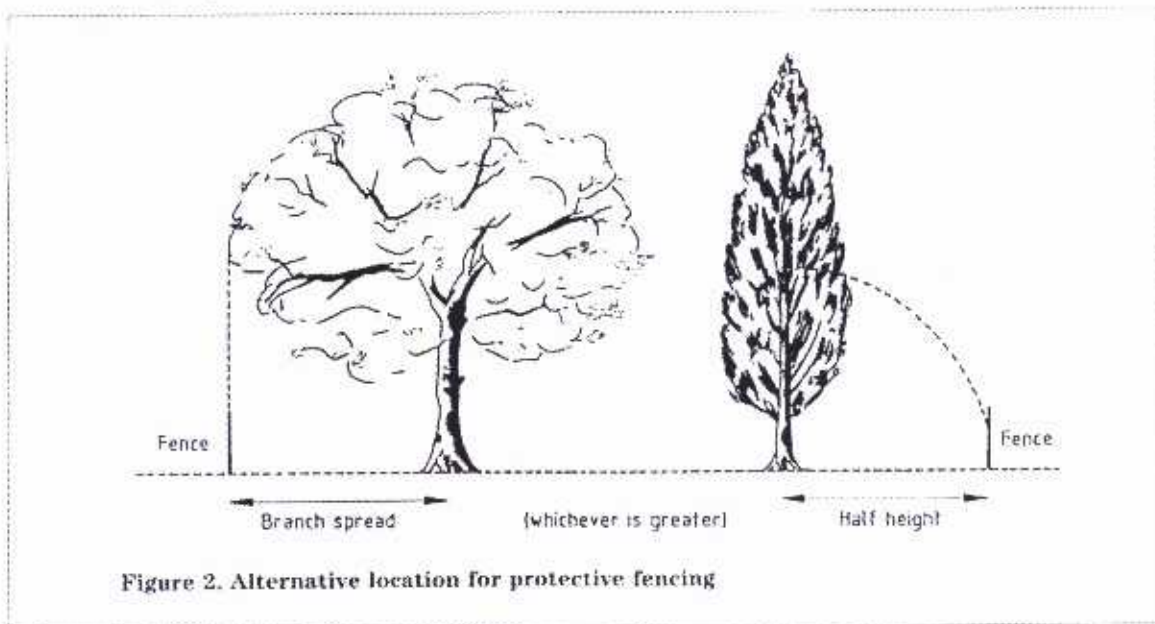
Extracts from BS 5837: 1991, reproduced with the permission of BSI under licence number 2001SK/-0221. Complete editions of the standard can be obtained from:  
BSI Customer Services,  
389 Chiswick High Road,  
London W4 4AL  
(Tel. +44 (0) 0208996 9001)

**Table 1. Protection of trees: minimum distances for protective fencing around trees**

Tree age	Tree vigour	Trunk diameter	Minimum distance
		mm	m
Young trees (age less than 1/3 life expectancy)	Normal vigour	< 200	2.0
		200 to 400	3.0
		> 400	4.0
Young trees	Low vigour	< 200	3.0
		200 to 400	4.5
		> 400	6.0
Middle age trees (1/3 to 2/3 life expectancy)	Normal vigour	< 250	3.0
		250 to 500	4.5
		> 500	6.0
Middle age trees	Low vigour	< 250	5.0
		250 to 500	7.5
		> 500	10.0
Mature trees	Normal vigour	< 350	4.0
		350 to 750	6.0
		> 750	8.0
Mature trees and overmature trees	Low vigour	< 350	6.0
		350 to 750	9.0
		> 750	12.0

NOTE 1. It should be emphasized that this table relates to distances from centre of tree to protective fencing. Other considerations, particularly the need to provide adequate space around the tree including allowances for future growth (see 6.3), and also working space (see 6.7), will usually indicate that structures should be further away.

NOTE 2. With appropriate precautions, temporary site works can occur within the protected area, e.g. for access or scaffolding (see 8.3).



