

Letter 1 (initial letter)

Date:
Our Ref:
Enqs. To: [Serving officer]
Tel:
Fax:
Email: [Officer's email]

*Owner/Occupier
Address line 1
Town/City
County
Postcode*

IMPORTANT LETTER - PLEASE READ

Dear Sir or Madam,

RE: [COMMON NAME] TREE WITHIN THE FRONTAGE OF YOUR PROPERTY

I am writing to draw your attention to the tree in the frontage of your property which appears to be in a potentially dangerous condition: [Reason for concern].

Whilst I do not want to interfere with the attractive appearance of the gardens adjoining the highway, I am obliged to ensure that the highway is safe for the use by pedestrians and vehicles.

You are advised to employ a qualified arborist to inspect the tree and make recommendations for making the tree safe. You may contact the Arboricultural Association for a list of tree contractors and consultants: Tel +44 (0)1242 522152 or Email: admin@trees.org.uk.

Please be advised that we will be monitoring the situation and if the tree has not been made safe within the next 4 weeks we will look to deal with the matter under Section 154 of the Highways Act 1980.

If you are not the owner of this property, please ensure this letter is brought to the owners attention.

Should you have any queries on the above, please do not hesitate to contact me on direct line (XXXXXXXXXX) quoting our reference above.

I thank you in anticipation of your co-operation in this matter.

[Serving Officer]

[Officer designation)

(Authority)

Cc: Owner (optional)