

Arboricultural Report Writing Guide

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Guide for the preparation of Preliminary Arboricultural Reports, Arboricultural Impact Assessment Reports, Root Investigation/Mapping Reports, Tree Protection Management Plans and Protection Plans and Transplant Method Statements.

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Planning & Environment Department

30 Davey Street

Frankston, VIC 3199

Phone: 1300 322 322

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1. Introduction

Frankston City Council has prepared this guide to assist applicants and their Arboricultural consultants in the preparation of documents for submission to Council to support their application or request for information. This guide sets out the minimum requirements for the preparation of Preliminary Arboricultural Reports (pre development), Arboricultural Impact Assessments, Root Investigation/Mapping Reports, Tree Protection Management Plans and Protection Plans and Transplant Method Statements.

Arboricultural reports are submitted to Council for a variety of reasons. It is important that such arboricultural reports meet relevant professional standards and are undertaken by suitably qualified and experienced persons. This guide is based upon the Australian Standard AS4970:2009 – *Protection of Trees on Development Sites*. This guide must be used in the preparation of any of the above-mentioned reports and documents in conjunction with, but not limited to, any town planning application and where required as a condition of any Tree Protection Local Law condition or request for further information from Council.

The information requested from an arborist can vary at different stages of a project. Some of the above reports or documents may be combined such as an Arboricultural Impact Assessment and the Root Investigation/Mapping Report. Details of the minimum requirement for each stage of the project and type of report are set out below to aid the Arboricultural Consultant and applicant. A non-conforming report is likely to be rejected.

2. Objectives

The objectives of this guide are:

- to ensure the successful retention and protection of eligible vegetation on private and public land and to ensure that vegetation on neighbouring properties is appropriately protected throughout any development project;

- to set out the minimum requirements and format to ensure continuity in Arboricultural Reporting for Council Staff, External Planning Consultants, Developers, Builders and other Construction industry staff and residents; and
- to ensure any works near trees is consistent with best Arboricultural practices

3. Tree Protection within the Frankston City Council

There are various regulations that apply within the Frankston City Council area that control the lopping, removal and destruction of vegetation. These controls exist within the Frankston Planning Scheme, Local Laws and other restrictions such as covenants, caveats, any vegetation controls from a previous Planning Permit or other restrictions on the property title.

When vegetation may be impacted Council will request a **Preliminary Arboricultural Report** and an **Arboricultural Impact Assessment** from an appropriately qualified Arboricultural Consultant to aid the decision making process about whether to grant a permit. These reports are checked by Council's Planning and Environment Department.

4. Further Information

All reports are to be written from an impartial perspective and not as an advocate of the client. Arboricultural reports submitted will be used by a variety of people, not all of whom have specialist arboricultural knowledge. Reports must therefore be written in plain English, avoiding jargon as much as possible.

Should you require clarification about this Guide please contact the Planning and Environment Department on 1300 322 322.

5. Submission and Acceptance of Reports

5.1. Who can prepare Arboricultural Reports?

Tree assessment skills require a high level of training, knowledge and experience. This guide recommends that Arboricultural reports and documents should only be prepared by a suitably qualified and experienced arborist with a Diploma in Arboriculture* (AQF Level 5) or higher relevant qualification and a minimum of three years demonstrated tree assessment and report writing experience. A report that is not prepared by a suitably qualified professional that meets the above standard will not be accepted. (*Recognised under the Australian Qualifications Framework).

All reports must have the author's name, company name (where appropriate), contact phone number and business address. All reports must have the relevant qualifications noted within the report and a brief summary of the experience of the consultant.

5.2. Timing of Reports

Arboricultural Reports submitted with applications must reflect the health and condition of trees at the time of application. Submitted reports will only be accepted if published within the period three months prior to the date of submission. Older reports will not be accepted unless the Arboricultural Consultant can verify that the site has been revisited and the report is still current (Note: a revised date will need to be shown on the report/document).

5.3. Acceptance of Reports

This guide is provided to assist applicants and Arboricultural consultants to prepare reports that are of a professional standard. All reports must be submitted in an accepted academic format and all resource material including any calculations, figures, photographs must be appropriately referenced using an acceptable academic format (e.g. Harvard Referencing System). Reports that do not meet these standards may be rejected. Council may request that the report or document is revised at any stage.

