

Trees & Development Guidelines

Appendix

Appendix 1 – TPO Amenity Assessment Sheet

The TPO Amenity Assessment Sheet is used by the Council to assess a tree for protected status. The next page illustrates an example of such a sheet. Note, it is only an example provided and the contents of the sheet will differ depending on the tree under assessment.

**TREE SURVEY FOR MAKING OF TREE PRESERVATION ORDER, VARIATION ORDER OR REVOCATION ORDER
By Individual T1, Group G1, Woodland W1, Area A1**

Location: TPO Date of Visit: 10/10/2018 Photo Taken Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Species: T001 - X	Approx Height: T001 - 1	Stem Dia (dibh): T001 - 1	Canopy Spread (m) N,E,S & W: T001 - N-1, E-1, S-1, W-1 @
Age Class: T001 - Mature	Phys Cond: Good	Visual Amenity Value: General view - Screening	Non Visual Amenity: None Visible
Structural Conditions, Recommendations & Comments T001			
Signed by (Tree Preservation Officer)		Origin of making the Order	
Date: Signed by:		No additional proposed TPO or VPO Review Signed by: (Planning Group Leader) Date:	

Appendix 2 – Coventry City Council TPO Making Process

Tree Preservation Order Procedures

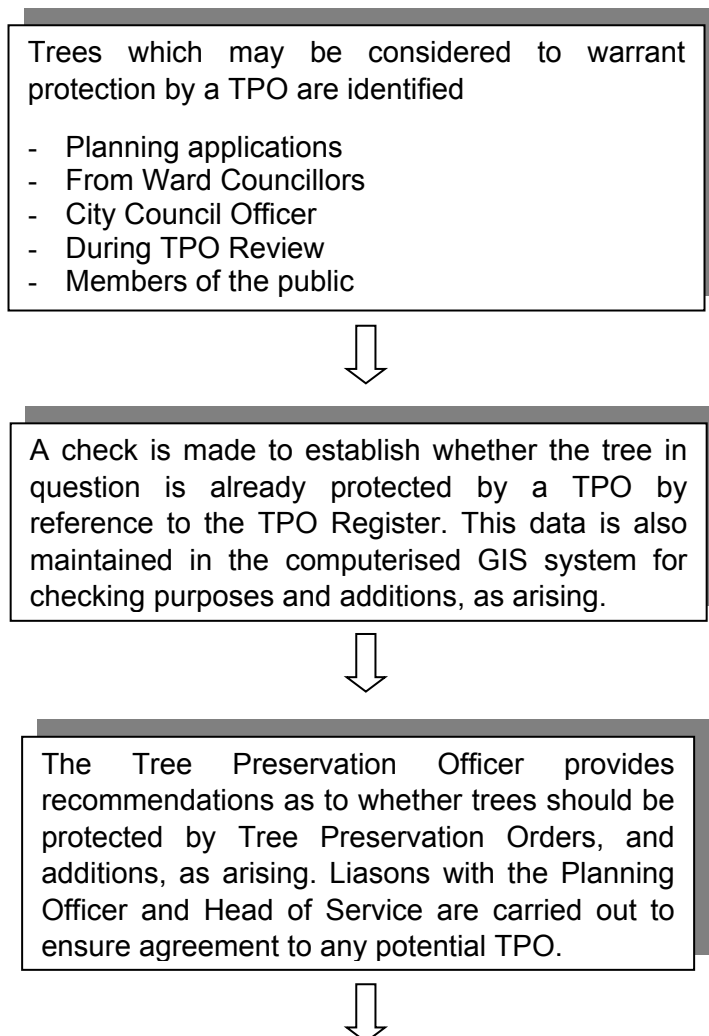
1. Scope

This process defines how Tree Preservation Orders are made and recorded.

2. Objectives

The preservation of the environment for the citizens of Coventry is a core service. The success and implementation of the process is monitored using performance indicators. Continuous improvement is reviewed through audits. Communications takes place through performance monitoring & team meetings.

