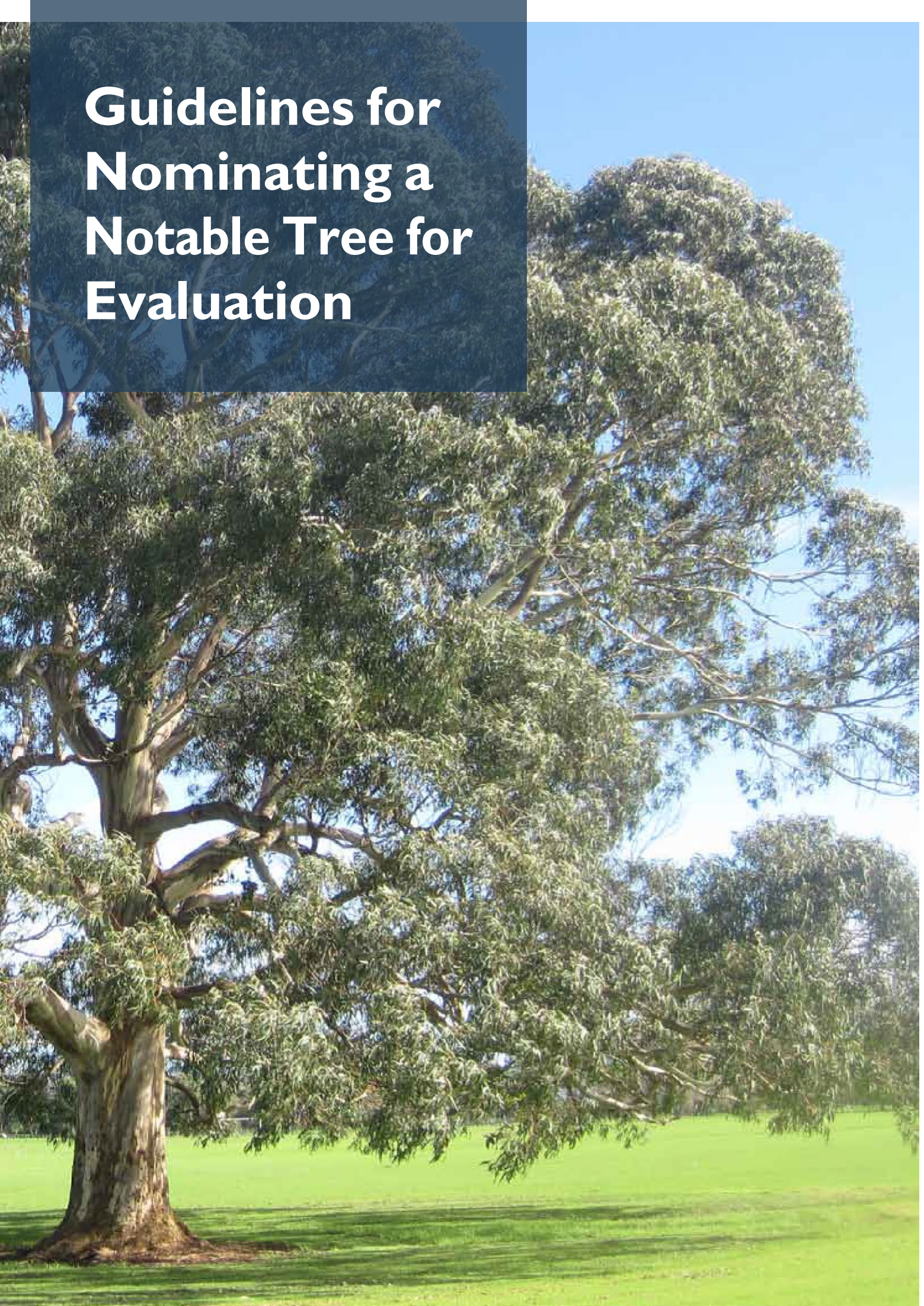


Guidelines for Nominating a Notable Tree for Evaluation



Nomination Guidelines

These guidelines outline the requirements for nominating a notable tree for evaluation by Auckland Council for inclusion on the region's Notable Tree Schedule. This document will assist you in completing and submitting the nomination form.