Significant errors or omissions within a report may result in Council's rejection of a report. This may include errors with tree identification, collection of incorrect data on site, miscalculation of tree protection requirements or failure to adequately identify the impact from a development proposal (for example, if the consultant failed to take into account the level changes that may be required across a site).

Reports will not be accepted where recommendations are made outside the scope of the Author's skills and expertise. It is the role of the Responsible Authority (Council) to determine the outcome for tree retention based upon considerations not related to tree health, structure and or longevity.

5.4. Site Survey

A detailed existing survey plan and/or proposed development plan must be included in all reports. A feature survey must be produced by a registered surveyor and must include the following (*Note: Initial advice from an Arborist may be required for preparation of the site survey*):

- Accurate location of all trees and/or groups of trees and other significant vegetation on the land and on adjoining properties/road reserve areas that may be affected by the proposed development of the land;
- All trees and/or groups of trees assessed must be numbered appropriately for reference within the report;
- Accurate representation of canopy spread of each tree and/or group of trees;
- All existing features for example; - buildings, paths, above and below ground services, easements and streams or waterways; and
- Spot heights and contours throughout the site.

Reports that include hand drawn (including tree numbering) survey plans or plans that are illegible may not be accepted.

For the purposes of Local Law Applications for tree removal a hand drawn scaled plan may be appropriate.

6. Preliminary Arboricultural Reports

All **Preliminary Arboricultural Reports** must be prepared in accordance with the standards noted within this document. The **Preliminary Arboricultural Report** does not need to include extensive tree protection recommendations.

The **Preliminary Arboricultural Report** must focus on the Arboricultural characteristics of each tree and define size, the health and vigour, the structural condition, the trees' longevity and to identify the trees' retention value using a high, medium and low rating system. Consideration must be given to the requirements of the Preliminary Arboricultural Assessment as defined in Section 2.3.2 of the Australian Standard AS 4970:2009 – *Protection of Trees on Development Sites*. The **Preliminary Arboricultural Report** should also identify the Tree Protection Zone (T.P.Z.) and the Structural Root Zone (S.R.Z.).

The tree data collected must be presented in a table format within the Appendices of the report. (See Appendix B for tree data that must be included)

6.1. What must be included in a Preliminary Arboricultural Report

- 6.1.1.** Client's name and address.
- 6.1.2.** Where applicable the client's company or business name and contact details should also be provided
- 6.1.3.** Site address
- 6.1.4.** Date of the report preparation and site inspection date(s).
- 6.1.5.** An Abstract or Summary of the report;

The abstract or summary of the report must include the site address, the scope of the report, the date the site was inspected, a basic review of the site characteristics and a brief overview of the retention value of the trees assessed. The overview of the recommendations should highlight what trees have been given a high, medium and low retention value. For example, the summary should be set out in a similar manner to this: "*..... Fifteen trees have been assessed on the site and five trees have been given a high*

retention value (Trees numbered 4, 6,8,12 and 15). Five trees have been given a medium retention value (Trees numbered 1,2,3,5 and 14) and the remaining trees have been given a low retention value (Trees numbered 7, 9, 10, 11 and 13)”.

6.1.6. An Introduction including the scope of the report

6.1.7. Methodology;

The methodology must include the description of the inspection process used (for example: Mattheck. C Visual Tree Assessment (VTA), Matheny and Clark 1998, Trees and Development, including the techniques and the tools used e.g. tape measure, Clinometer®, digital camera, Resistograph®, Fractometer®, Picus Sonic Tomograph®, etc.)

The methodology should also state that the report is based upon the Australian Standard AS4970:2009 - Protection of Trees on Development Sites (or an alternative basis where this is warranted) and any further investigation that may or may not have been undertaken (i.e. root investigation, ground penetrating radar etc.)

The methodology should also include any limitations in the assessment (i.e. site access, access to neighbouring properties, weather constraints etc.) where required. The methodology must also detail what documents and/or other sources of information have been used in preparation of the report - i.e. site plans, Planning Scheme documents, Tree Protection Local Laws etc.

6.1.8. Vegetation Controls;

The report must discuss what local planning policies, tree protection laws or ordinances apply to the site. The report should note that the objectives of the relevant policies or laws have been taken into account in part in determining the retention value of the trees.