3. Process



Liaison with Planning Officers are carried out to ensure agreement to any potential TPO to be confirmed.



The Officer visits the site to complete a visual tree inspection using Government Guidelines and Considerations for:

- Amenity Values
- Expediency
- Condition
- Life expectancy
- Past management history
- Proximity to buildings, highways etc
- Future growth of tree
- Amenity threat/development etc.



Photographs are taken plus a plan to record and identify the position of the tree relative to the surroundings. Details of the inspection and assessments are recorded on the TPO amenity assessment sheet.




If it is considered to be appropriate for an Order to be made, the TPO Officer marks the tree(s) onto an ordnance survey plan, generally at 1:500 or 1:1250 scale. The plan and TPO amenity assessment sheet and plan are checked and approved.

A TPO sequential number is recorded on the drawing prior to issue. The draft TPO plan is sent with a Schedule stating the tree details and locations, address of the tree owner and adjacent landowners, and the instruction letter to Legal Services stating the order's justification.



An electronic TPO file is set up for the proposed order and is identified by a sequential number from the drawing register. The TPO file will be appended with the information sent to Legal Services. Pending confirmation, the TPO file is stored in sequential order on the Council's internal computer system.



Legal Services issue a 28-day period of notice Regulation 6 Notice with provisional TPO, for receiving any objections or representations.

If no response or representations are received within a six month period, a confirmed TPO is sent to the original parties..



If an objection is raised during the 28-day objection period then it goes to Committee not later than six months further on. A site visit may be carried out by the committee accompanied by the TPO Officer and/or Planning Officer. If the Committee is in agreement with the officers, the order is confirmed and a Confirmed Order with or without Modifications is sent to the owner, neighbours and/or objector. There is no further right of appeal, apart from a High Court Challenge.

If the Committee do not agree with the making of the order, it is not confirmed and the decision notice is issued. Decision notices are placed on the TPO file, including any modifications.

4. Responsibility

It is the responsibility of the Tree Preservation Officer to carry out the processes listed and it is the responsibility of their line-manager to oversee, ensuring the process is carried out correctly.

In the absence of the TPO Officer and in an emergency, the line-manager is responsible for carrying out the process, with the assistance of another Council Tree Officer.

Appendix 3 – Tree Selection Guide^a

TREE SELECTION GUIDE							TREE SELECTION GUIDE																				
Common Name	Latin Name	Family	Tree	Height	Spreads	Fls	Plant Type	Light	Soil	Wind	Water	Temperature	Humidity	Plant Type	Light	Soil	Wind	Water	Temperature	Humidity	Plant Type	Light	Soil	Wind	Water	Temperature	Humidity
Alder	<i>Alnus</i>	Fagaceae	Tree	10m	5m	White	Deciduous	Full sun	Moist	High	High	10-20°C	50-70%	Tree	Full sun	Moist	High	High	10-20°C	50-70%	Tree	Full sun	Moist	High	High	10-20°C	50-70%
...

^aTable amended from; Sacre, K., 2018. *Species Selection: A guide to informed decision-making*. Ely: Barcham Trees. Available at: <https://www.barchampro.co.uk/species-selection-guide-informed-decision-making>.