Nominating a tree

Any person or organisation may nominate a tree or group of trees for evaluation by completing and submitting the nomination form.

Before you submit a nomination, please read these guidelines to check whether nomination is appropriate, and to ensure that you complete the form correctly. You should only nominate a tree or group of trees if you consider it has significant value and would be a worthy addition to Auckland's Notable Tree Schedule.

Purpose of evaluation

The purpose of this evaluation is to identify notable trees for inclusion in Auckland's Notable Tree Schedule, or for other appropriate management to protect the tree such as a legal covenant.

Nomination of a tree or group of trees does not automatically guarantee that it will be evaluated or considered for scheduling. Priority will be given to nominations for trees on the nominator's property or on public land (open space, reserves or streets) and to those that are not already scheduled as part of a Significant Ecological Area. Priority will also be given to nominations that clearly identify the values of the tree and are supported by relevant background information. Therefore, you are encouraged to make a persuasive case for the significance of the tree.

What is a Notable Tree?

Practically all trees play important economic, environmental and social roles in any district of New Zealand. However, some trees are often thought of as being of greater value than others. That is, there are some specimen trees, or groups of trees, that stand out as being notable, significant or distinguished. It is those trees that, for various reasons, are selected by territorial local authorities, throughout New Zealand, for inclusion on a notable tree schedule in a district plan. Through this mechanism they gain greater legal protection.

Notable trees are generally those that a community or nation regard as being of special importance because they commemorate important events in a nation's history, are exceptional or unique examples of a species, are critical to the survival of other species or are of such age, stature, character and visibility that they are regarded as the best in the district.

What is the Notable Tree Schedule?

Auckland's Notable Tree Schedule is a list of significant trees or groups of trees in the Auckland region. Inclusion of a tree or group of trees in the Schedule means that:

- It has been officially recognised by the Auckland Council as being a Notable Tree
- It is protected by provisions in district or unitary plans to ensure it is not damaged or destroyed
- It may be eligible for grants and other incentives.

Criteria for scheduling Notable Trees

Auckland Council has proposed criteria for evaluating the importance of trees and the level of significance required to be considered for inclusion in the Notable Tree Schedule. There are three types of criteria: Special factors (stand alone), Negative factors and Tree Specific factors.

The special factor criteria are stand alone which means that if a tree or group of trees meets any one criterion then it is deemed notable. The tree-specific criteria require a cumulative assessment. That means, for a tree or group of trees to be notable, it must have a cumulative score of 20 or more out of 40 using the scoring systems described in Appendix 1.

Both the special factor and tree-specific criteria are used in combination to determine whether a tree or group of trees is notable. A tree will be notable if it meets only one of the special factors or the score threshold for tree-specific criteria.

In addition, the assessment against the special factor and tree-specific criteria is then balanced by considering the potential negative effects of the tree. In situations where negative effects occur then these must be offset against the benefits of protecting a notable tree. This methodology does not provide a definitive way to make this decision, but it relies on the expertise of trained arborists assessing the risk of the negative effects occurring and the overall significance of the tree. The critical part of this assessment is determining whether the hazard or negative effects are unmanageable. Most hazards and all nuisance effects can be managed but in instances where they are unmanageable a tree will not be scheduled as notable. Pest plants listed in the Regional Pest Management Strategy or Plan will not be scheduled.



SPECIAL FACTORS (STAND-ALONE)

A. Heritage

- Is associated with or commemorates an historic event (including Māori history or legend)
- Has strong public associations or has an historic association with a well-known historic or notable figure
- Is strongly associated with a local historic feature and now forms a significant part of that feature

B. Scientific

- Is the only example of the species in Auckland or the largest known specimen of the species in Auckland (including height and lateral spread) (only applies to individual trees)
- Is a significant example of a species rare in Auckland or a native species that is nationally or regionally threatened (as assessed by the Department of Conservation (DOC) or on the regional threatened species list)
- Has outstanding value because of its scientific significance

C. Ecosystem service

- Provides critical habitat for a threatened native species population e.g. bats, chevron skinks, kiwi, yellow mistletoe, etc.

