

Appendix D – Site Plan Requirements

Applicants must submit a clear site plan or annotated sketch with their application. The plan does not need to be professionally prepared for small projects, but it must be accurate enough for the Council to understand where planting will take place, how the proposal fits the site, and whether any obvious constraints or permissions need to be considered.

The site plan should show:

- The site boundary, including the wider area where the project will take place.
- The site address, postcode where available, and a north point or clear orientation marker.
- The proposed planting locations, including the approximate position of each tree, tree group, orchard row or planting area.
- The number of trees proposed and, where known, the species or species mix for each location.
- Existing trees, hedges, woodland edges, ponds, ditches, watercourses, grassland, buildings, roads, paths, play areas, sports pitches, seating areas and other relevant site features.
- Approximate spacing between proposed trees and nearby features, including buildings, boundaries, paths, roads, play equipment, drainage features and existing trees.
- Known underground or overhead services, including water, gas, electricity, drainage, telecommunications, lighting columns, cables, inspection covers, easements or wayleaves.
- Access arrangements for planting, watering and future maintenance.
- Any areas where planting will be avoided because of services, sight lines, biodiversity constraints, public access, mowing requirements, sports use, drainage, existing habitats or future maintenance needs.

Acceptable plan formats

A site plan may be provided as an annotated map, aerial photograph, scaled drawing, simple sketch or digital plan. For smaller grants, a clear annotated photograph or sketch may be acceptable where it shows the proposed planting locations and main site features. For medium and large grants, or where the site is complex, applicants should provide a more detailed plan supported by photographs and any relevant permissions, surveys or constraints information.

Site photographs

Applicants should include recent photographs of the proposed planting area. Photographs should show the wider context of the site, the specific planting locations, access points, existing trees and any relevant features or constraints. Where possible, photo locations should be referenced on the site plan.

Permissions, constraints and checks

The applicant is responsible for checking that planting can take place safely and legally. The site plan should identify any known constraints and should be consistent

with written landowner permission. Applicants must consider underground and overhead services, public rights of way, access routes, drainage infrastructure, protected habitats or species, existing trees, Tree Preservation Orders, conservation areas and any other site-specific restrictions before planting begins.

Planting design and long-term suitability

The plan should demonstrate the principle of Right Tree, Right Place. Applicants should consider the mature size of each tree, available rooting space, future canopy spread, shade, soil conditions, exposure, water availability, public access, mowing and maintenance requirements. Trees should not be positioned where they are likely to create foreseeable future conflicts with buildings, highways, paths, visibility splays, services, neighbouring property, play equipment or essential site operations.

Proportionate requirements by grant size

Grant size	Minimum expected site plan information
Small grant	Annotated sketch, map or photograph showing site boundary, proposed tree locations, number of trees, key features, access and any obvious constraints.
Medium grant	Clear plan showing planting layout, species or species mix, spacing, existing site features, constraints, maintenance access, photographs and evidence of landowner permission.
Large grant or complex site	Detailed planting plan, supporting photographs, constraints information, delivery and maintenance access, evidence of relevant permissions and any surveys or professional advice needed for the site.