Company Name	Country	City	Address	State	Zip	Phone	Fax	Contact Info		Company Info		Product Info		Sales Info		Marketing Info		Other Info			
								Name	Title	Year	Size	Revenue	Employees	Website	Phone	Website	Phone	Website	Phone	Website	
Acme Corp	USA	New York	123 Main St	NY	10001	212-555-1234		John Doe	VP Sales	1998	\$10M	50	www.acme.com	212-555-1234	www.acme.com	212-555-1234	www.acme.com	212-555-1234	www.acme.com	www.acme.com	
Beta Inc	USA	Los Angeles	456 Market St	CA	90001	310-555-5678		Jane Smith	CEO	2001	\$25M	100	www.beta.com	310-555-5678	www.beta.com	310-555-5678	www.beta.com	310-555-5678	www.beta.com	www.beta.com	
Gamma LLC	USA	Chicago	789 Lake St	IL	60601	312-555-9012		Mike Johnson	CEO	2005	\$15M	75	www.gamma.com	312-555-9012	www.gamma.com	312-555-9012	www.gamma.com	312-555-9012	www.gamma.com	www.gamma.com	www.gamma.com
Delta Corp	USA	San Francisco	1010 Mission St	CA	94101	415-555-3456		Sarah Lee	VP Marketing	1999	\$8M	40	www.delta.com	415-555-3456	www.delta.com	415-555-3456	www.delta.com	415-555-3456	www.delta.com	www.delta.com	www.delta.com
Epsilon Inc	USA	Seattle	2020 Pike St	WA	98101	206-555-7890		David Kim	CEO	2003	\$12M	60	www.epsilon.com	206-555-7890	www.epsilon.com	206-555-7890	www.epsilon.com	206-555-7890	www.epsilon.com	www.epsilon.com	www.epsilon.com
Zeta Corp	USA	Phoenix	3030 Central Ave	AZ	85001	602-555-2345		Emily White	VP Sales	2000	\$6M	30	www.zeta.com	602-555-2345	www.zeta.com	602-555-2345	www.zeta.com	602-555-2345	www.zeta.com	www.zeta.com	www.zeta.com
Eta LLC	USA	San Diego	4040 La Jolla Village Dr	CA	92037	619-555-6789		Chris Brown	CEO	2002	\$9M	45	www.eta.com	619-555-6789	www.eta.com	619-555-6789	www.eta.com	619-555-6789	www.eta.com	www.eta.com	www.eta.com
Theta Inc	USA	Portland	5050 NE Oregon St	OR	97201	503-555-1011		Alex Green	VP Marketing	1997	\$4M	20	www.theta.com	503-555-1011	www.theta.com	503-555-1011	www.theta.com	503-555-1011	www.theta.com	www.theta.com	www.theta.com
Iota Corp	USA	Denver	6060 E Colfax Ave	CO	80202	303-555-4567		Mia Black	CEO	2004	\$7M	35	www.iota.com	303-555-4567	www.iota.com	303-555-4567	www.iota.com	303-555-4567	www.iota.com	www.iota.com	www.iota.com
Kappa LLC	USA	San Jose	7070 Alameda Ave	CA	95120	408-555-8901		Noah Blue	VP Sales	2001	\$5M	25	www.kappa.com	408-555-8901	www.kappa.com	408-555-8901	www.kappa.com	408-555-8901	www.kappa.com	www.kappa.com	www.kappa.com
Lambda Inc	USA	San Antonio	8080 Broadway St	TX	78201	214-555-2345		Olivia Red	VP Marketing	1998	\$3M	15	www.lambda.com	214-555-2345	www.lambda.com	214-555-2345	www.lambda.com	214-555-2345	www.lambda.com	www.lambda.com	www.lambda.com