6.1.9. Site Observations;

The report must provide a brief description of the site (size of parcel of land, aspect, topography, basic soil type (where known) etc.) within the area of expertise of the author. The site observations should provide details of the vegetation on the site (i.e. exotic/native planted garden setting, natural bush environment etc.) and how it relates to the local area. The site observations should also describe the dominance of the vegetation on the site when compared with the local area.

6.1.10. Arboricultural discussion of data collected;

This section must provide an overview of the retention value of the trees assessed. It is expected that the trees assessed will be separated into High, Medium and Low retention value categories with a brief discussion related to the trees within each category.

Trees allocated into each category should be included into a summary table under each category (which should include tree number, botanical name and common name.)

Photographs of each tree are generally not required, however, photographs of specific areas of interest may be provided where this may support the removal of a tree (i.e. photographs of areas of decay and or specific structural defects are acceptable).

The determination of the retention value should be primarily based on the Arboricultural characteristics observed; however, the retention value may also consider the objectives of any local planning controls and or tree protection laws. Retention value must not be based on any preconceived development that may be proposed for the site.

6.1.11. Recommendations;

The recommendations section provides a brief overview of the report. The recommendations should clearly state what trees are of high, medium and low retention value.

The recommendations should also state that the identified tree protection zones of all high and medium value trees should be used to inform the design phase of any future development project.

It is not required in a **Preliminary Arboricultural Report** to provide further advice/information regarding tree protection as this will be covered within the **Arboricultural Impact Assessment Report** and/or a **Tree Protection Management Plan**.

The recommendations should outline the next steps of any development project in accordance with the Australian Standard AS4970:2009 - Protection of Trees on Development Sites (Section 2.3.4)

6.1.12. References;

Where references are used within the report, a list of all publications must be included at the rear of the report. .

6.1.13. Summary of Author's qualifications and experience;

The author(s) must provide their qualifications and further relevant industry training that they have undertaken. The author(s) must also provide a brief explanation of their skills and experience in accordance with section 5.1 of this guide.

6.1.14. Appendices

The Appendices section is where the tree data table, site plan, glossary/ explanation of terms and any other supplementary information must be placed.

The glossary/ explanation of terms should detail those terms which are not considered as standard and are specialised and relate to the field of Arboriculture. The definition of terms should be clear, concise and succinct.

7. Arboricultural Impact Assessment

The **Arboricultural Impact Assessment** is a document that identifies the impact of the proposal to any high and medium retention value trees on a site or to any tree on immediately adjacent land. Often in the lifecycle of a development project a proposed design is created before any arboricultural assessment is carried out. This is not ideal as the quality of the vegetation should inform any proposed design. However in such cases the **Arboricultural Impact Assessment** must focus on the impact to the tree protection zones of any high and medium retention value trees. The **Arboricultural Impact Assessment** must be based upon the Australian Standard AS4970:2009 - *Protection of Trees on Development Sites*.

In circumstances where no **Preliminary Arboricultural Report** has been undertaken, the **Arboricultural Impact Assessment** must include all sections as noted within section 6.1 of this guide as well as a specific section that details the impact of the development (Note: this should be after the Arboricultural discussion section).

7.1. What is to be included in a Arboricultural Impact Assessment

- 7.1.1.** All sections as noted with section 6.1 of this guide;
- 7.1.2.** A table showing the high and medium retention value trees with the information as specified in Appendix B;
- 7.1.3.** The **Arboricultural Impact Assessment** must include a brief description of how the percentage encroachment has been calculated and the area of encroachment that has been compensated elsewhere that is contiguous with the T.P.Z.;
- 7.1.4.** The assessment must include any relevant impacts to the tree protection zone of the tree **and** also to the canopy of each tree and the impact of any pruning works required. The Australian Standard AS4373:2007 - *Pruning of Amenity Trees* should be referenced;

