

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 (neighbouring property address)

Thank you for your letter dated (...) regarding the tree within the above property. Please see the Council's dangerous trees advice note attached and a template that could be used to write to your neighbour outlining your concerns about the tree.

The owner of the tree is responsible for its safety, under the duty of care. The Council does have discretionary powers under section 23 of the Local Government Miscellaneous Provisions act 1976 to deal with imminent danger. However, the Council will not take any action until it is apparent that all efforts have been made by yourself to resolve the matter with your neighbour.

Your enquiry has been recorded under our reference above, and I would be grateful if you could keep me informed of the situation.

Please also see the trees web page (Camden.gov.uk/trees) for further information concerning dangerous trees within private property.
I thank you in anticipation of your co-operation in this matter.

[Serving Officer]

[Officer designation]

(Authority)

Cc: Owner (optional)

