Grants for works to trees in Conservation Areas or protected by a Tree Preservation Order

Guidance Notes

South Gloucestershire Council runs a grant scheme to assist owners of trees covered by a Tree Preservation Order (TPO) or within a Conservation Area, to undertake tree works. The grants are discretionary and work to trees affected by development will not be eligible for grant aid.

**Conditions**

- The grant assistance should be requested by letter when written consent to carry out the works has been received from the Council.
- Three estimates for the proposed tree works must be provided. Please ensure the estimates are itemised for each tree on which you wish to carry out work.
- Subject to the availability of funds, grants will be paid where works are carried out in order to maintain the health and prolong the life of the trees.
- The works must be carried out to the appropriate British Standard for tree work (BS3998: 1989).
- Grants are not available for the felling of trees or removal of deadwood.
- Grants are discretionary. Works to trees affected by development will not be eligible for grant aid.
- In order to be eligible for grant aid, the work must be carried out within 1 year of the date of the application. After this time, the offer of grant will lapse and retrospective claims will not be accepted.
- The grant payable will not exceed 50% of the cost of the approved works up to a maximum of £75 per tree and £500 per application.

**Procedure**

1. Request for grant assistance and copies of the estimates for the works to be submitted when written consent to carry out the works has been received by the applicant or their agent.
2. Any allocation will be notified when the request has been assessed.
3. On completion of the works, the owner sends a copy of the receipted invoice to:
   The Tree Officer, Natural and Built Environment Team, PO Box 2081, South Gloucestershire, BS35 9BP.

The Tree Officer will then inspect the trees/s and arrange for the grant to be paid if the works are satisfactory. Should you wish to discuss any matters concerning the allocation of grants please call the Tree Officer on 01454 863554.

Further information can be found on the Council website www.southglos.gov.uk/environmentalgrants

This information can be made available in other languages, in large print, Braille or on audio tape. Please phone 01454 868004 if you need any of these or any other help to access Council Services.
Grants for works to trees in Conservation Areas or protected by a Tree Preservation Order

Application Form

Completing the application form

Please ensure you have read the guidance notes before completing the form. Please submit the completed form and supporting information to:

Natural and Built Environment Team
South Gloucestershire Council
PO Box 2081
South Gloucestershire
BS35 9BP

Tel 01454 863725/863581
Fax 01454 864473

If you prefer you can request an electronic copy of this application form in Word format. This can be emailed with scanned copies of supporting information to naturalenvironment@southglos.gov.uk

If you would like assistance in completing the application form please contact our tree officer on 01454 863554.

Further information can be found on the Council website www.southglos.gov.uk/environmentalgrants

This information can be made available in other languages, in large print, Braille or on audio tape. Please phone 01454 868004 if you need any of these or any other help to access Council Services.
1. APPLICANTS DETAILS

Applicants Name: ..........................................................................................................................
Address: ......................................................................................................................................
Daytime telephone number: .......................................................................................................... 
Mobile: ......................................................................................................................................... 
Email: ........................................................................................................................................... 
TPO Application / Conservation Area Notification reference no. (E.g. PT10/1234/TRE): ........ 

2. ADDRESS/LOCATION OF SITE (if different from 1. above)

Address: ........................................................................................................................................
Postcode: ...................................................................................................................................... 
Grid reference: .............................................................................................................................. 
The application should be accompanied by a plan showing the location of the site.

3. DESCRIPTION OF TREE WORKS

For each tree you wish to apply for grant assistance please describe the works for that you have been given consent to carry out: (Remember: tree felling and removal of dead wood are not eligible for grant)

Please describe the works that you are proposing:

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4. CHECK LIST

I enclose independent written itemised estimates for the work proposed

5. APPLICATION CONFIRMATION

I confirm that I have read and agree to abide by the conditions attached to an offer of grant aid. I also declare that to the best of my knowledge all statements I have made on this application form are correct.

Signed: ..........................................................................................................................

Date: .........................................................................................................................

This authority is under a duty to protect the public funds it administers, and to this end may use the information provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Personal data supplied will be held in confidence under the terms of the Data Protection Act.

Disclaimer
South Gloucestershire Council reserves the right to vary the terms of its grants.

OFFICE USE
Date received: ..................................................................................................................