- 7.1.5. The report must address encroachment into the tree protection zone that there may be from any site cut/fill, proposed services, or hard infrastructure such as driveways. The Arboricultural consultant must assess any elevation plans that are available to determine the impact to any tree protection zone;
- 7.1.6. Where there is an encroachment of greater than 10% into any tree protection zone of a high or medium retention value tree, the Arboricultural consultant **must** demonstrate the impact there may be on the tree(s). Such investigation may include any non-destructive excavation or alternatively explain why any encroachment greater than 10% will not cause any significant harm to a tree to be retained. Note: details of any Root Investigation undertaken must be supplied within the report. (The reporting requirements for Root Investigations are detailed in section 8 of this guide.)
- 7.1.7. The Arboricultural consultant must discuss what area may be available that is contiguous to the tree protection zone that will compensate for the loss of any part of the tree protection zone as a result of a development.
- 7.1.8. The impact of the proposed development on site drainage and resulting alteration of soil hydrology surrounding high and medium retention value trees.

The **Arboricultural Impact Assessment** should state clearly if a design needs to be changed to accommodate any high or medium retention value tree. It is not up to the Arboricultural consultant to make comment on the feasibility of any future development on the site or to support tree removal for development opportunity. The Responsible Authority (Council) will determine the feasibility of any proposed development in conjunction with tree retention.

The **Arboricultural Impact Assessment** should explain clearly how the recommendations have been based upon the requirements of the Australian Standard AS4970:2009 - *Protection of Trees on Development Sites*.

8. Root Investigation/ Mapping Reports

The **Root Investigation/ Mapping report** is a document that provides information on the roots found along a specific line of excavation on a proposed development site. This information is then used to determine the appropriateness of any future building footprint, site cut, service location or the installation of any other hard infrastructure that may affect the root system of any tree to be retained.

The **Root Investigation/Mapping report** may be required by Council where there is a tree(s) that has been identified for retention and through the **Arboricultural Impact Assessment** it has been determined that there will be 'Major' encroachment (i.e. greater than 10% intrusion into the identified tree protection zone (T.P.Z.)) as defined by the Australian Standard AS4970:2009 - *Protection of Trees on Development Sites*.

The **Root Investigation/Mapping report** should form part of the **Arboricultural Impact Assessment** when 'Major' encroachment is proposed. However, in some instances this report may be required as a separate document as directed by the Council. Where root investigation is required the applicant or Arboricultural consultant must contact Council's Planning and Environment Department to arrange a site meeting.

All root investigation must be undertaken by non-destructive means such as through the use of an Air Spade™ or through supervised Hydro excavation. In some cases a careful hand excavation can be undertaken however this must only be undertaken by a suitably qualified Arborist.

8.1. What is to be included within a Root Investigation/Mapping report;

- 8.1.1.** All sections as noted with section 6.1 of this guide where not part of an existing **Arboricultural Impact Assessment**

- 8.1.2.** A table showing the high and medium retention value trees with the information as specified in Appendix B.(Note: this table should only be provided if the report is separate to the **Arboricultural Impact Assessment**)
- 8.1.3.** A site plan showing all excavation lines in relation to either the existing or proposed site conditions. The plan must show the lengths of each excavation line.
- 8.1.4.** A table of findings of each excavation line that must include the following:
- 8.1.5.** The total distance of each excavation line.
- 8.1.6.** The average depth of the trench/ excavation line.
- 8.1.7.** The closest distance from the trunk centre of the excavation line.
- 8.1.8.** The size (diameter) and number of roots discovered and the depth of the roots (where relevant).
- 8.1.9.** Photographs taken of each trench and of evidence of root size/ mass. Photographs should clearly show a point of reference and should be clearly labelled.
- 8.1.10.** A discussion of the findings of the root investigation and the impact of the proposed works on the long term health/ structural stability of the tree(s).

9. Tree Protection Management Plan and Protection Plans

The **Tree Protection Management Plan and Protection Plan** is an important document that details the steps involved for the protection of trees on development sites. The **Tree Protection Management Plan and Protection Plan** must be written in a format that is clear and concise and must be a prescriptive document that outlines each step during the demolition, pre-construction, construction, post-construction and landscaping phase of a development project.

The **Tree Protection Management Plan and Protection Plan** often will become a document that is endorsed as part of a planning permit and therefore must be written in such a way that is enforceable under the Planning and Environment Act 1987 (*i.e. the report must be written with clear instructions using direct language such as 'will' or 'must'*).

