

Tree Felling, Limbing and bucking Policy



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Municipality

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1. PREAMBLE

The provision and management of trees within the urban environment is an on-going challenge in that the protection and survival of trees are often at risk due to increasing demand for land development, changing societal needs and demands resulting in trees being considered a nuisance rather than a benefit.

PROBLEM STATEMENT

The municipality saw itself plummeting into cost of tree felling, limbing and bucking in properties not belonging to the municipality due to them hampering timeliness and effectiveness of service delivery, some as a result of natural disasters and aging. With the absence of a comprehensive policy to address the problem it became necessary to develop a policy to ensure regulation of Tree planting, felling and limbing in Sundays River Valley Municipality.

PURPOSE OF THE POLICY

This policy provides the strategic framework for the management of trees located on municipal managed land in urban areas. It includes an overview of practices used by the municipality to protect and maintain the municipality's urban trees. It will guide decision making and is intended for use by staff dealing with issues relating to trees on municipal managed land and as a document that can be referred to by the community. The policy further seeks to address the fragmented manner in which tree felling is managed, which is without a comprehensive policy.

DEFINITIONS

The glossary terms and abbreviations mentioned in the policy below are defined as follows:

“Municipality” means the Sundays River Valley Municipality, a municipality established by the Sundays River Valley Municipality (Notice No. 479 of 22 September 2000) issued in terms of the Local Government: Municipal Structures Act, 1998, or any structure or employee of the Municipality acting in terms of delegated authority.

“Owner” means property owner or occupant of the property

“Employer” means any department within the Municipality or an appointed service provider that hires the service

“IDP” means the Municipality's Integrated Development Plan.

“Implementing line department” means any line department within the Municipality responsible for implementing EPWP projects either directly or indirectly

“Operating Project Budget” means a budget used in financing the service

“Responsible person” means any authorised official or professional service provider of a Public Body who is responsible for the property.

“Service Provider or Implementing Agent” means any contractor, professional agent or entities appointed by the Municipality to provide goods, services or construction works, including community-based programmes or projects

2. APPLICATION AND SCOPE

- The policy is applicable to all residents, businesses Municipality, Councillors, government departments, parastatals, Representatives other sectors, tenants doing business from properties in the valley, Community members, government institutions, All employees of SRVM, All Contractors, Consultants and Service providers delivering service to the Municipality, including their employees who may interact with the institution, Temporary employees of the Municipality

2.1 Unfortunately, many trees of the wrong species both indigenous and exotic have in the past been planted. These are currently the cause of complaints from residents about tree debris littering streets, root damage to property, excessive shade (in the opinion of the municipality), obstruction of view (road signage and safety).

2.2 Many of the complaints accompany requests to have trees removed and although each request must be fully investigated and treated according to its own merit, removal should only be considered as the very last option. Such areas or individual trees are to be identified and programs for replacement of these must be developed and implemented.

In some developing areas, there is a lack of awareness regarding the benefits of trees to beautify areas. Programs to promote greening such as Arbor week and garden competitions must be supported and encouraged.

3. LEGISLATIVE FRAMEWORK

3.1 LEGISLATION

Local authorities have no power to pass legislation to protect trees on private properties and representation would have to be made to Central Government to pass such legislation. The Council may nevertheless stipulate as a condition of approval when applications for rezoning or subdivision are received, that a landscape plan (*including tree planting and care of existing trees*) be included with any development plan or building plan. This will exclude properties for single residential use.

The following legislation governs this Tree Policy:

3.1.1 The Constitution of the Republic of South Africa, 1996 Chapter 2: Bill of Rights

Everyone has the right:

- a. To an environment that is not harmful to their health or wellbeing; and
- b. To have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that -
 - i. prevent pollution and ecological degradation;
 - ii. promote conservation; and
 - iii. Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

3.1.2 Water Services Act, 1997 (Act No 108 of 1997)

One of the main objectives of this Act is the promotion of effective water resource management and conservation. It is therefore important to promote the planting of the correct indigenous and other drought tolerant plants to ensure the optimum use of our limited water resources.

3.1.3 Environmental Conservation Act, 1989 (Act No 73 of 1989)

Section 21 in Part V of this act, provision is made whereby the minister may identify activities which may have a detrimental effect on the environment. Tree planting may be identified as such an activity that may not be undertaken in a particular area.

3.1.4 Forest Act 1998 (Act No 84 of 1998)

This Act makes provision under section 5 of the Forest Act 72 of 1968 in force by section 89 (4) of Act 122 of 1984 for the declaration of a particular tree or group of trees, or trees belonging to a particular species on any land, to be protected. Maintenance of protected trees on public land is also subject to the necessary approval from the Minister of Water Affairs and Forestry prior to implementation.

3.1.5 The National Environmental Management: Biodiversity Act (No. 10 of 2004) (NEMBA)

This Act aims to prevent the introduction and spread of invasive alien species across South Africa. The various alien invasive and prohibited species (both fauna and flora) have been listed in four different categorizations.

3.1.6 National Environmental Management Act, 1998 (Act No 107 of 1998)

Section 2 of this act sets out principles that need to be considered prior to tree planting projects. This includes the avoidance of the disturbance of ecosystems and loss of biological diversity, and that people and their needs must be placed at the forefront of Environmental Management's concern.

Section 24. The potential impact of any activities on the environment, the socio-economic conditions and the cultural heritage, must be considered, investigated and assessed prior to implementation.

3.3 FINANCIAL RESOURCES

- 3.3.1 Public demand for tree planting in residential areas differs from area to area and whilst tree plantings should be encouraged and promoted, Council will only be able to provide and plant trees within its financial ability.

4. POLICY PRINCIPLES

To promote greening and tree planting in the Sundays River Valley Municipality through sound tree management (*arboriculture*) practices.

5. POLICY CONTENT

- 5.1 To manage the trees on municipal property in an effective manner in order to secure our street trees for the generations to come
- 5.2 To regulate the protection, planting and removal of street trees in the Sundays River Valley Municipality
- 5.3 To encourage the proper protection and maintenance of existing trees with the exception of Invasive Alien Species (IAS).
- 5.4 To establish a tree evaluation formula for the loss of existing trees.
- 5.5 To maintain a set standard for the management of street trees in the Sundays River Valley Municipality
- 5.6 To promote the planting of indigenous and other drought resistant trees and plants.
- 5.7 To promote tourism by beautifying scenic routes and thoroughfares to and in the Sundays River Valley Municipality by the planting of trees.
- 5.8 To promote investment by upgrading/improving the aesthetics of the industrial areas by tree planting.
- 5.9 To ensure an integrated approach regarding planting, maintenance and removal of trees, according

to sound arboricultural practices.

- 5.10 To ensure integrated planning with other functionaries i.e. civil, electrical and other utility companies in order to prevent unnecessary damage to trees during construction work.
- 5.11 To promote the planting of trees through the active involvement of the Municipality in the annual Arbour week programs.

5.12 To promote greening and maximize tree planting in the Sundays River Valley Municipality. This is to ensure urban greening which has evolved from Miller's (1988) definition of urban forestry to mean: *"An integrated, city-wide approach to the planting, care and management of all vegetation in a city to secure multiple environmental and social benefits for urban dwellers"*.

5.13 The benefits include the following:

5.14.1 Environmental benefits

- a) Climate amelioration
- b) Flood control
- c) Air pollution reduction
- d) Land rehabilitation
- e) Wildlife and bio-diversity

5.15.2 Amenity benefits

- a) Recreation
- b) Aesthetics
- c) Education
- d) Health and well-being

5.16.3 Material benefits

- a) Food and fruit

6. POLICY DIRECTIVES

6.1 TREE PLANTING

6.1.1 The Sundays River Valley Municipality plants trees on public land either at the initiative of its own staff, at the request of residents or in conjunction with community based organisations /NGO if an application is received and the agreement for planting guidelines (Annexure B) is concluded.

6.1.2 The planting of trees in the area must be promoted by the implementation of sustained planting programmes with community participation, with emphasis on previously disadvantaged areas.

6.1.3 Preference is given to the planting of indigenous trees dependent on local conditions. This does not exclude the use of exotic species provided that they are non - invasive and suited to local conditions.

6.1.4 Species selected are of utmost importance in order to eliminate problems associated with the growth characteristics of certain tree species, for example damage resulting from aggressive root systems and excessive height that might obstruct the view. (See attached List, Annexure A)

6.1.5 Categories of planting are:

- a) New plantings watered and cared for by Sundays River Valley Municipality (includes internally planned as well as requests).
- b) New plantings watered and cared for by Sundays River Valley Municipality in partnership with the community.
- c) Replacement of existing trees and removal of alien trees

6.1.6 Once the site has been inspected, way leaves from other relevant functionaries have been obtained and it has been established that tree planting is possible, the selection of a tree species will be influenced by the following factors:

- a) Successful existing species
- b) The presence/absence of overhead and underground services.
- c) Width of pavement.
- d) Growth characteristics of tree species that could cause danger or damage to people or property in future years.

6.2 TREE PLANTING GUIDELINES

- 6.2.1 Trees may be planted on sidewalks in liaison with municipal and other service departments.
- 6.2.2 Applications for individual tree planting on sidewalks in front of private residential and business properties must be in writing and addressed to the Director Community Service & Public Safety in the Sundays River Valley Municipality. In the event of the applicant not being able to read and/or write, provision must be made for such applications to be presented verbally at the local office. Residents requesting individual tree planting must undertake to water the tree until it becomes established.
- 6.2.3 Trees are to be planted allowing unobstructed pedestrian movement throughout the life span of the tree. (A minimum of 1.5m required for wheelchairs)
- 6.2.4 No trees to be planted where prohibited by services, electricity, Telkom lines, etc.
- 6.2.5 No planting to be undertaken which would impair visibility or create a traffic hazard.
- 6.2.6 Individual and replacement planting will be carried out when requested and required. Any individual who had requested the removal of a tree and granted such will be required to replant tree of the same species on the same vicinity or close to the vicinity where the tree was planted within fourteen(14) days as guided by the municipality.
- 6.2.7 Planting of trees may not take place where it:
 - a) Is close to a driveway or road intersection where it is likely to impair sight lines of motorists, cyclists or pedestrians.
 - b) Is within 10m form an intersection.
 - c) Will obstruct sight lines to traffic signs, signals or direction signs.
 - d) Will obstruct pedestrian paths in such a way to cause people to walk in the street, or which makes passage by wheelchairs or push carts difficult.
- 6.2.8 To prevent root damage to underground services, or hardened surfaces, root control systems may be introduced to redirect roots from the protected areas. This will be determined by the tree species to be planted.
- 6.2.9 No planting to be undertaken that will interfere with any electrical stay supports. Existing street lights/lighting to be taken into consideration whilst planting is undertaken to ensure public safety.
- 6.2.10 No private planting on council owned land permitted without prior approval from the Director:Community Service & Public Safety within the Sundays River Valley Municipality
- 6.2.11 Planting distance between trees will depend on the species selected and services encountered.
- 6.2.12 Existing trees identified to be unsuitable due to various problems, may be removed by the municipality and replanted with a suitable species.
- 6.2.13 On requests from schools, Community Greening Projects, NGO's and NPO's trees may be donated according to available funds.
- 6.2.14 The regulations under section 29 of the Conservation of Agricultural Resources Act 1983 (Act No 43 of 1983) will be adhered to, i.e. Plants declared as weeds may not be planted at all, while others that have been declared as invaders, must be controlled.
- 6.2.15 Trees with fruit and leaves that are poisonous or leave stains, should not be planted.

6.3 TREE(S) REQUESTED BY MEMBERS OF THE PUBLIC

- 6.3.1 Depending on funds and the availability of suitable material, the Sundays River Valley Municipality will undertake the planting of trees in all areas on condition that owners or occupiers of adjacent properties accept responsibility for watering the trees until they become established (normally three years).
- 6.3.2 To ensure adequate aftercare, only applications received from individual property owners will be considered on the prescribed form which includes instructions (Annexure B) about after care and a maintenance agreement.

- 6.3.3 The contents of this form must be communicated verbally in the event of the applicant not being able to read.
- 6.3.4 Planting distances between trees will be determined by the relevant tree species.
- 6.3.5 The selection of the specific tree species concerned remains the prerogative of the Sundays River Valley Municipality and is determined by factors such as width of sidewalk, sight distances, underground and overhead services, aspect and the prevailing climatic conditions.
- 6.3.6 Residents may indicate their preference for tree species to be planted but local circumstances will determine the final choice with approval by the municipality.

6.4 TREE (S) PLANTED BY MEMBERS OF THE PUBLIC

- 6.4.1 Members of the public occasionally plant trees on public land without authority. Should local horticulture personnel notice such an unauthorized planting they should arrange to have the tree removed if in their opinion it will cause danger to persons or property in the future.
Failure to do so will in effect cause the municipality to accept the consequences of that tree's growth by default.
- 6.4.2 Owners of properties will be permitted to plant trees on sidewalk/street boundaries after the necessary approval in writing has been obtained from the Director: Community Service & Public Safety
- 6.4.3 The property owner must be informed that such trees, once planted on municipal land, become the property of Council but their maintenance (excluding pruning) is the responsibility of the property owner.

6.5 TREE MAINTENANCE ON PUBLIC LAND

Sundays River Valley Municipality relies on the vigilance of the general public and officials throughout the municipality to report on the condition of any potentially hazardous trees on public land. Trees declared as a protected species in terms of the Forest Act 1984 (Act No 122 of 1984) or trees that have been declared Champion trees by the Department of Agriculture, Forestry and Fisheries (DAFF), may not be pruned or removed without the permission from the Minister of Water Affairs and Forestry, except for exemptions declared by the department.

6.6 PRUNING AND REMOVAL OF TREES ON MUNICIPAL PROPERTY

- 6.6.1 In order to prevent unnecessary damage to trees during construction work, other functionaries and utility companies should obtain a way leave from Sundays River Valley Municipality prior to construction work when such work is to be carried out in the close vicinity of trees.
- 6.6.2 Pruning or removal of all trees on municipal property will be done by The Sundays River Valley Municipality or its agents unless otherwise arranged with the Director: Community Service & Public Safety. Requests for pruning or removal of trees should be directed in writing to the O Sundays River Valley Municipality Management. (Annexure C)
- 6.6.3 The following factors must be taken into account when pruning is being considered: (Tree pruning refers to the cutting of tree roots and branches.)
 - a. Safety (*public and property*).
 - b. Legal - Upon written request for the removal of any offending branches or roots encroaching upon the complainant's property.
 - c. S A Road Safety Manual.

- 6.6.4 No tree located on public or municipal land is to be removed unless it presents a threat to human life or property, or if the tree has died.
- Exceptions being:**
- a) Trees classified as “declared weeds” in terms of the National Environmental Management: Biodiversity Act (No. 10 of 2004) (NEMBA).
 - b) Trees that are diseased beyond recovery.
 - c) Trees causing a traffic, electrical or health hazard.
 - d) Trees that interfere with essential services where no other suitable alternatives can be found.
 - e) On request of adjacent property owners for vehicle access, subject to the presentation of approved building plans, where no other alternative could be found. The applicant will be held liable for the cost of removal as well as for the aesthetic loss to the environment. This cost to be based upon the formula process for valuing a tree as set out in paragraph 7.3.2
- 6.6.5 Generally trees are only to be pruned for sound arboricultural reasons. Pruning will however be considered where trees cause damage to structures, or obstruct pedestrian or vehicular access, impede traffic sight lines, where trees obstruct solar powered electricity and heating devices or cause excessive shedding of leaves, fruits, seeds or any other plant material to fall on sidewalks.
- 6.6.6 While it is not denied that in certain instances trees may form a nuisance to a property owner, removal of trees will not be considered (but not limited to these) for the following reasons:
- a) Interference with radio/TV reception/Wi-Fi.
 - b) Allergic reactions.
 - c) Causing excessive shade.
 - d) View obstruction (other than reducing visibility of traffic sight lines).
 - e) Obscuring private advertising boards and signs (other than public signage).
 - f) Causing a nuisance in respect of swimming pools.
 - g) Hampering the growth of other plants.
 - h) Attraction of insects, birds or bats because of its flowers and/or fruit.

6.7 REMOVAL OF TREES IN ROAD RESERVES

- 6.7.1 No trees will be cut down or removed without the approval of the Director: Community Service & Public Safety
- 6.7.2 All felling of trees will be carried out by Municipal Management or its agents unless otherwise arranged with the Director: Community Service & Public Safety. The level to which a tree will be felled is however occasionally a subject for dispute. Traditionally trees are cut leaving a stump proud of the ground where this could be done without hazard to the public or where the stump did not interfere with proposed

road works. Should the entire root bole be removed, this must be disposed of by dumping at a registered dump site or if burying and/or burning is considered, permits must be obtained from the necessary department.

• 6.8 EDUCATION, MONITORING AND EVALUATION

- 6.8.1 When damage to Municipal-owned trees is observed, the local Director: Community Service & Public Safety must decide whether to take action against the responsible party. Usually this will be to claim damages which might result in a criminal charge being laid.
- 6.8.2 The following formula can be used as a guideline to ascertain the value of a tree. Seven factors are taken into account when calculating the value of a tree, with each evaluation factor having four possible values. The appointed value of each factor is multiplied by the other and the accumulative product is multiplied by a factor of six to provide the overall established monetary value of the tree, i.e. factor a x b x c x d x e x f x g = total x 6 = R total.

		Evaluation factor score			
Factors		1	2	3	4
a.	Size of tree - girth, height, width and trunk size	small 0-4 meters	medium 4-8 meters	large 8-16 meters	very large 16 meters+
b.	Useful life expectancy	10-20 yrs	20-40 yrs	40-100 yrs	100 yrs +
c.	Importance of position in landscape (location and function, cultural & historical value)	little	some	considerable	great
d.	Presence of other trees, surrounds and aesthetics	many (10 or more)	some(4-10)	few (1-4)	none
e.	Relation to the setting, location, foliage, cover and aesthetics	barely suitable	fairly suitable	very suitable	especially suitable
f.	Form, shape, size, height, weight and look of tree	poor	fair	good	very good
g.	Special factors - botanical value of species, growth rate, flowers, indigenous or exotic, evergreen or deciduous	none	one	two	three+

6.8.3 The objective of this tree evaluation system is:

- To provide a disciplined and objective way of examining a tree by means of fixed criteria to assess its visual merit in its environmental context. Such a method has wide application and affects management considerations, e.g. removal and planting.
- To provide arboriculturists and others with a system for assessing a value when trees are accidentally mutilated, destroyed or requested to be removed.
- To provide planners with a means of including trees in their estimates with the same precision, objectivity and consistency that they apply to other aspects of landscape and engineering works.
- To provide towards the additional protection of the environment.

6.9 PROTECTION OF PUBLIC FROM PRIVATELY OWNED TREES

6.9.1 Generally Council does not have jurisdiction over trees planted on private property unless they threaten the safety of road users and/or the community at large. Should a tree(s) interfere with essential services such as visibility of motorists, pedestrian passage or a general nuisance, a notice can be served compelling the owner to attend to the offending tree.

6.10

6.11 DISPUTE RESOLUTION MECHANISM

6.11.1 The Municipality may issue a notice for the pruning or removal of trees and shrubs situated on privately owned land whenever one or more of the following criteria are met.

- Any tree(s) that because of habit of growth, age, condition or disease becomes a public nuisance, fire hazard or risk to public safety.
- Any tree(s) that obstructs a clear view of streets, signs, signals, street lights, intersections or interferes with the safe use of the street or sidewalk.
- Any tree(s) that does not meet a 2.3 meter clearance over sidewalks and 4 meter clearance over streets.
- Any tree(s) that is damaging public improvements or public utilities.
- Tree(s) that are deemed as invasive alien species where the spread of such plants onto Municipal property occurs.

6.11.2 The pruning or removal of trees on private property is not the responsibility of the municipality but the Parks Department will give guidance where required.

6.8.4 Apart from “Protected Trees” as declared under the Forest Act (Act No 122 of 1984), the only other instance where Council is able to protect trees on private property is when applications are made to subdivide private land, or where departures are requested in connection with planning conditions.

6.8.5 The Sundays River Valley Municipality decides on the retention of conservation-worthy trees. The most important criteria revolve around the impact which the tree makes on landscape, species, size, health and vitality of the tree(s) and proposed site levels and prevailing wind conditions.

Officials of the Sundays River Valley Municipality assist with the conservation of trees protected in terms of the Forest Act (Act 122 of 1984) by alerting the Department of Agriculture Forestry and Fisheries to the impending destruction of trees specified by the Act.

6.9 Role of different stakeholders

In line with the Municipal Systems Act, Waste Management Act, Integrated Waste Management Plan and other relevant policies, the responsibility is shared among all listed in the Application and Scope section. Their role entails, compliance to the policy, inputs for enrichment and review when necessary.

6.10 Consultation with Stakeholders

Completeness and accuracy of a policy to address a particular problem is strengthened by consultation. Therefore, the policy will form part of content for Public Participation and awareness.

Sundays River Valley Municipality

• GUIDELINES - LIST OF SUITABLE SPECIES FOR PLANTING

The attached list indicates trees which can be considered for planting but is by no means an exhaustive list.

Taking factors into consideration that influence a possible tree choice, each tree should still be considered on merit and may not be suitable for all areas. The list of tree species for planting is a guideline and not enforceable.

Preference should be given to indigenous trees.

Drought resistance: Indicated by H (High), M (Medium), L (low). Bear in mind that all newly planted trees need sufficient water to establish themselves.

BOTANICAL NAME	COMMON NAME: ENGLISH	COMMON NAME: AFRIKAANS	Indigenous	Drought resistance (High Med Low)	Through -ways	Pavements	CBD / Parking Areas	S / M / L
APODYTES DIMIDIATA	WHITE PEAR	WIT PEAR	Y	M	Y	Y	Y	M
BRACHYLAENA DISCOLOR	COAST SILVER OAK	KUSVAALBOS	Y	H	N	Y	N	M
CELTIS AFRICANA	WHITE STINKWOOD	WITSTINKHOUT	Y	M/H	Y	Y	Y	L
CERATONIA SILIQUA	CAROB	KAROB	N	H	Y	N	N	L
CURTISIA DENTATA	ASSEGAI	ASSEGAAI	Y	L/M	Y	Y	N	L
CUNONIA CAPENSIS	RED ALDER	ROOI ELS	Y	L/M	Y	Y	N	L
HARPEPHYLLUM CAFFRUM	SOUR PLUM	SUURPRUIM	Y	M/H	N	N	N	L
KIGGELARIA AFRICANA	WILD PEACH	WILDE PERSKE	Y	M/H	Y	Y	N	L
NUXIA FLORIBUNDA	FOREST ELDER	BOSVLIER	Y	M	Y	Y	Y	M
OLEA EUROPAEA SUBSP AFRICANA	WILD OLIVE	OLIENHOUT	Y	H	Y	Y	Y	M
RHUS LANCEA	SWEET KARREE	SWARTKAREE	Y	H	Y	N	N	M
RHUS PENDULINA	RIVER KAREE	WITKAREE	Y	H	Y	N	N	L
SIDEROXYLON INERME	MILKWOOD	MELKHOUT	Y	M/H	Y	Y	Y	L
SYZYGium GUINEENSE	WATER PEAR	WATERPEER	N	M	Y	Y	Y	M
TARCHONANTHUS LITTORALIS	COASTAL CHAMPHOR BUSH	KUS WILDEKANFERBOS	Y	Y	Y	Y	Y	M
TRICHELIA EMETICA	NATAL MAHOGANY	ROOI ESSENHOUT	Y	M	Y	N	Y	L

• Y = YES
LARGE TREE (<9 m)

N = NOT SUITABLE

S = SMALL TREE (> 3 m)

M = MEDIUM TREE (3 - 9 m) L =

ANNEXURE B

APPLICATION FOR THE PLANTING OF TREE(S) ON MUNICIPAL GROUND

1. I request for a tree(s) to be planted / provided.
2. I further agree to maintain the tree(s) to the best of my ability as prescribed (see "Guidelines for Tree Planting").
3. Should the tree(s) planted result in any damage to my property; I will not hold Council liable for any claims or any legal activities that might arise from the damage.
4. All trees planted on sidewalks remain the property of Sundays River Valley Municipality and pruning or removal thereof requires authorization.

Name: _____

Tel. No.: _____

Street address: _____

Preferred choice tree(s) species (state botanical name if known):

1st choice: _____ **No. of trees:** _____

2nd choice: _____ **No. of trees:** _____

3rd choice: _____ **No. of trees:** _____

I have read the tree procedures and fully understand the contents thereof.

NAME (PRINTED)

SIGNATURE

(FOR OFFICE USE):

Type/species of tree to be planted / supplied:

Date planted / supplied: _____

Number of trees: _____

Stakes provided? (Y/N) _____

Watering and maintenance agreement signed? (Y/N) _____

Information captured by:

Date:

GUIDELINES FOR THE PLANTING OF TREES

(part of Annexure B)

Position of the Tree:

1. Trees may only be planted at a distance that would ensure a 1.5m passageway throughout the life span of the tree.
2. Trees should not be placed less than 8m apart.
3. No trees may be planted closer than 10m from a street intersection.
4. No trees may be planted closer than 2m from any of the following structures: Fire hydrants, any electrical or Telkom boxes, drainage catch pits, stay wires
5. No trees may be planted within 1m from any wall.
6. No trees may be planted within 5m of a streetlight or power pole.
7. Trees should not be planted within 3m from a driveway.
8. Trees should not be planted within 5m from any road sign.
9. Trees should not be planted that may interfere with any overhead or underground services.

Hole Preparation and Planting

1. Dig a square hole of 1 x 1 m and approximately 1m deep and insert a root barrier where necessary
2. Mix the soil that was dug out with $\frac{1}{3}$ volume of good compost.
3. Add the following:
 - $\frac{1}{2}$ kg of Super phosphate fertilizer or $\frac{1}{2}$ kg of bone meal
 - $\frac{1}{2}$ kg of 2:3:2 or 3:1:5 fertilizer
4. Mix this soil mixture thoroughly
5. Put this soil mixture back in the tree hole; leaving enough space for the root ball of the new tree
6. Remove the tree from its plastic bag or container. Care must be taken not to damage the roots.
7. Plant the tree carefully. The soil level around the tree should remain the same as in the nursery container.
8. Firm the soil, make a neat dam around the tree to hold at least 60 liter of water and water immediately.
9. Use two wooden stakes and tie the tree to the stakes with old rubber hose or similar soft material so that the stakes do not damage the tree.
10. Add a layer of mulch which will assist in preventing water loss due to evaporation. The mulch should be replaced regularly.

After Care

Due to the windy and dry summer season in the Eastern Cape, irrigation is a crucial factor for successful tree establishment.

The following watering schedule is recommended for all trees;

- 1st year 30 litre per week
- 2nd year 30 litre every second week
- 3rd year 30 litre every third week

Application might vary according to local climate/soil conditions

Fertilising - 3 year program

- | | | |
|-------------------------|---------------------|------------------------------------|
| • 1 st Year: | 3:1:5 (28) or 2:3:2 | 120 - 300 grams per growing season |
| • 2 nd Year: | 2:3:2 | 120 - 300 grams per growing season |
| • 3 rd Year: | 2:3:2 | 120 - 300 grams per growing season |

I understand the above contents and will adhere to it to the best of my ability.

Signature

Date

- **ANNEXURE C**

REQUEST FOR THE REMOVAL OF TREES**NAME:**

DATE OF REQUEST:

CONTACT DETAILS:

ADDRESS (where tree is to be removed):

TYPE OF TREE:

OWNERS REASON FOR REMOVAL:

WILL THE OWNER COMMIT TO PLANTING & CARING NEW INDIGENOUS REPLACEMENT TREES:

RESULT OF INVESTIGATION:

FOR OFFICE USE ONLY

Investigation done by	Recommendation
Approved/Denied	
Director Community Service & Public Safety	

Policy Section	Community Services & Public safety
Current update	N/A
Previous review	N/A
Approval by Council	Policy will become active on approval by Council

6.12 ENFORCEMENT

6.12.1 The Municipal Manager and the appointed Security Manager/Officer are accountable for the enforcement of this policy.

7 DEVIATIONS

7.12 Deviations from this policy and associated directives will only be permitted in the following circumstances

- 7.12.1 When Security must be breached in order to save or protect lives of the people
- 7.12.2 During unavoidable emergency circumstances
- 7.12.3 On written permission of the Municipal Manager reasons allowing non- compliance shall be stated in such permission, no blanket non-compliance shall be allowed under any circumstances.

8 OTHER CONSIDERATIONS

8.12 The following shall be taken into consideration when implementing this policy

- 8.12.1 Disaster Management
- 8.12.2 Health, Safety and other quality issues
- 8.12.3 Other service delivery programmes shall not be inconvenienced in the course of implementing this policy, in the same vein without compromising Security or integrity of the policy
- 8.12.4 Environmental issues are prescribed and regulated in relevant legislation and shall be observed (E.G physical security measures that may have impact on the environment.


9 MONITORING, EVALUATION AND REVIEW

- 9.1 Ongoing monitoring and evaluation of the policy will occur as the operational reporting, risk assessment and departmental directives and procedures.
- 9.2 The policy itself will be reviewed every three years.

10 Version Control

Upon approval, this is be used as the final document, a policy for implementation and enforcement.

APPROVED BY COUNCIL ON 8 JULY 2022



S H RINE
MAYOR

08 JULY 2022