**Figure 2. Alternative location for protective fencing**

BS 5837 : 1991

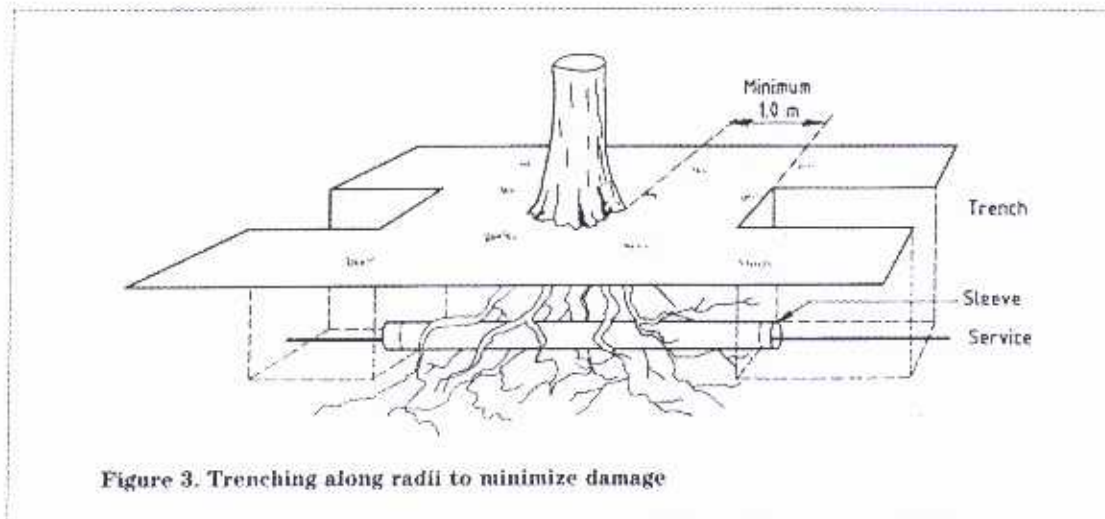


Figure 3. Trenching along radii to minimize damage

**7.6.3** Trees can also be damaged by heat. For this reason, fires should not be lit in a position where the flames could extend to within 5 m of foliage, branches or trunk, bearing in mind the size of the fire and the wind direction. With a large fire this may necessitate keeping the fire at least 20 m from the tree.

## 8 Protection of existing trees against damage on site

### 8.1 General

**8.1.1** All trees which are being retained on site should be protected by stout fencing, enclosing an area as recommended in 7.5. Such fencing should be erected before any materials or machinery are brought on the site and before any demolition or development, including erection of site huts, is commenced. Once erected, fences should be regarded as sacrosanct, and should not be removed or altered without prior consultation with a specialist in arboriculture.

**8.1.2** Occasionally the site will be so sensitive or vulnerable to damage that particular areas need to be protected or treated even before the constructor takes possession of it. In such a case, particular arrangements should be made for hand work by the owner or developer with an arboricultural specialist in the affected areas. Examples might include very old or rare trees, or trees sited unavoidably close to the constructors' access.