Tree Protection Management Plan and Protection Plan will be viewed by town planners, developers, builders and other people engaged in a development project and therefore must be written in a way that can be clearly understood by diverse readers. The aim of the **Tree Protection Management Plan and Protection Plan** is for the document to be an instruction or works schedule that must be certified by the Arboricultural Consultant or Project Arborist at each stage of the development process.

The **Tree Protection Management Plan** is intended to identify key supervision and monitoring stages of the development and detail the activities required in chronological order throughout the development, whereas the **Tree Protection Plan** is a drawing that must be drawn to scale that shows the tree protection zones, areas to be isolated by Tree Protection Fences during construction, storage areas and site access during construction. There must be a notation on the **Tree Protection Plan** referencing the **Tree Protection Management Plan** document that will outline the activities required during construction. All **Tree Protection Plans** must be drawn to scale in an appropriate CAD (*i.e. AutoCAD*) format. Hand written drawings will not be accepted.

A **Tree Protection Management Plan and Protection Plan** will be required as a condition of any planning permit where a tree(s) is to be retained and protected. The **Tree Protection Management Plan and Protection Plan** is not a document that is required to be supplied during the initial design phase. This document is reliant on the final plans that are ready to be endorsed by the Responsible Authority (Council). A **Tree Protection Management Plan and Protection Plan** may also be required as a condition of any Tree Protection Local Law permit.

The **Tree Protection Management Plan and Protection Plan** may be written in either a table format or a format that is followed in chronological order. The **Tree Protection Management Plan and Protection Plan** must detail each stage of development (as detailed below) and must provide a mechanism for certification by the Arboricultural Consultant/ Project Arborist (An example template is found in Appendix A).

Certification of the **Tree Protection Management Plan** activities must be undertaken by the Arboricultural Consultant/Project Arborist and this certification must be provided to Council at the conclusion of the development.

9.1. The Tree Protection Management Plan (TPMP)

The Tree Protection Management Plan must be separated into the following sections and must include the following:

9.1.1. Background

This section must detail the site, the permit requirements and reference any previous Arboricultural report(s) undertaken on the site (and relevant details such as Author, Company Name etc.).

9.1.2. Trees to be protected

This section should detail in a table format the tree(s) to be protected. The table must include the tree number, Botanical Name, Diameter at Breast Height (DBH), the Tree Protection Zone (T.P.Z.), details on the Tree Protection Fence locations, any ground protection requirements,

Structural Root Zone (S.R.Z.), The Tree Protection Area (m2). Note: extensive details relating to tree health or structure are not required.

9.1.3. General Activities to be isolated from the Tree Protection Zone

This should list all of the actions that must be isolated from the Tree Protection Zone unless approved by Council or within the specific detail of the **Tree Protection Management Plan**.

9.1.4. Details of Exploratory Root Investigation (where undertaken)

Any previous exploratory works should be detailed within this section.

9.1.5. Pre- Demolition Stage

The pre-demolition stage must include details of the following:

- Pre-Demolition Site Induction Meeting(s)
- Site Access Location
- Tree Pruning and Vegetation Clearance within the Tree Protection Zone
- Tree Protection Signage
- Tree Protection Fencing/ Ground Protection and Mulching
- Infrastructure removal within the Tree Protection Zone
- Root Pruning to be undertaken (including size allowances)
- Supplementary measures to be undertaken (i.e. watering, Possum control measures etc.)
- A certification framework for the above activities by the Arboricultural Consultant/ Project Arborist.

9.1.6. Pre-Construction Stage

The pre-construction stage outlines measures that must be undertaken prior to the establishment of any services or footings/ foundations on site. Details of the following must be included:

- Pre-Construction Site Induction meeting(s)
- Designated Storage Areas
- Installation of utility services
- Maintenance of the Tree Protection Area
- A certification framework for the above activities by the Arboricultural Consultant/ Project Arborist

9.1.7. Construction Stage

The construction stage must detail the following activities

- Maintenance of the Tree Protection Area documenting the requirements to relocate any protection fences and supplementary ground protection
- Supervision of approved footings within the Tree Protection Zone
- Identify construction methods of any building works and materials for any proposed driveways or crossovers including where necessary bridging over tree protection zones
- A certification framework for the above activities by the Arboricultural Consultant/ Project Arborist

9.1.8. Post Construction and Landscape Construction Stage

The following must be detailed during this stage:

