

**WORKS TO TREES  
NO FACULTY REQUIRED IF PRIOR CONDITIONS MET**

<b>Case Number (Office use only)</b>
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This Form **MUST** be completed where the approval of the Archdeacon/DAC is required

<b>Diocese of:</b>		
<b>Parish of:</b>		
<b>Church of:</b>		
<b>Name of Applicant: (BLOCK CAPITALS)</b>		
<b>Position of Applicant: (BLOCK CAPITALS)</b>		
<b>Address:</b>		
<b>Telephone:</b>		
<b>Email address:</b>		
<b>Details of proposed works (MUST be completed)</b>		

**PLEASE INDICATE WITH AN "X" THE APPROVAL BEING SOUGHT: -**

**A FELLING: -**

Because of disease, or for safety reasons relating to buildings or people  
**N.B.** felling for other reasons of a sound tree requires a faculty

**B LOPPING AND TOPPING: -**

1. Removal of major deadwood (more than 50mm in diameter)

2. Removal of split and hanging limbs and other standard remedial work

3. Major surgery for purposes of good management such as cable bracing, crown reduction and removal of major limbs

**C EMERGENCY WORK: -**

on the grounds of public safety and high risk of damage to the church or surrounding property

**D PLANTING: -**

Up to three trees  
**N.B.** a scheme of planting more than 3 trees requires a faculty

## Advisory Committees for the Care of Churches of the Dioceses of Coventry and Leicester

### DECLARATION

I declare that:

1. The proposed works do not involve digging which could have archaeological implications or affect any listed churchyard memorial
2. There is no reason to suppose that the proposals would be opposed by a significant body of opinion in the Parish
3. The work has not yet commenced

**Signed:**

**Date:**

### PAPERS WHICH MUST ACCOMPANY THIS FORM: -

1. The written report of an arboricultural expert
2. The written consent of the local planning authority in respect of work to tree(s) subject to a Tree Preservation Order (TPO) under the Town and Country Planning Act 1990, or in a conservation area
3. A plan of the churchyard showing the position of the tree(s) in relation to the church, churchyard wall or any buildings adjoining the churchyard
4. Photographs of tree(s) to be felled
5. A copy of the resolution of the PCC, or Standing Committee, authorising the work

### NOTES: -

1. Please return this form and accompanying papers to: The DAC Secretary, 1 Hill Top, Coventry, CV1 5AB. **N.B. If this Form and the supporting papers are returned to Church House, Leicester there may be a delay in considering the application.**
2. The applicants **MUST** await authorisation to proceed. If authorised a copy of this Form, signed by the Archdeacon or DAC Secretary will be issued.
3. If, at any stage, it is considered that the matter should be dealt with by faculty, then the necessary documents will be forwarded to the applicants.
4. Where any work is carried out in accordance with this Schedule: -
  - a. It shall be done in accordance with any guidelines issued with this form
  - b. A record of the work shall be entered into the Log Book together with photographs of the tree(s) to be felled

### Authorisation

I hereby authorise this application for Works to Trees not requiring a Faculty, subject to the condition(s) in the accompanying letter

**Signed:**

**Archdeacon/DAC Secretary**

**Date:**