### 8.2 Protective fencing around trees

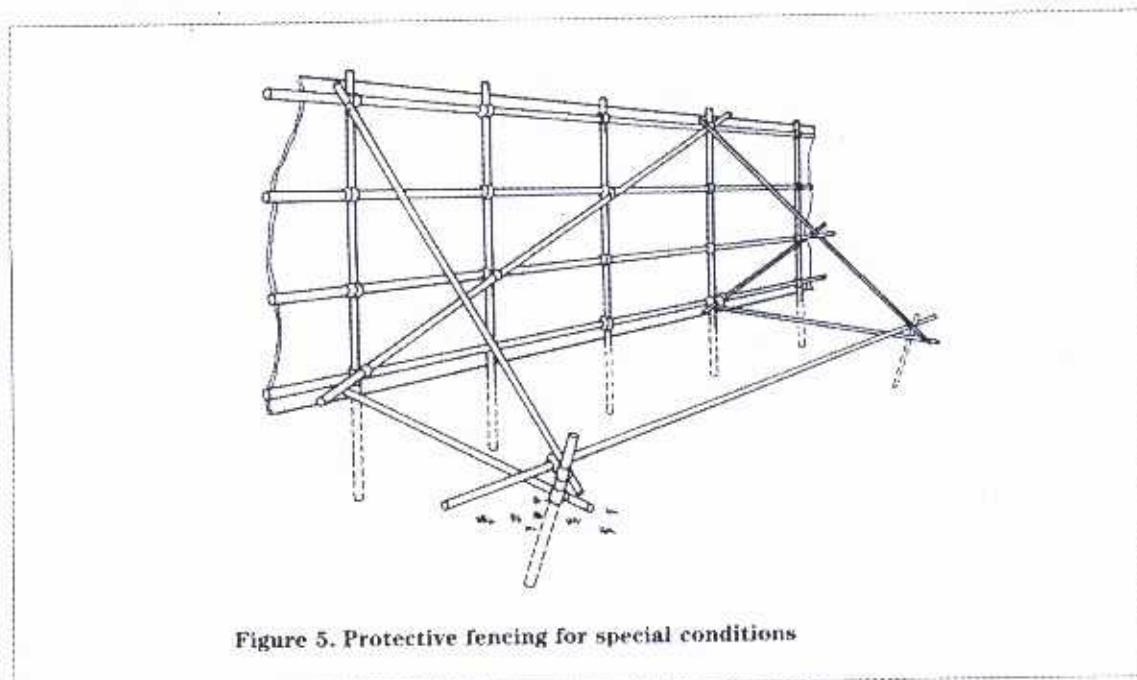
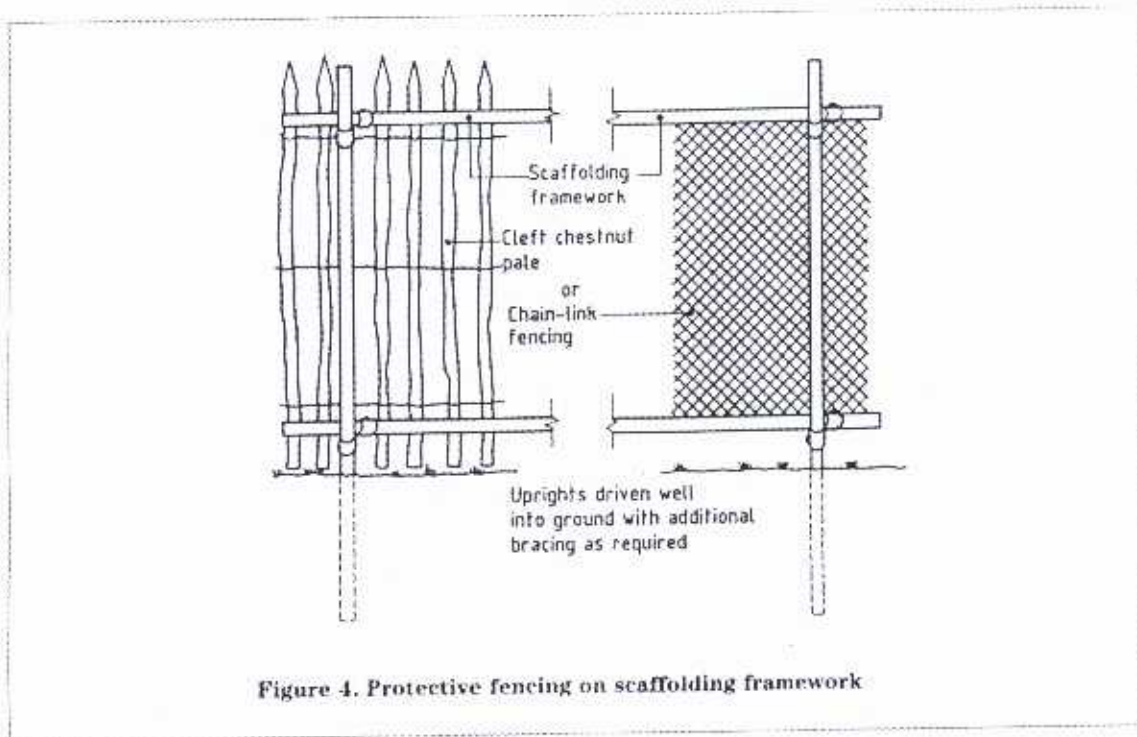
**8.2.1** The fencing should be strong and suitable for local conditions, and should be appropriate to the degree of construction activity taking place on the site.

**8.2.2** In most situations it is recommended that fencing at least 1.2 m high should be erected, comprising a vertical and horizontal framework of scaffolding, well braced to resist impacts, supporting either cleft chestnut pale fencing (in accordance with BS 1722 : Part 4) or chain link fencing (in accordance with BS 1722 : Part 1) as shown in figure 4.

**8.2.3** In circumstances where the concentration of construction activity is particularly intense, or the trees and shrubs to be retained are either particularly valuable or particularly vulnerable, fencing at least 2.4 m high should be erected, comprising a scaffolding framework as in 8.2.2 supporting a minimum of 20 mm exterior grade ply or other robust man-made boards, as shown in figure 5.

