



# City of Doncaster Council

## **Dead or dangerous trees and branches** **Notification for a 5-Day Notice for work on a Protected Tree**

### **Background**

If a dead or dangerous tree(s) that is protected by a Tree Preservation Order (TPO) or in a conservation area you must give the Council at least five working days' notice before you carry out works. If you take down or do other works to a tree in an emergency, you must notify the Council in writing as soon as possible after the works become necessary. You could be prosecuted if we think you've carried out unauthorised works.

This guidance note provides further information therefore on what to do if you think a protected tree is unsafe and needs to be removed, or works undertaken to it, urgently. It is not to be used for making applications to works to a tree(s) with a TPO or located within a conservation area in all other circumstances. More information is available on our [website](#) for such - please see 'How do I get consent to prune or fell a protected tree'.

### **Process**

1. **Determine Tree Status** - Identify whether the tree in question is protected under TPO or falls within a conservation area. This information is crucial for deciding the appropriate notice period and ensuring compliance with local regulations. The Council's [online map](#) will be able to assist with this check.
2. **Prepare Required Documentation** - Gather all necessary information and documentation related to the proposed tree work. This may include a site plan detailing the location of the tree, a description of the proposed work, and any supporting documents to justify the necessity of the proposed works.
3. **Complete the 5-Day Notice Form** - You can access our 5-Day Notice form online via the Council's website. Ensure the form is completed accurately and includes all necessary details about the proposed works.
4. **Submit the Notice** - Submit the completed 5-Day Notice form to ourselves as the local planning authority for Doncaster. Completed forms should be e-mailed to: [protectedtrees@doncaster.gov.uk](mailto:protectedtrees@doncaster.gov.uk)

**Civic Office, Floor 2**

Planning Services, Planning Policy & Environment Team, Waterdale, Doncaster, DN1 3BU

5. **Wait for Confirmation** - After submission, await confirmation from ourselves as the local planning authority acknowledging receipt of the 5-Day Notice. This confirmation may include details about the assigned tree officer and contact information for any inquiries.
6. **Review by the tree officer** - The tree officer will review the submitted notice and assess whether the proposed tree work complies with regulations. They may request additional information or clarification if needed.
7. **Decision Notification** - Receive the decision notification from ourselves as the local planning authority within the specified timeframe. If the proposed works are approved, follow any conditions outlined in the decision. If refused, seek clarification on the reasons and explore alternative solutions.
8. **Commence Approved Works** - If the 5-Day Notice is approved, commence the tree works within the specified timeframe and in accordance with any conditions set by ourselves as the local planning authority.
9. **Record Keeping** - Maintain detailed records of the approved 5-Day Notice, including the decision notice, correspondence with the tree officer, and any documentation related to the tree work. These records may be requested for future reference or audits.