

CHECKLIST FOR PLANNERS

This checklist is part of the [Staffordshire Developers and Public Bodies Toolkit for Designing, Planting and Managing Public Realm Trees](#). It is to be used as an aide-mémoire to help put the principles presented in the Toolkit into practice and ensure that new developments contribute to their best potential towards the successful inclusion of trees in the public realm.

Ahead of developments, do you:

- Work with the forward planning team to ensure that allocated sites have been subject to an arboricultural assessment?
- Update or place tree preservation orders where appropriate to ensure that trees with significant potential amenity value are protected?
- Seek advice from a tree specialist to confirm that the right level of information regarding arboricultural matters is included in the local list, including for schemes that are submitted in outline form?
- Confirm that officers handling validation understand what tree-related information they should expect to see included in an application?

When giving pre-application advice, do you:

- Where existing trees are present on site, encourage applicants to bring to the meeting a BS 5837:2012 compliant tree survey and draft tree constraints plan for pre-application discussion?
- Communicate to the applicant the importance both your Authority and Staffordshire County Council place on the inclusion of trees in the public realm:
 - Providing them with relevant local policy references, applicable design guidelines, together with a copy of the [‘Staffordshire Developers and Public Bodies Toolkit for Designing and Managing Public Realm Trees’](#) and of the associated [Checklist for developers](#)?
 - Emphasising that, even for outline consent, some specifics about the key elements of the landscape scheme – included street tree planting – will be expected?
- Highlight the need for the applicant to maximise the use of common utility enclosure (new large or greenfield development) or shared utility trenches (smaller infill or retrofit situations)?
- Encourage the applicant to take an integrated approach to the landscape scheme (including street trees) and the drainage strategy?
- Encourage the applicant to use tree planting to reinforce the street hierarchy, secure adequate design speeds and encourage walking and cycling?

While conducting negotiations and preparing recommendations on a decision, do you:

- Where existing trees are present onsite, seek confirmation from a tree specialist that the tree protection plan and arboricultural method statement are satisfactory?
- Use conditions to require, where appropriate, the creation common utility enclosure (new large or greenfield development) or shared utility trenches (smaller infill or retrofit situations)?
- Use conditions to require, where appropriate, supervision from a qualified arboriculturist of the implementation of the tree protection and planting requirement of the scheme, providing photographic and written evidence.
- Use conditions to require five years of BS 8545:2014 compliant post planting care for newly planted public realm trees?
- Seek confirmation that the landscape scheme is deliverable and allow for conflict-free tree growing conditions in light of:
 - The proposed or existing location of above and below ground utilities
 - The size and quality of the tree-rooting environment
 - The proximity between trees and building (accounting tree canopy size at maturity)?
- Seek input from a tree specialist on the proposed species for the scheme?

Before discharging any tree-related planning condition, do you

- Check the evidence supplied, seeking advice from a tree-specialist or conducting a site visit when in doubt?



Broadbridge Heath, Horsham – Horsham District Council