D. Cultural

- Demonstrates a custom, way of life or process that was common but is now rare, is in danger of being lost or has been lost
- Has an important role in defining the communal identity and distinctiveness of the community through having special symbolic, spiritual, commemorative, traditional or other cultural value or represents important aspects of collective memory, identity or remembrance, the meanings of which should not be forgotten
- Is a landmark, or marker that the community identifies with

E. Intrinsic

- Is intrinsically notable because of a combination of factors including the size, age, vigour and vitality, stature and form or visual contribution of the tree or group of trees

NEGATIVE EFFECTS

F. Negative effects

- Are there any matters that may weigh against the tree's long-term protection at this location?
- Does the tree present negative impacts upon human health and / or property?
- Are these negative effects manageable through arboricultural or property management means?
- Is the tree species listed in the Regional Pest Management Strategy as a Total Control or Containment Plant or listed under the Biosecurity Act 1993 as an Unwanted Organism?

TREE-SPECIFIC FACTORS

G. Age and health

- Is notable because of its age (e.g. the oldest of its species in Auckland) and there is something about the vigour and vitality of the tree or group of trees which makes it notable given other factors (such as its age)

H. Character and form

- Is an exceptional example of the species in character and/or form (i.e. textbook shape or has a particular relationship with its environment) or attributes that makes it unique

I. Size

- Is of an exceptional size for the species in this location (including height, girth or lateral spread)

J. Visual contribution

- Makes a significant contribution to the visual character of an area or to the vista from elsewhere in Auckland



Thresholds

When applying tree-specific factors to groups of trees an average assessment for all trees in the group should be used. At least one individual in a group must be scheduled independently as notable and all trees in the group must be physically close to each other or form a collective or functional unit through meeting at least one of the following criteria: 1. Canopies touch; 2. Canopies overlap; 3. Canopies are not further than 5 metres apart.

To be considered eligible for inclusion in Auckland's Notable Tree Schedule, a tree or group of trees must meet at least one of the special factor criteria or achieve a score of 20 or more for tree-specific criteria.

Other tree specific factors are also considered in the decision to recommend a tree for scheduling. Sometimes scheduling is not the most appropriate way of protecting an important tree. For example, it may be part of a significant indigenous plant community and it would be more appropriate to schedule as a Significant Ecological Area (SEA) or it may already be within one of these SEAs and therefore a lower priority for evaluation. The final decision over whether to schedule a notable tree or group of trees is made by the Council after assessing the information obtained from this process.

What trees can be nominated?

Any tree or groups of trees may be nominated including those in towns, streetscapes and settlements, gardens, trees and plantings or they may be naturally occurring trees in parks, reserves or covenants.

Frivolous or vexatious nominations will not be accepted including nominations for:

- any tree or groups of trees that has been planted and is less than 20 years old, other than in exceptional circumstances
- moveable or portable trees such as those in planter boxes
- any tree that cannot be accurately located or identified.

Priority will be given to trees nominated for inclusion in Auckland's schedule of Notable Trees that occur on the property of the nominee or in a public reserve.

What information must I provide?

Detailed nominations supported with good information will be able to be processed quickly, before being peer reviewed. The following details must be provided with your nomination:

- completed prescribed form (Appendix 1)
- street address, legal description, or grid reference (using NZ Transverse Mercator coordinates)
- aerial photo of the site with the tree or group of trees clearly circled. If there are multiple trees, show where each tree is located and, if possible, give the coordinates for each tree
- photographs of the tree or group of trees
- supporting evidence for any nomination made on heritage and/or cultural grounds.

Nominations containing limited information will not be processed.



Completing the nomination form (Appendix 1)

Before completing the form

Before you complete the nomination form (Appendix 1) you should check your existing Notable Tree Schedule to ensure that the tree or group of trees is not already scheduled.