### 8.3 Precautions in respect to temporary work

**8.3.1** If temporary vehicle access is required through the protected area, a reinforced concrete slab should be laid over the existing soil surface, with appropriate protection along the road edge.



BS 5837 : 1991

**8.3.2** If it is essential for scaffolding to be erected within a protected area, fencing in accordance with 8.2.2 or 8.2.3 should be erected to provide just sufficient space for the scaffolding. The ground between this fencing and the building should be protected by boarding (e.g. scaffold boards) as shown in figure 6. A single thickness of boarding laid on the soil surface will provide sufficient protection for pedestrian loads, but more substantial boarding sufficient to spread the load should be used for heavier traffic. The ground beneath the boarding should be left undisturbed and should be protected with a porous geotextile fabric. If necessary, sand should be laid on the fabric to level the ground. When required, the building scaffolding should be erected. The boarding should be left in place until the building works are finished.

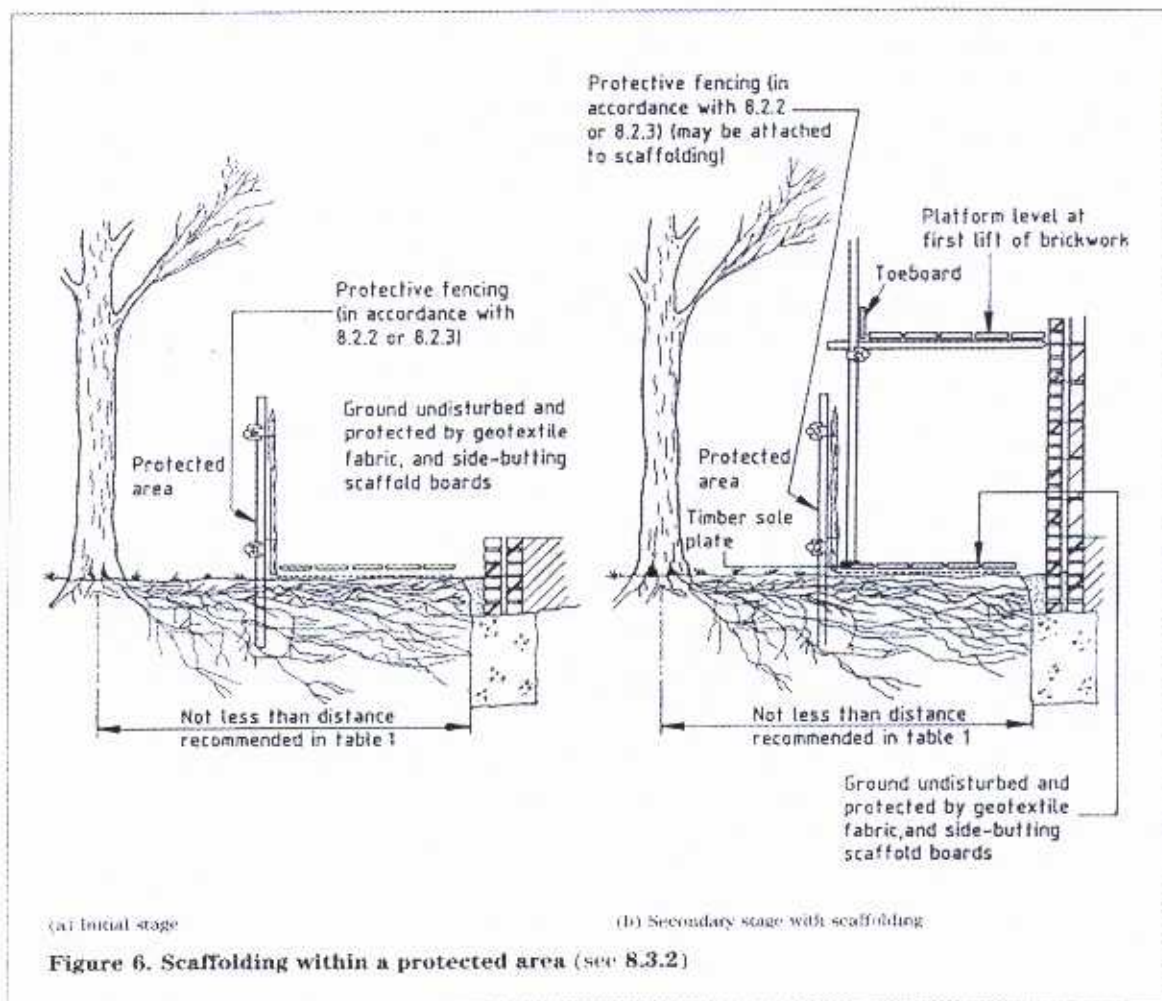
#### 8.4 Additional precautions outside fenced areas