- Landscape Construction Site Induction meeting(s)
- Landscape Construction and Maintenance of the Tree Protection Zone

- Details of any approved root pruning within the Tree Protection Zone
- Timing of removal of Tree Protection Measures
- Ongoing care measures including mulching, watering regime and monitoring
- A certification framework for the above activities by the Arboricultural Consultant/ Project Arborist

9.1.9. Final Certification

At the conclusion of the landscape works the Project Arborist is to visit the site to provide a final certification of tree protection for the project. The final certification document will detail all of the site visits for the project (including dates and actions undertaken or advised on site during each inspection) and provide a final certification report to the local responsible authority, project manager, builder or owner of the land. (An example template is found in Appendix A)

9.2. Tree Protection Plan

The **Tree Protection Plan** must be incorporated into the **Tree Protection Management Plan**. This plan must be drawn to a 1:100 or 1:200 scale. The Tree Protection Plan must be a CAD drawn plan (i.e. AutoCAD). This plan may not be to exact scale within the **Tree Protection Management Plan**; however the Arboricultural Consultant/ Project Arborist must provide a scaled **Tree Protection Plan** to the Architect and/or Project Manager for endorsement by the Responsible Authority. Where such skill lies outside of the expertise of the Arboricultural Consultant/Project Arborist, it is the role of the Arboricultural Consultant/Project Arborist to provide detail to the Architect or drafts person to create a scaled plan referencing all that is required within the **Tree Protection Management Plan**.

10. Transplant Method Statements

The **Transplant Method Statement** is a document that details the procedure for any tree that is to be transplanted within a site (or in some circumstances off site) as directed as a permit condition by the Council. Often a **Transplant Method Statement** will be used for the relocation of a Palm species where it has been determined that the tree can be relocated into an appropriate position within a site.

The **Transplant Method Statement** details the correct procedure or schedule of works and the proposed timeline for the works to be carried out. The use of a **Transplant Method Statement** and following the correct procedures of the statement is key to the long term success of the transplant operation.

The **Transplant Method Statement** must be prepared by a suitably experienced Arboricultural Consultant with suitable experience in such operations. The statement may also be prepared by reputable advanced tree transplanters that have experience in this area of operation.

What is to be included in a Transplant Method Statement:

- 10.1.** A site plan showing the existing and proposed location of the position of the tree(s) to be transplanted;
- 10.2.** Pre-transplant works schedule. (This must include but is not limited to preparation of the root zone prior to transplant and the timing of the actual transplant process);
- 10.3.** Site preparation of new transplant site (i.e. drainage, soil preparation etc.);
- 10.4.** Method of transplantation including plant storage details if required;
- 10.5.** Post - transplant maintenance schedule; and
- 10.6.** Certification and inspection process by a qualified Arboricultural Consultant. (The Arboricultural Consultant must inspect each stage of the transplant process and provide a written statement that will be submitted to Council during the post-transplant maintenance phase.)

Appendix A - Tree Protection Management Plan Certification Template

Site Address			
Project Arborist Name:		Contact Number	
Project Manager/ Builder/ Owner:		Contact Number	

STAGE 1 - PRE-DEMOLITION

Site Induction - Demolition Contractors

Meeting on Site Held?

Date/ Time of Meeting

Persons Present:

TMP copy given to all parties?

Site Access

Site Access determined and acceptable?

Modification Required to Tree Protection Plan?

Pruning and Vegetation/ Infrastructure Clearance within the T.P.Z.

Tree Pruning required?

Tree Pruning undertaken to AS4373?

Tree Pruning undertaken in accordance with TMP recommendations?

Vegetation cleared from T.P.Z. in accordance with TMP recommendations?

Infrastructure cleared from T.P.Z. in accordance with TMP recommendations?

Fencing/ Trunk & Branch Protection/ Ground Protection/ Mulching

Fencing installed in correct location as per TMP Protection Plan?

Yes / No / NA

Ground protection installed correctly as per TMP Protection Plan?

Yes / No / NA

Trunk & Branch Protection installed correctly as per TMP?

Yes / No / NA

Has the Tree Protection Area been mulched to 100mm depth?

Yes / No / NA

Is mulch type in accordance with the TMP?

Yes / No / NA

Signage

Signage present?

