

# 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 written permission. This usually takes around three to four weeks

## Privacy Policy:

The Heritage Advice Service, 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:

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

One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF

**Tel: 01462 530350**

**[response@letchworth.com](mailto:response@letchworth.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.

## Send your completed form to us:

**Heritage Advice Service**

One Garden City, Broadway, Letchworth Garden City, Hertfordshire, SG6 3BF

**Tel: 01462 530335**

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

## Apply Online:

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

**Letchworth  
Garden City**  
Heritage Foundation

### Your application:

Please tick to confirm we may contact you by email and issue the decision documentation to you

Your name (or client's name):

Address of property:

Postcode:

Email:

Telephone (daytime):

Mobile:

### Your Tree Surgeon:

Please tick to confirm we may contact you by email and issue the decision documentation to you

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:**

If a tree or hedge has already been removed and you are submitting a retrospective application, please provide:

- A photograph of the tree/hedge and a plan showing its position
- Reason for removal
- The date that the works were carried out
- Payment (cheque/BACS/Debit/Credit card)

Please note that if the tree or hedge was deemed as being dangerous, diseased or dying, then a retrospective fee is not applicable. A tree surgeon's report should be submitted in this instance alongside photographic evidence of the condition of the tree.

The fee for a retrospective application is £216 (including VAT).

Cheque payments: Please make cheques payable to Letchworth Garden City Heritage Foundation and write the address of the application property on the back of the cheque. Please note that we cannot issue a decision until this cheque has cleared.

Debit/credit card payments: Please contact our Finance Team on 01462 530384 between 9am and 3pm Monday-Friday

BACS payments: (A/C NO: 41071344 Sort Code: 60-13-08). Please add the property address as reference