**8.4.1** Once the area around trees has been protected by the fencing, any works on the remainder of the site can be carried out, provided such activities do not impinge on the protected areas. Notices should be erected on the fencing with words such as 'Protected area - no operations within fenced area'.

**8.4.2** In particular, care is needed to avoid damage in the following ways.

(a) Oil, bitumen, cement or other material likely to be injurious to a tree should not be stacked or discharged within 10 m of a bole, and materials generally should not be stacked or discharged within 5 m of a bole.

(b) Concrete mixing should not be carried out within 10 m of a tree.



(c) It is essential that fires should not be lit beneath or in close proximity to the canopy of a tree (see 7.6.3).

(d) If possible, trees to be conserved should not be used as anchorages for equipment used for removing stumps, roots or other trees, or for any other purposes. When this is unavoidable, the trees should be protected in accordance with the recommendations of BS 3998.

(e) Notice boards, telephone cables, or other services should not be attached to any part of a tree.

(f) Care should be exercised when using cranes or similar equipment near the spread of the canopy of a tree.

(g) Trees to be felled that are adjacent to, or that lie within a continuous canopy of, trees to be retained, should be removed with particular care. In some cases a tree may have to be removed in sections to avoid damage.

**8.4.3** It is essential that allowance should be made for the slope of the ground so that damaging materials such as concrete washings, mortar or diesel oil cannot run towards trees.

## 9 Tree removal and surgery

### 9.1 Planning

**9.1.1** On the basis of the tree survey and schedule (see 5.2) a plan or list should be prepared showing all trees for removal or surgery. This should include:

- (a) all trees outside the areas designated for protection;
- (b) all trees listed in 5.2.2 (d);
- (c) other trees where it is agreed that removal or surgery is appropriate.

**9.1.2** Trees for felling should be marked on site (e.g. with paint or a timber scribe), but before felling it should be confirmed that all marked trees correspond with those shown on the schedule or plan.

### 9.2 Operations

**9.2.1** It will normally be more convenient for trees to be felled prior to erection of protective fencing, but contractors should be instructed not to cause damage to protected areas. This should include the exclusion of all vehicles from these areas, except as necessary for operations described in 9.2.2. Care should be taken to avoid damage to all trees which are being retained. It may therefore be necessary for trees to be felled and removed in sections.

**9.2.2** Wherever possible, the stumps of trees left in areas designated for protection should be removed, provided this does not cause damage to remaining trees. The stumps of all trees in areas designated for construction operations should also be removed. Trees to be retained should not be used as anchorages for equipment used in stump removal. (See also 8.4.2 (d).)

**9.2.3** Fires should not be lit in a position where the flames could extend to within 5 m of foliage, branches or trunk, bearing in mind the size of the fire and the wind direction (see 7.6.3).

**9.2.4** It is usually preferable for any tree surgery work (to make the tree safe, or for any other reason) to be included at this stage of site clearance in development, prior to commencement of other site works. A full specification of this work following the recommendations of BS 3998 should be prepared, and the work should be implemented as appropriate.

## 10 Avoidance of damage to structures by trees

### 10.1 Introduction

**10.1.1** This clause identifies particular situations where precautions may prove necessary to ensure harmony between trees and buildings. Many buildings are likely to come into close proximity with planted or self-sown trees during their useful life, so they should be constructed to allow for reasonable future tree growth.

**10.1.2** In some situations, trees can adversely affect structures either by their direct action (see 10.2), or by their indirect action (see 10.3) in causing shrinkage or swelling of a clay subsoil.

### 10.2 Direct action of trees on structures

**10.2.1** Trees can cause direct damage by:

- (a) the growth of roots or the base of the trunk lifting or distorting structures;
- (b) the disruption of underground services and pipelines;
- (c) the impact of branches with the superstructure;
- (d) being blown over.

