



Applying to remove a tree or hedge



In Letchworth Garden City

Revised February 2025

**Letchworth
Garden City**
Heritage Foundation

Your application:

Please provide:

- Your tree surgeon's recommendations and a short report, on headed paper, including details of location of the tree/hedge, species, faults and reason for removal
- Photographs of the tree/hedge
- Site plan showing the position of all trees and hedges including those to be removed
- Details of replacement tree/s or hedge including species and location

After receiving the information above, our Tree Officer may request further information or carry out an inspection before compiling a report with recommendations.

We will then issue the decision to you in writing. This usually takes around four to six weeks.

Privacy Policy:

The Heritage and Stewardship team, part of Letchworth Garden City Heritage Foundation, will store your data securely in our data systems.

We will use your correspondence and/or email details that you have provided, in order to communicate with you in relation to your application.

If your ownership is under a Sub or Under Lease, we may consult your Head Lessee with regard to your application.

There is a legal obligation to obtain consent from your Head Lessee.

We will store your data in order to create a historic record of Landlords Consent applications; this is a legal obligation. Proof of any Landlords Consent decisions will be required when a property changes hands or enfranchises (purchase the Freehold).

Please follow this link to access the Letchworth Garden City Heritage Foundation's Corporate Privacy Policy: letchworth.com/privacy-cookies

If you have any questions about our Privacy Policy, including any requests to exercise your rights, please contact the Foundation's Company Secretary using the details set out below:

Letchworth Garden City Heritage Foundation

One Garden City, Broadway,
Letchworth Garden City,
Hertfordshire, SG6 3BF

Tel: 01462 530 350
response@letchworth.com

Why do you need our permission?

Letchworth Garden City has a Scheme of Management which means that trees or hedges normally require our approval before they are removed.

Approval is not required to top, lop, pollard or prune existing trees or hedges.

Some properties have similar requirements in their leases.

These controls help us to work with you, to protect the special character of the Garden City.

Approval may be required from North Hertfordshire District Council and we advise you to contact them before undertaking any alterations.

Send your completed form to us:

Heritage and Stewardship

One Garden City, Broadway,
Letchworth Garden City,
Hertfordshire, SG6 3BF

Tel: 01462 530 335

home@letchworth.com

Apply Online:

If you would prefer, you can use our Online Application Portal: portal.letchworth.com

Your application:

Your name and address (the applicant).

Address of property:

Postcode:

Email:

Telephone (daytime):

Mobile:

Please tick to confirm that we may contact you by email and issue the decision documentation to you.

Species and location of tree/hedge:

Reason for removal:

Name and address of Tree Surgeon (If applicable).

Postcode:

Email:

Telephone (daytime):

Mobile:

Please tick to confirm that we may contact your Tree Surgeon by email.

Are you? (Please tick appropriate box)

Freehold Owner

Ground Lessee

Tenant (If you are a tenant you will need to apply to your Housing Association or Landlord).

Signed:

Print name:

Date:

By signing this application form, you give consent for the Heritage Foundation to contact you on all aspects of your application.

If you have an under or sub lease, your information may be passed to your head lessee.

Retrospective applications:

If a tree or hedge has already been removed and you are submitting a retrospective application, please provide:

- A photograph of the tree/hedge and a plan showing its position
- Reason for removal
- The date that the works were carried out
- Payment (cheque/BACS/Debit/Credit card)

The fee for a retrospective application is £216 (including VAT)

Cheque payments

Please make cheques payable to Letchworth Garden City Heritage Foundation and write the address of the application property on the back of the cheque. Please note that we cannot issue a decision until this cheque has cleared.

Debit/credit card payments

Please contact our Finance Team on 01462 530384 between 9am & 3pm Monday-Friday.

BACS payments:

(A/C NO: 41071344 Sort Code: 60-13-08). Please add the property address as reference.

Please note that if the tree or hedge was deemed as being dangerous, diseased or dying, then a retrospective fee is not applicable. A tree surgeon's report should be submitted in this instance alongside photographic evidence of the condition of the tree.