Mu Corp	USA	San Francisco	9090 Market St	CA	94102	415-555-6789		Lucas Purple	CEO	2003	\$11M	55	www.mu.com	415-555-6789	www.mu.com	415-555-6789	www.mu.com	415-555-6789	www.mu.com	www.mu.com	www.mu.com
Nu LLC	USA	San Francisco	10101 Market St	CA	94102	415-555-1011		Isabella Yellow	VP Sales	2002	\$8M	40	www.nu.com	415-555-1011	www.nu.com	415-555-1011	www.nu.com	415-555-1011	www.nu.com	www.nu.com	www.nu.com
Xi Inc	USA	San Francisco	11111 Market St	CA	94102	415-555-2345		Ethan Green	CEO	2004	\$13M	65	www.xi.com	415-555-2345	www.xi.com	415-555-2345	www.xi.com	415-555-2345	www.xi.com	www.xi.com	www.xi.com
Omicron Corp	USA	San Francisco	12121 Market St	CA	94102	415-555-6789		Ava Blue	VP Marketing	1999	\$6M	30	www.omicron.com	415-555-6789	www.omicron.com	415-555-6789	www.omicron.com	415-555-6789	www.omicron.com	www.omicron.com	www.omicron.com
Pi LLC	USA	San Francisco	13131 Market St	CA	94102	415-555-1011		Leo Purple	CEO	2001	\$9M	45	www.pi.com	415-555-1011	www.pi.com	415-555-1011	www.pi.com	415-555-1011	www.pi.com	www.pi.com	www.pi.com
Rho Inc	USA	San Francisco	14141 Market St	CA	94102	415-555-2345		Sophia Yellow	VP Sales	2003	\$10M	50	www.rho.com	415-555-2345	www.rho.com	415-555-2345	www.rho.com	415-555-2345	www.rho.com	www.rho.com	www.rho.com
Sigma Corp	USA	San Francisco	15151 Market St	CA	94102	415-555-6789		Benjamin Blue	CEO	2002	\$14M	70	www.sigma.com	415-555-6789	www.sigma.com	415-555-6789	www.sigma.com	415-555-6789	www.sigma.com	www.sigma.com	www.sigma.com
Tau LLC	USA	San Francisco	16161 Market St	CA	94102	415-555-1011		Charlotte Purple	VP Marketing	1998	\$7M	35	www.tau.com	415-555-1011	www.tau.com	415-555-1011	www.tau.com	415-555-1011	www.tau.com	www.tau.com	www.tau.com
Upsilon Inc	USA	San Francisco	17171 Market St	CA	94102	415-555-2345		William Yellow	CEO	2004	\$16M	80	www.upsilon.com	415-555-2345	www.upsilon.com	415-555-2345	www.upsilon.com	415-555-2345	www.upsilon.com	www.upsilon.com	www.upsilon.com
Phi Corp	USA	San Francisco	18181 Market St	CA	94102	415-555-6789		Amelia Blue	VP Sales	1999	\$5M	25	www.phi.com	415-555-6789	www.phi.com	415-555-6789	www.phi.com	415-555-6789	www.phi.com	www.phi.com	www.phi.com
Chi LLC	USA	San Francisco	19191 Market St	CA	94102	415-555-1011		Robert Purple	CEO	2001	\$11M	55	www.chi.com	415-555-1011	www.chi.com	415-555-1011	www.chi.com	415-555-1011	www.chi.com	www.chi.com	www.chi.com
Psi Inc	USA	San Francisco	20201 Market St	CA	94102	415-555-2345		Victoria Yellow	VP Marketing	1997	\$8M	40	www.psi.com	415-555-2345	www.psi.com	415-555-2345	www.psi.com	415-555-2345	www.psi.com	www.psi.com	www.psi.com
Omega Corp	USA	San Francisco	21211 Market St	CA	94102	415-555-6789		Jack Blue	CEO	2003	\$12M	60	www.omega.com	415-555-6789	www.omega.com	415-555-6789	www.omega.com	415-555-6789	www.omega.com	www.omega.com	www.omega.com

