



INFORMATION SHEET

Arboricultural Assessment Reports

1. Timing the preparation of an Arboricultural Assessment Report.

For Tree Preservation Order Applications.

If an Arboricultural Assessment Report is required, it will be requested by Council.

For Development Applications.

An Arboricultural Assessment Report should be completed before design options are prepared up. Information provided in the report will enabled conclusions to be formed on whether or not it is appropriate to remove a tree. This, in turn will determine any site constraints that need to be taken into account during the design phase of a proposed development.

2. Who should prepare an Arboricultural Assessment Report?

An Arboricultural Assessment Report is to be prepared by an Arborist with a minimum qualification of Australian Qualification Framework Level 4. All reports are to include the name of the Arborist who actually undertook the site inspection and carried out the assessment, their qualifications and contact details.

3. What should be included in an Arboricultural Assessment Report?

- a) Reports are to be submitted in an accepted academic format.
- b) All resource material, including calculation formulae, is to be clearly referenced using an accepted academic format (eg. Harvard).

The following information is the minimum required to be contained within such a report;

- c) Who commissioned the report.
- d) What was the brief for undertaking the report (scope of the report).
- e) The address of the site to which the report relates.
- f) The methods or techniques used in the collecting of information used to formulate the report.
- g) An abstract or summary of the report.
- h) The date the site inspection was undertaken.
- i) A plan of the site showing the location of all trees referred to in the report and giving them an individual identifying reference number. This reference number is to be used to identify the tree within the text of the report.
- j) Each tree is to be identified by both common name and botanical name. Its height, canopy spread and diameter at breast height (DBH taken at 1.4m above ground) is to be provided.
- k) A discussion of the data collected. This may include detailed information regarding wounds, cavities, cracks, splits, forking, root zones, pests and diseases etc.
- l) A discussion of ALL options available in the circumstances, including reasons as to why they are, or are not, being recommended.
- m) Required Tree Protection Zones calculated using the Matheny and Clarke adaptation of the British Standard, 1991.

- n) Where removal of a tree is recommended, supporting documentary evidence, such as photographs, is to be provided to illustrate/support findings. Please note that recommendations for removal are to be based on arboricultural findings only. Removals where the reason given is to permit the proposed development will not be accepted.
- o) Where reports contain reference to Resistograph™ testing of trees, copies of the charts must be included. Charts are to be provided a clear and legible form, including scale.
- p) Where reference is made to other Arboricultural reports or diagnostic testing, full copies of those reports are to be included.