Yes / No

Signage complies with TMP?

Yes / No

Signage has Project Arborist contact details?

Yes / No

Root Pruning

Has root pruning been undertaken in accordance with TMP?

Yes / No / NA

Supplementary Measures (list as needed)

Has the Tree Protection Area been watered in accordance with the TMP?

Yes / No / NA

Other

Other

STAGE 2 - PRE-CONSTRUCTION

Site Induction - Builders/ Construction Trades

Meeting on Site Held?

Yes / No

Date/ Time of Meeting

Persons Present:

TMP copy given to all parties?

Yes / No

Site Access

Site Access determined and acceptable?

Yes / No

Modification Required to Tree Protection Plan?

Yes / No

Storage of Materials

Has an area been designated on site for the storage of materials/ waste?

Yes / No / NA

Does the storage area for materials etc. comply with the TMP?

Yes / No / NA

Utility Service Locations

Have all utility services been marked out on site?

Yes / No / NA

Are all services located outside of the T.P.Z.?

Yes / No / NA

Are services required to be bored under T.P.Z.?

Yes / No / NA

Maintenance of Tree Protection Area

Is all tree protection fencing in the correct location?

Yes / No / NA

Does the tree protection plan need to be modified?

Yes / No / NA

Is all trunk and branch protection or ground protection in place?

Yes / No / NA

Has the Tree Protection Area been mulched to 100mm depth?

Yes / No / NA

Is mulch type in accordance with the TMP?

Yes / No / NA

Has the Tree Protection Area been watered in accordance with the TMP?

Yes / No / NA

Compliance Date:

Signed:

STAGE 4 – POST CONSTRUCTION AND LANDSCAPE CONSTRUCTION

Site Induction - Landscape Construction

Meeting on Site Held?

Yes / No

Date/ Time of Meeting

Persons Present:

TMP copy given to all parties?

Yes / No

Site Access

Site Access acceptable for landscape construction?

Yes / No

Modification Required to Tree Protection Plan?

Yes / No

Storage of Materials

Has an area been designated on site for the storage of materials/ waste?

Yes / No / NA

Does the storage area for materials etc. comply with the TMP?

Yes / No / NA

Removal of Tree Protection Fencing

Can tree protection fencing and or ground protection be removed?

Yes / No / NA

Is some specialised tree protection measures required?

Yes / No / NA

Landscape Construction

Do all works within the Tree Protection Area comply with the TMP?

Yes / No / NA

Has the Tree Protection Area been watered in accordance with the TMP?

Yes / No / NA

Comments/ Notes re Stage 4 Certification

Photographs Taken?

Yes / No

Date(s) Inspected:

Compliance Date: _____ **Signed:** _____

STAGE 5 - FINAL CERTIFICATION

The Project Arborist has inspected all stages of the project as defined by the Tree Protection Management Plan. Any action that has not complied has been rectified and approved by the Project Arborist. All works as noted within the approved Tree Protection Management Plan have been undertaken and any modifications to the Tree Protection Management Plan have been approved in writing by the local responsible authority.

Final Certification Approved?

Yes / No

Photographs Taken?

Yes / No

Project Arborist:

Signed:

Date of Final Certification:



Appendix B – Tree Data Requirements

The following information must be included in Arboricultural Reports and presented in table format.

- Tree number
- Botanical name
- Common Name
- Origin (Native, Exotic, Indigenous etc.)
- Diameter at Breast Height (DBH) in centimetres - measured at 1.4 metres above natural ground level (including multiple stems or the calculated diameter (See Appendix A of AS4970)
- Diameter at the height as specified in any relevant overlay that applies to the subject site
- Basal diameter (diameter of tree above root flare)
- Height in metres
- Canopy spread in metres (widest point)
- Health condition (Good, Fair Poor etc.)
- Structural condition (Good, Fair Poor etc.)
- Age Class (Juvenile, Semi mature, Mature, Senescent etc.)
- Retention Value (High, Medium, Low)
- Tree Protection Zone (T.P.Z.) in metres in a radius
- Structural Root Zone (S.R.Z.) in metres in a radius
- Tree protection area (in m²)
- Level of encroachment (Percentage %) into the tree protection zone (Required for **Arboricultural Impact Assessments**)
- Notes/Comments