**10.2.2** The growth of the base of the trunk or of roots near the surface only exerts comparatively small forces. Paving slabs or low boundary walls can be lifted or pushed aside very easily, but heavier or stronger structures are more likely to withstand these forces without damage. More commonly the root will distort around the obstruction or the soil will suffer localized compaction or shear failure around the root before damage occurs.

**10.2.3** The greatest risk of direct damage occurs close to the tree from the growth of the main trunk and roots, and diminishes rapidly with distance. To minimize the risk of damage, precautions during construction (see 10.2.4) should be taken when the distance from structure to young trees is less than that given in table 2. New planting should be kept at distances from structure not less than those in table 2.

**10.2.4** If building closer than the distances recommended in table 2, precautions should be taken to allow for future growth. For example, foundations should be reinforced to resist lateral thrust; walls or

**APPENDIX 3 – EXAMPLES OF PLANNING CONDITIONS**

1. (a) That none of the trees or shrubs on the site shall be lopped, topped, killed or otherwise damaged or felled or removed without the prior written consent of the Head of Planning.  
  
(b) That any trees and/or shrubs which die or become dangerous or damaged or are otherwise removed shall be replaced by the owners for the time being, to the satisfaction of the Head of Planning.
2. That no demolition, site clearance or building works (including trenches, pipelines for services or drains) shall be undertaken until Chestnut Pale fencing not less than 1.2 metres in height on a scaffold framework has been erected around every tree or tree group on the site shown to be retained on the submitted drawings at the furthest extent of the spread of the canopy of any tree or tree group except where development is hereby permitted within this area. The fence shall be placed so as to exclude the site of the said development but otherwise as far as possible from the trees. The areas enclosed by fencing shall not be used for any purpose and no structures, machinery, equipment, materials or spoil shall be stored, driven over or positioned within these areas. Such fencing shall be maintained during the course of building work, to the satisfaction of the Head of Planning, and all protection works shall be in accordance with Sections 5 and 6 of British Standard 5837: 1991 "Trees in Relation to Construction" or the relevant sections of any subsequent British Standard which supersedes it.
3. (a) That no development shall take place until there has been submitted to and approved by the Head of Planning, a scheme of landscaping, which shall include indications of all existing trees and hedgerows on the land, and details of any to be retained, together with measures for their protection in the course of development.  
  
(b) That all planting, seeding or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the buildings or completion of the development, whichever is the sooner: and any trees or plants which within a period of five years from the completion of the development die, are removed or become seriously damaged or diseased, shall be replaced in the next planting season with others of similar size and species, unless the Head of Planning gives written consent to any variation.
4. That before the development authorised by this permission is commenced, a detailed landscaping scheme showing the treatment of all parts of the site to remain unbuilt upon shall be submitted to and approved by the Head of Planning. This scheme shall include details of:
  - (a) any existing trees and shrubs to be retained;
  - (b) new tree and shrub planting, including plant type, size, quantities and locations;
  - (c) other surface treatments;
  - (d) fencing and boundary treatments;
  - (e) any changes in levels.



5. That no bonfires shall take place within 10 metres of the furthest extent of the spread of the canopy of any tree or tree group shown to be retained on the approved drawings.
6. That no demolition, site clearance or building works shall be undertaken until full details of the route for construction traffic, the siting of the storage compound and the routing of all services and drainage have been submitted to and approved by the Head of Planning.
7. That no development shall take place until details have been submitted to and approved by the Head of Planning of protection measures for the trees and their roots throughout the course of the development.
8. That any excavation within the furthest extent of the spread of the canopy of any tree or tree group shown to be retained on the approved drawings shall only be carried out by hand or by tools held in the hand.

APPENDIX 4 - TREE WORKS APPLICATION FORM



For office use only	
Number	
Date of Registration	Last date for Decision
.....	.....

**EASTBOURNE BOROUGH COUNCIL**  
 The Town and Country Planning Act 1990  
 Planning (Listed Buildings and Conservation Areas) Act 1990

**APPLICATION TO CARRY OUT WORKS ON TREES**

**1. APPLICANTS DETAILS**

Applicant Name: Address:  Daytime telephone number:	Agent (if any) to whom correspondence should be sent: Name: Address:  Daytime telephone number:
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**2. THE TREE PRESERVATION ORDER/CONSERVATION AREA/COVENANT/PLANNING CONDITION**

