

# Applying to remove a tree or hedge

If approval is required, your application will need:

- Your tree surgeon's recommendations
- A short report from a tree surgeon, on headed paper - including details of the location of the tree/hedge, species, height, faults and any proposed replacement species where appropriate. (We'll need this before we can proceed with your application)
- A photograph of the tree/hedge and a plan showing its position
- Details of replacement tree/s or hedge

After receiving all the information above, our Tree Specialist will make an inspection before we grant permission. This usually takes around three to four weeks

## Privacy Policy:

The Heritage Advisory Team, part of Letchworth Garden City Heritage Foundation, will store your data securely in our data systems.

We will use your correspondence and/or email details that you have provided, in order to communicate with you in relation to your application.

If your ownership is under a Sub or Under Lease, we may consult your Head Lessee with regard to your application. There is a legal obligation to obtain consent from your Head Lessee.

We will store your data in order to create a historic record of Landlords Consent applications; this is a legal obligation. Proof of any Landlords Consent decisions will be required when a property changes hands or enfranchises (purchase the Freehold).

Please follow this link to access the Letchworth Garden City Heritage Foundation's Corporate Privacy Policy:

**[letsworth.com/privacy-cookies](https://letsworth.com/privacy-cookies)**

If you have any questions about our Privacy Policy, including any requests to exercise your rights, please contact the Foundation's Company Secretary using the details set out below:

**Letchworth Garden City Heritage Foundation**

Foundation House, Icknield Way, Letchworth Garden City, Hertfordshire SG6 1GD

**Tel: 01462 476007**

**[response@letsworth.com](mailto:response@letsworth.com)**

## Why do you need our permission?

Letchworth Garden City has a Scheme of Management which means that trees or hedges normally require our approval before they are removed.

Approval is not required to top, lop, pollard or prune existing trees or hedges.

Some properties have similar requirements in their leases.

These controls help us to work with you, to protect the special character of the Garden City.

Approval may be required from North Hertfordshire District Council and we advise you to contact them before undertaking any alterations.

## Apply Online:

If you would prefer, you can now use our Online Application Portal **[letsworth.com/your-home](https://letsworth.com/your-home)**

## Send your completed form to us:

**Heritage Advisory Centre**

43 Station Road, Letchworth Garden City  
Hertfordshire, SG6 3BQ

**Tel: 01462 476017**

**[home@letsworth.com](mailto:home@letsworth.com)**

**Letchworth  
Garden City**  
Heritage Foundation

## Your application:

Your name (or client's name):

Address of property:

Postcode:

Email:

Telephone (daytime):

Mobile:

## Your Tree Surgeon:

Name and address of Tree Surgeon:

Postcode:

Email:

Telephone (daytime):

Mobile:

Species and location of tree/hedge:

More details about why an inspection is required:

**Are you?** (Please tick appropriate box)

**Freehold Owner**    **Ground Lessee**    **Tenant** (If you are a tenant you will need to apply to your Housing Association or Landlord)

**Signed:**

**Print name:**

**Date:**

By signing this application form, you give consent for the Heritage Foundation to contact you on all aspects of your application. If you have an under or sub lease, your information may be passed to your head lessee.

## Office use only:

From: Heritage Advisory Team

To: Case Officer

Application No:

Conservation area:

## Site visit comments:

Recommendations:    **Approve**    **Refuse**    **Part approve/Part refuse**

Tree or Hedge:

Faults:

Replacement Planting?    **No**    **Yes. Agree Species:**

Tree or Hedge:

Faults:

Replacement Planting?    **No**    **Yes. Agree Species:**

Tree or Hedge:

Faults:

Replacement Planting?    **No**    **Yes. Agree Species:**

**Signed:**

**Print name:**

**Date:**