ID	Name	Type	Location				Status	Date
			City	State	Country	Region		
1	John Doe	Person	New York	USA	North America	Active	2023-10-27	
2	Jane Smith	Person	California	USA	North America	Active	2023-10-28	
3	Bob Johnson	Person	Texas	USA	North America	Active	2023-10-29	
4	Alice Brown	Person	Florida	USA	North America	Active	2023-10-30	
5	Charlie Davis	Person	Illinois	USA	North America	Active	2023-10-31	
6	Diana Prince	Person	Washington	USA	North America	Active	2023-11-01	
7	Edward Nigma	Person	Massachusetts	USA	North America	Active	2023-11-02	
8	Fiona Glenanne	Person	Ontario	Canada	North America	Active	2023-11-03	
9	George Costanza	Person	New York	USA	North America	Active	2023-11-04	
10	Helen Mirren	Person	London	UK	Europe	Active	2023-11-05	
11	Ian McKellen	Person	London	UK	Europe	Active	2023-11-06	
12	Jennifer Lawrence	Person	Kentucky	USA	North America	Active	2023-11-07	
13	Kevin Costner	Person	Nebraska	USA	North America	Active	2023-11-08	
14	Liam Neeson	Person	Dublin	Ireland	Europe	Active	2023-11-09	
15	Mel Gibson	Person	Victoria	Australia	Oceania	Active	2023-11-10	
16	Natalie Portman	Person	Jerusalem	Israel	Asia	Active	2023-11-11	
17	Oscar Isaac	Person	New York	USA	North America	Active	2023-11-12	
18	Penelope Cruz	Person	Madrid	Spain	Europe	Active	2023-11-13	
19	Ryan Murphy	Person	California	USA	North America	Active	2023-11-14	
20	Sally Field	Person	California	USA	North America	Active	2023-11-15	
21	Tom Cruise	Person	Tennessee	USA	North America	Active	2023-11-16	
22	Uma Thurman	Person	California	USA	North America	Active	2023-11-17	
23	Will Smith	Person	Pennsylvania	USA	North America	Active	2023-11-18	
24	Zoe Saldana	Person	Florida	USA	North America	Active	2023-11-19	

ID	Name	Type	Location				Status	Date
			City	State	Country	Region		
25	Adam Sandler	Person	California	USA	North America	Active	2023-11-20	
26	Alfred Hitchcock	Person	London	UK	Europe	Active	2023-11-21	
27	Angelina Jolie	Person	California	USA	North America	Active	2023-11-22	
28	Ben Affleck	Person	Massachusetts	USA	North America	Active	2023-11-23	
29	Cate Blanchett	Person	Adelaide	Australia	Oceania	Active	2023-11-24	
30	Chadwick Boseman	Person	Georgia	USA	North America	Active	2023-11-25	
31	Cristina Scriver	Person	London	UK	Europe	Active	2023-11-26	
32	Denzel Washington	Person	Washington	USA	North America	Active	2023-11-27	
33	Dianna Agron	Person	California	USA	North America	Active	2023-11-28	
34	Dustin Diamond	Person	California	USA	North America	Active	2023-11-29	
35	Ewan McGregor	Person	Perth	Australia	Oceania	Active	2023-11-30	
36	Faye Dunaway	Person	California	USA	North America	Active	2023-12-01	
37	Gene Hackman	Person	California	USA	North America	Active	2023-12-02	
38	Geoffrey Rush	Person	Perth	Australia	Oceania	Active	2023-12-03	
39	Greg Kinnear	Person	California	USA	North America	Active	2023-12-04	
40	Harvey Keitel	Person	New York	USA	North America	Active	2023-12-05	
41	Hugh Grant	Person	London	UK	Europe	Active	2023-12-06	
42	Idina Menzel	Person	New York	USA	North America	Active	2023-12-07	
43	Jack Black	Person	California	USA	North America	Active	2023-12-08	
44	Jane Fonda	Person	California	USA	North America	Active	2023-12-09	
45	Jean-Claude Van Damme	Person	Brussels	Belgium	Europe	Active	2023-12-10	
46	Jessie J	Person	London	UK	Europe	Active	2023-12-11	
47	Jim Carrey	Person	California	USA	North America	Active	2023-12-12	
48	Jordan Peele	Person	California	USA	North America	Active	2023-12-13	
49	Julianne Moore	Person	New York	USA	North America	Active	2023-12-14	
50	Keanu Reeves	Person	California	USA	North America	Active	2023-12-15	
51	Kerry Washington	Person	California	USA	North America	Active	2023-12-16	
52	Kyle Chandler	Person	California	USA	North America	Active	2023-12-17	
53	Lance Reddick	Person	California	USA	North America	Active	2023-12-18	
54	Laura Linney	Person	California	USA	North America	Active	2023-12-19	
55	Lea Michele	Person	California	USA	North America	Active	2023-12-20	
56	Leighton Meester	Person	California	USA	North America	Active	2023-12-21	
57	Liam Hemsworth	Person	Victoria	Australia	Oceania	Active	2023-12-22	
58	Lily Tomlin	Person	California	USA	North America	Active	2023-12-23	
59	Lin-Manuel Miranda	Person	New York	USA	North America	Active	2023-12-24	
60	Lisa Kudrow	Person	California	USA	North America	Active	2023-12-25	
61	Lou Lloberty	Person	California	USA	North America	Active	2023-12-26	
62	Louis L'Amour	Person	California	USA	North America	Active	2023-12-27	
63	Louis L'Amour	Person	California	USA	North America	Active	2023-12-28	
64	Louis L'Amour	Person	California	USA	North America	Active	2023-12-29	
65	Louis L'Amour	Person	California	USA	North America	Active	2023-12-30	
66	Louis L'Amour	Person	California	USA	North America	Active	2023-12-31	
67	Louis L'Amour	Person	California	USA	North America	Active	2024-01-01	
68	Louis L'Amour	Person	California	USA	North America	Active	2024-01-02	
69	Louis L'Amour	Person	California	USA	North America	Active	2024-01-03	
70	Louis L'Amour	Person	California	USA	North America	Active	2024-01-04	
71	Louis L'Amour	Person	California	USA	North America	Active	2024-01-05	
72	Louis L'Amour	Person	California	USA	North America	Active	2024-01-06	
73	Louis L'Amour	Person	California	USA	North America	Active	2024-01-07	
74	Louis L'Amour	Person	California	USA	North America	Active	2024-01-08	
75	Louis L'Amour	Person	California	USA	North America	Active	2024-01-09	
76	Louis L'Amour	Person	California	USA	North America	Active	2024-01-10	
77	Louis L'Amour	Person	California	USA	North America	Active	2024-01-11	
78	Louis L'Amour	Person	California	USA	North America	Active	2024-01-12	
79	Louis L'Amour	Person	California	USA	North America	Active	2024-01-13	
80	Louis L'Amour	Person	California	USA	North America	Active	2024-01-14	
81	Louis L'Amour	Person	California	USA	North America	Active	2024-01-15	
82	Louis L'Amour	Person	California	USA	North America	Active	2024-01-16	
83	Louis L'Amour	Person	California	USA	North America	Active	2024-01-17	
84	Louis L'Amour	Person	California	USA	North America	Active	2024-01-18	
85	Louis L'Amour	Person	California	USA	North America	Active	2024-01-19	
86	Louis L'Amour	Person	California	USA	North America	Active	2024-01-20	
87	Louis L'Amour	Person	California	USA	North America	Active	2024-01-21	
88	Louis L'Amour	Person	California	USA	North America	Active	2024-01-22	
89	Louis L'Amour	Person	California	USA	North America	Active	2024-01-23	
90	Louis L'Amour	Person	California	USA	North America	Active	2024-01-24	
91	Louis L'Amour	Person	California	USA	North America	Active	2024-01-25	
92	Louis L'Amour	Person	California	USA	North America	Active	2024-01-26	
93	Louis L'Amour	Person	California	USA	North America	Active	2024-01-27	
94	Louis L'Amour	Person	California	USA	North America	Active	2024-01-28	
95	Louis L'Amour	Person	California	USA	North America	Active	2024-01-29	
96	Louis L'Amour	Person	California	USA	North America	Active	2024-01-30	
97	Louis L'Amour	Person	California	USA	North America	Active	2024-01-31	
98	Louis L'Amour	Person	California	USA	North America	Active	2024-02-01	
99	Louis L'Amour	Person	California	USA	North America	Active	2024-02-02	
100	Louis L'Amour	Person	California	USA	North America	Active	2024-02-03	