I wish to apply to the Council for consent to carry out work on a tree or trees protected by a tree preservation order  
 I notify the Council that I intend to carry out work on a tree or trees in a Conservation Area  
 I wish to apply to the Council for consent to carry out works on a tree or trees covered by a Covenant  
 I wish to apply to the Council for consent to carry out works on a tree or trees covered by a Planning Condition  
 (delete sentence not applicable)

TREE PRESERVATION ORDER: Title and number of tree preservation order

Reference number of tree or trees on the order (if known),  
 e.g. the oak marked T1:

CONSERVATION AREA: Name of Area

COVENANT: Area of Covenant and Title

PLANNING CONDITION: Planning reference number EB/ / { }

**3. THE TREES AND THE APPLICANT'S INTEREST IN THEM**

Give the address of the land on which the tree or trees stand  
 (if different from the applicant's address given in 1. above)

Is the applicant the owner of the land? YES/ NO (delete as appropriate)  
 If not, specify the applicant's interest in the land (e.g. occupier, tenant etc.)

4. THE APPLICATION

Please describe the application by completing the table below.  
 Specify the tree(s) to which the application relates.  
 Describe the work you wish to carry out.  
 Give your reasons for making the application.

TREE(S)	NO. ON PLAN BELOW	PROPOSED OPERATIONS	REASONS

5. PLAN

In the space below, please provide a sketch or street plan showing the location of the tree(s) in relation to surrounding property.

Sign and date your application and send your completed form to Eastbourne Borough Council, Development Control, 68 Grove Road, Eastbourne, East Sussex BN21 4JH. The Council will acknowledge your application as soon as possible.

Signed:

Date:

NOTE: If you want to carry out work other than felling, (for example, pruning or pollarding) please describe what you want to do as accurately as possible. Vague applications will take longer to process.

## APPENDIX 5 – NATIVE / NATURALISED TREE SPECIES

## Common Trees and their Characteristics

Common Name	Latin Name	Soil Type	Mature Height	Growth Rate
Alder	<i>Alnus Glutinosa</i>	All	M	F
Ash	<i>Fraxinus excelsior</i>	Alk	L	M
Beech	<i>Fagus sylvatica</i>	All	L	M
Blackberry	<i>Rubus Fruiticusos</i>	All	S	F
Blackthorn	<i>Prunus spinosa</i>	All	S	S
Buddleia	<i>Buddleia davidii</i>	Alk	S	M
Cherry, Wild	<i>Prunus avium</i>	All	M	M
Chestnut, Horse	<i>Aesculus hippocastanum</i>	Alk	M	F
Dogwood	<i>Cornus sanguinea</i>	Alk	L	M
Elder	<i>Sambucus nigra</i>	Alk	S	M
Gorse	<i>Ulex europaeus</i>	All	S	S
Guelder-rose	<i>Viburnham opulus</i>	Alk	M	S
Hawthorn	<i>Crataegus monogyna</i>	All	S	S
Holly	<i>Ilex aquifolium</i>	All	M	S
Hornbeam	<i>Carpinus betulus</i>	Alk	L	M
Lime	<i>Tilia cordata</i>	Alk	L	M
Maple, Field	<i>Acer campestre</i>	Alk	M	M
Oak	<i>Quercus robur</i>	All	L	M
Pine, Scots	<i>Pinus sylvestris</i>	Acid	L	M
Privet, Wild	<i>Ligustrum vulgare</i>	Alk	S	M
Rose, Dog	<i>Rosa canina</i>	All	S	F
Rowan	<i>Sorbus aucuparia</i>	Acid	M	F
Sycamore	<i>Acer pseudoplatanus</i>	All	L	F
Wayfaring	<i>Viburnham lantana</i>	Alk	M	S
Whitebeam	<i>Sorbus aria</i>	Alk	M	M
Willow, Goat	<i>Salix caprea</i>	All	M	F
Yew	<i>Taxus baccata</i>	Alk	M	S

## Key:

Soil Types – Alk – Alkaline

Mature Height – S – Small, M – Medium, L – Large

Growth Rates – S – Slow, M – Medium, F – Fast

**APPENDIX 6 - MONITORING SHEET**

ADDRESS OF SITE:

PROPOSED DEVELOPMENT:

PLANNING APPLICATION REF:

DATE:

WORKS CURRENTLY UNDERWAY:

WORKS EXPECTED TO TAKE PLACE OVER THE NEXT FORTNIGHT:

CONTACT NAME AND TELEPHONE NUMBER: