

# **Checklists for Tree Preservation and Removal Proposal Submissions**

## **ABOUT THE CHECKLISTS**

The following checklists aim to facilitate project teams in conducting a preliminary check on whether the required information has been included in the Tree Preservation and Removal Proposal (TPRP) before submitting to the Tree Works Vetting Panels (TWVPs) in the Civil Engineering and Development Department (CEDD).

The checklists are applicable to Situation [S2] to [S6] under CEDD TC No. 03/2025.

Preparation of TPRP submissions under Situation [S1] may also make reference to relevant item(s) in the checklists given herein to suit.

Since each submission will be considered on individual case merits, the TWVP may request the project team to submit additional information for consideration, where necessary.

For Situation [S2], in a **simplified TPRP** to Panel B regarding TPRPs arising from arboricultural maintenance or tree removal recommended in TRA Forms

Item No.	Item Description	Checked in order (Y/NA) <sup>#</sup>
<b>I.</b>	<b>Main content</b>	
(i)	Completed “Proforma” for Simplified Submission of TPRP	
(ii)	Copy of Tree Group Inspection (Form 1) and/or Individual Tree Risk Assessment (Form 2)	
(iii)	Annotated location plan(s) in an appropriate scale (with street name, lamp pole numbers), existing formal and informal vehicular and pedestrian access (such as footpath, trail), name of nearby buildings and north mark on plan, lands allocation(s) or works boundary under the concerned contract	
(iv)	Textual explanation on the proposed tree works (including pruning), if any	
(v)	Each and every TPI, within and/or in close proximity to the project site, is :	
	a. clearly marked and shown on all plans/sections/photos, annotated with respective tree identification/serial number (of the tree survey) and the registered tree number under the Tree Management Common Platform (TMCP) if any	
	b. appended with a copy of Sensitivity Analysis <sup>1</sup> (together with a completed checklist) cleared by GLTMS (in advance of submission to Panel B) if removal/transplanting of TPI is involved	
<b>II.</b>	<b>Photographic records</b>	
(i)	Site photos showing the site context and immediate surrounding environment, in full color and imprinted with date in accordance with Appendix C of DEVB TC(W) No. 4/2020, including subsequent amendments and updates	
<b>III.</b>	<b>Tree protection plan and method statement</b>	
(i)	If transplanting or excessive pruning is proposed, method statement for transplanting or tree treatment/surgery is/are enclosed	
(ii)	Supporting information demonstrating consent/acceptance of proposed works (including justification) within tree protection zone (TPZ) of any OVT(s) obtained from GLTMS and the relevant tree maintenance department(s) <sup>2</sup>	
<b>IV.</b>	<b>Compensatory planting proposal</b>	
(i)	Compensatory planting proposal in accordance with the requirements listed out in Appendix C, DEVB TC(W) No. 4/2020, including subsequent amendments and updates	
<b>V.</b>	<b>Comment/consent from existing/future maintenance department(s) on proposed treatment and/or proposed compensatory planting</b>	
<b>VI.</b>	<b>Others</b>	
(i)	For resubmission, supplementary or follow up submission, previously approved plan(s) with changes highlighted is/are provided (if applicable)	
(ii)	Supporting information showing consent and/or expertise advice/comments from AFCD regarding proposed pruning/ transplanting/ removal of any tree species of particular conservation status	
(iii)	Comments are sought in advance for pruning/transplanting/removal of tree(s) with a DBH over 500mm which falls within Central and Western District	

---- End for [S2] ----

<sup>1</sup> Follow the procedures as set out in Section 3.3 of the “Guidelines for Tree Risk Assessment and Management Arrangement (10th Edition or the latest version)”.

# Y=Yes; NA=Not Applicable (checked by a government officer in the project team).

<sup>2</sup> Requirements in paragraphs 26 to 29 of DEVB TC(W) No. 5/2020 Registration and Preservation of Old and Valuable Trees, including subsequent amendments and updates

For Situation [S3] (Existing trees to be impacted by proposed development/works), a **full submission of TPRP** to Panel C or Panel D

Item No.	Item Description	Checked in order (Y/NA) <sup>#</sup>
<b>I.</b>	<b>Main content</b>	
(i)	Background and information	
	a. Relevant item no. of PWP or Cat. D item	
	b. Any conditions in Environmental Permit (EP)	
	c. Annotated location plans in an appropriate scale (annotated with street name, lamp pole numbers), existing formal and informal vehicular and pedestrian access (such as footpath, trail), name of nearby building and north mark on plan, lands allocation(s) or the works boundary under the concerned phase/section of the contract	
	d. Plans, with key plans if necessary, to show the layout and extent of all proposed engineering/architectural works (including permanent and temporary) and boundary of land allocation(s) involved	
(ii)	Impacts to existing trees on site are clearly shown and illustrated	
(iii)	Proposed treatment to existing trees on site and rationale to support the proposal	
(iv)	A summary of recommendations on tree preservation, in particular those in connection with the protection of trees of particular interest (TPI)	
(v)	A section elaborating the <u>Sensitivity Analysis</u> (with a completed checklist cleared by GLTMS) if removal/transplanting of TPI is involved	
<b>II.</b>	<b>Tree survey plan</b>	
(i)	Tree survey plan in accordance with the requirement listed out in Appendix C, DEVB TC(W) No. 4/2020, including subsequent amendments and updates	
<b>III.</b>	<b>Tree assessment schedule (TAS)</b>	
(i)	Tree assessment schedule with format, level of details and methodology all in accordance with Appendix C(1), DEVB TC(W) No. 4/2020, including subsequent amendments and updates. If otherwise, alternative methodology on assessing the amenity value, form, health and structural conditions, conservation status and suitability for transplanting are clearly explained	
<b>IV.</b>	<b>Tree photograph</b>	
(i)	All photographs in full colour, date imprinted, in clear legibility, annotation/marked with tree identification number in accordance with the requirements listed out in Appendix C of DEVB TC(W) No. 4/2020, including subsequent amendments and updates	
<b>V.</b>	<b>Tree protection plan and method statement</b>	
(i)	Tree protection plan	
	a. Method statement of protective measures for retained trees	
	b. Show both vertical and horizontal TPZ and adjoining construction works	
	c. Specify robust protective fencing to be used during the construction period	
	d. Tree protection zones (TPZs) are indicated, and cross-section showing the proposed architectural and engineering features around retained trees to show that sufficient vertical and horizontal space reserved for TZPs is feasible, especially for TPI, if any	
(ii)	Method statement for transplant and pruning operations. In case of any proposed works/access (temporary and/or permanent), method statement within TPZ(s) of OVT/Stonewall tree/TPI shall have incorporated/addressed comments from GLTMS and respective District Council (DC)	

For Situation [S3] (Existing trees to be impacted by proposed development/works), a **full submission of TPRP** to Panel C or Panel D

Item No.	Item Description	Checked in order (Y/NA) <sup>#</sup>
(iii)	If transplanting or excessive pruning is proposed, method statement for transplanting or tree treatment/surgery is/are enclosed	
<b>VI.</b>	<b>Compensatory planting plan</b>	
(i)	Compensatory planting proposal in accordance with the requirement listed out in Appendix C, DEVB TC(W) No. 4/2020, including subsequent amendments and updates	
<b>VII.</b>	<b>Comment/consent from existing/future maintenance department(s) on proposed treatment and/or proposed compensatory planting</b>	
<b>VIII.</b>	<b>Others</b>	
(i)	Supporting information showing consent and/or expert advice/comments from AFCD regarding proposed pruning/transplanting/removal of any tree species of particular conservation status	
(ii)	For outsourced projects: TPRP shall be prepared by a Registered Landscape Architect (RLA) with signature and registration number given For in-house projects: TPRP shall be prepared and/or reviewed by the project landscape architect	
(iii)	For resubmission, supplementary or follow up submission, previously approved plan(s) with changes highlighted is/are provided (if applicable)	
(iv)	Comments are sought in advance for pruning/transplanting/removal of tree(s) with a DBH over 500mm which falls within Central and Western District	
(v)	Four sets of TPRP a. 1 hardcopy full set (including 1 CD for record purpose) b. 3 hardcopy sets excluding tree photographs	

---- End for [S3] ---

---

<sup>#</sup> Y=Yes; NA=Not Applicable (checked by a government officer in the project team).

For Situations [S4], [S5] and [S6], in form of a **written notification** to Secretary of TWVP Panel B for record<sup>3</sup>

Item No.	Item Description	Situation	Checked in order (Y/NA) <sup>#</sup>
(i)	A brief account of the facts in a chronological order	S4,S5,S6	
(ii)	Full photographic records in colour, imprinted with date and time covering the ground conditions surrounding each of the trees, the fallen parts and exposed roots and/or root crown of the trees if applicable, before tree removal as well as after the course of action on site	S4,S5,S6	
(iii)	Tree failure report / tree assessment report including photographic records for each tree, after tree removal	S4,S5,S6	
(iv)	A brief text to give an account of technical assessment, project team's consideration, relevant factors and practicality of any compensatory/replacement planting (such as new tree(s)/shrub(s), or other proposal of vegetative cover)	S4,S5	
(v)	Supporting information for the above item (ii) submitted to GLTMS within <b>21</b> calendar days upon completion of tree works	S4	
(vi)	Supporting information showing proven dead/diseased, decaying, withering with any irrecoverable health or structural problem(s) of the tree	S6	
(vii)	A summary table (respective size, species and quantity) of new/compensatory/replacement planting, if any is proposed	S4,S5,S6	
(viii)	Supporting information showing written notification to and/or consent from AFCD regarding pruning/transplanting/removal of any tree species of particular conservation status	S4,S5,S6	
(ix)	Comments and/or consent are sought in advance for removal/pruning of tree(s) with a DBH over 500mm which falls within Central and Western District	S4,S5,S6	
(x)	In form of a covering memo, with a hard copy of the written report signed and endorsed by a government officer at professional/senior professional grade or above	S4,S5,S6	

---- End for [S4], [S5] and [S6] ---

<sup>#</sup> Y=Yes; NA=Not Applicable (checked by a government officer in the project team)

<sup>3</sup> Not applicable to any situation when removal or transplanting or pruning of OVT(s) or TPI(s) is involved