Appendix 4 – Arboricultural Site Monitoring Sheet

An example of the Arboricultural Site Monitoring Sheet is shown overleaf. It is used by the Council to monitor the protection of trees during the construction phase of development, and to assess the trees health upon the completion of the sites building work.

Arboricultural site monitoring sheet



Client	
Project	
Inspector	
Others present	
Date	
Weather	
Sheet detail	
Sheet number	

Aspect to be monitored	Yes	No	Comments	Signature
1. Has the protective fencing been installed?				
2. Are the information signs on the protective fencing in place?				
3. Has the protective fencing been moved?				
4. Have the trees sustained visible damage since the previous inspection?				
5. Has the condition of the trees altered since the previous inspection?				
6. Are there any scheduled works within the protective fencing?				
7. Have those works been agreed in writing with the local planning authority?				
8. Is the ground protection sufficient?				
9. Are any additional measures required to protect the trees?				
10. Can the protective fencing be removed?				

Notes

Appendix 5 – Contact Details of Useful Organisations, Societies and Bodies

Government & Official Bodies

Ministry of Housing Communities and Local Government
2 Marsham Street
London
SQ1P 4DF

Telephone: +44(0) 30 3444 0000
Email: newsdesk@communities.gsi.gov.uk
Website: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

The British Standards Institution
389 Chiswick High Road
London
W4 4AL

Telephone: +44(0) 20 8996 7001
Email: cservices@bsigroup.com
Website: <https://www.bsigroup.com/en-GB/>

Natural England
County Hall
Spetchley Road
Worcester
WR5 2NP

Telephone: +44(0) 30 0060 3900
Email: enquiries@naturalengland.org.uk
Website: <https://www.gov.uk/government/organisations/natural-england>

Forestry Commission
620 Bristol Business Park
Coldharbour Lane
Bristol
BS16 1EJ

Telephone: +44(0) 30 0067 4000
Email: fe.England@forestry.gsi.gov.uk
Website: <https://www.forestry.gov.uk/england>

Professional Associations

The Arboricultural Association
The Malthouse
Stroud Green
Standish
Stonehouse
Gloucestershire
GL10 3DL

Telephone: +44(0) 12 4252 2152
Email: admin@trees.org.uk
Website: <https://www.trees.org.uk/>

National Association of Tree Officers
3 Church Street
Eccles
Manchester
M30 0DF

Telephone: +44(0) 16 1870 6800
Email: admin@nato.org.uk
Website: <http://nato.org.uk/>

Landscape Institute
107 Grays Inn Road
London
WC1X 8TZ

Telephone: +44(0) 20 7685 2640
Email: contact@landscapeinstitute.org
Website: <https://www.landscapeinstitute.org/>

Institute of Chartered Foresters
59 George Street
Edinburgh
EH2 2JG

Telephone: +44(0) 13 1240 1425
Email: icf@charteredforesters.org
Website: <https://www.charteredforesters.org/>

Action Groups

The Tree Council
4 Dock Offices
Surrey Quays Road
London
SE16 2XU

Telephone: +44(0) 20 7407 9992
Email: info@treecouncil.org.uk
Website: <https://www.treecouncil.org.uk/>

Coventry Tree Warden Network
Email: trees@ctwn.org.uk
Website: <http://www.ctwn.org.uk/index.html>

The Woodland Trust
Kempton Way
Grantham
Lincolnshire
NG31 6LL

Telephone: +44(0) 33 0333 3300
Email: england@woodlandtrust.org.uk
Website: <http://www.woodlandtrust.org.uk/>

Warwickshire Wildlife Trust
Brandon Marsh Nature Centre
Brandon Lane
Coventry
CV3 3GW

Telephone: +44(0) 24 7630 2912
Email: enquiries@wkwt.org.uk
Website: <http://www.warwickshirewildlifetrust.org.uk/>

Campaign to Protect Rural England
5-11 Lavington Street
London
SE1 0NZ

Telephone: +44(0) 20 7981 2800
Email: info@cpre.org.uk
Website: <http://www.cpre.org.uk/>