

**PLANNING SERVICES (TREE ENFORCEMENT)
SUSPECTED ILLEGAL TREE WORK/DAMAGE COMPLAINT FORM**

Please Note

This form should be used to lodge a complaint with the Council against any breach in Tree Preservation Order Legislation. Whilst the Council will investigate any genuine complaint, completion of all the sections below will enable the Council to deal with your complaint more effectively and efficiently.

1) Your Details (which will not be divulged to the person responsible for the alleged works but planning services cannot accept anonymous complaints.)

Name: _____

Address: _____

Tel: _____ Email _____

2) Address/Location where work/damage to protected trees has occurred:

(Please include full address and a clear sketch plan showing the exact location of the trees.)

Address _____

Tree Preservation Order or Conservation Area Reference if known _____

Sketch Plan

(Please make plans as detailed as possible including street names and property numbers. Please locate trees in relation to buildings/landmarks where possible)

3. Details of work carried out to trees:

(Please provide details about the work that has occurred e.g. pruning, removal, cutting off roots etc.)

Date the work was carried out: _____ (please provide an estimate if you are unsure)

4. If possible please give details about the person who is responsible for the work/damage to protected trees. (Please provide all details you have including tree owner, the person who carried out the work-if they were in a vehicle registration details would be helpful)

5. Have you contacted any other Council service with respect to this complaint? (if so please inform us which service area and any relevant officer/reference number details)

6. Is there any further information that you feel may be relevant to any investigation? Or are you aware of any other factors that this service should know prior to visiting the site? (e.g. dangerous animals, violent people, difficulty in access or any other hazards?)

7. Have you approached the person responsible for the tree work/damage to try and resolve the matter? If so, what happened?

8. Would you be prepared to act as a witness if the Council decided to take legal action? (Please tick the relevant box) **Yes** **No**

GDPR Declaration: **Yes** **No**

I am happy to give the personal details required for processing this form. I understand that they will be stored for the period of time required to conclude the enforcement case.

I understand that the information provided will be used to assist Kirklees Council in its investigations into the reported work and will not be shared with anybody other than Kirklees Council. I understand that I can withdraw or update my details at any time. For more information about how we store your data and how you can request your right to withdraw consent to use your personal data later please read [How we use your data](#).

Signed _____

Date _____