Completing the form

You are encouraged to complete and submit the nomination form in an electronic format. You can download an electronic copy of the form from the Auckland Council website (<http://www.aucklandcouncil.govt.nz>)

Section 1 – Contact details

We need to be able to acknowledge receipt of your nomination, verify information if needed, and keep you informed. We cannot accept anonymous nominations.

Section 2 – Address

We need to know where the tree is. If it doesn't have a street address, you can provide the legal description or grid reference (using NZ Transverse Mercator coordinates). You can access these through the council's GIS viewer:

<https://geomapspublic.aucklandcouncil.govt.nz/viewer/index.html>

Legal description: use the 'identify' button on the toolbars on the right of the screen Grid reference: go to Tools/capture map coordinates. Print out and attach an aerial photo of the site with the tree clearly circled. If there are multiple trees, show where each tree is located.

Section 3 – Owner/occupier

Complete this section if you have access to this information.

Section 4 – Description

You should include a description of the tree and its location. For example, provide a description of the estimated height, age, species and context for the tree.

Section 5 – Threats

It is useful to identify known threats to the tree, because this will assist in prioritising nominations. For example, pressure from development, risk of being removed to create views etc.

Sections 6 to 8 – Tree-specific special factors and negative effects

You should evaluate the tree or group of trees against each of the criteria. This will be the primary means by which we will evaluate a tree.

Section 9 – Conclusions

Summarise your conclusions about the tree or group of trees here.

Further assistance

If you need assistance with the form, contact the Council's Heritage team by email at heritage@aucklandcouncil.govt.nz.

Please complete the form in as much detail as possible.

Frequently Asked Questions

Can I provide information in confidence?

Generally not. Evaluation of Auckland's heritage is a public process. All members of the public, including the owner of a tree, are entitled to access all information held by the Council on a property. Councils are only required to restrict access to sensitive information about places of significance to tangata whenua as this is a statutory requirement under the Resource Management Act 1991. All other information relating to a property is public information and is therefore available to members of the public upon request. If you have concerns about providing information that is, or may be sensitive or subject to copyright, you should discuss this with staff in the Council's Heritage Unit before providing the information.

What about my personal details?

The Council has a responsibility to comply with the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987. All information provided to, and held by Council as public records, is public information and is subject to disclosure upon request unless there are reasons why it should not be disclosed. If you have concerns, you should refer to the relevant Acts and seek independent advice.

What if I don't have the time or knowledge to provide all the information you require?

The more supporting evidence you can provide the better. Nominations that lack sufficient information may be assigned a low priority for evaluation. You could approach your Local Board, botanical society or other community group to assist with the nomination or to make it on your behalf.

Why can't the Council evaluate all nominated trees?

The process of evaluating trees requires specialised personnel and resources. As well as public nominations, the council identifies potentially significant trees through its own work. All nominations receive an initial appraisal. Those that are unlikely to meet the significance thresholds or lack sufficient information will be assigned a low priority or may not proceed. In some cases nominated trees have been previously evaluated; so unless new information becomes available, they will not be re-evaluated.

What is the best format for sending information to the Council?

Electronic files are preferred. Original photographs or documents should be scanned or copied. If you have large files (over 10MB) send them in parts or convert them to smaller file sizes (e.g. by converting them to PDF files) or copy them onto a CD.

Can I protect my tree even if my tree is not notable?

If you have a tree and you think it is special but is unlikely to be scheduled as notable, then there are alternatives to enable it protection such as a private legal covenant.

Appendix 1: Notable Tree Nomination Form

This nomination form is to be used for assessing trees or groups of trees. When applying tree-specific factors to groups of trees an average assessment for all trees in the group should be used. At least one individual in a group must be scheduled independently as notable and all trees in the group must be physically close to each other or form a collective or functional unit through meeting at least one of the following criteria: 1. Canopies touch; 2. Canopies overlap; 3. Canopies are not further than 5 metres apart.

Section 1 – Your contact details

Section 2 – Address of the tree

Section 3 – Owner/occupier

Section 4 – Description

Section 5 – Threats to the tree

Section 6 – Tree-specific factors

Refer to explanatory notes on the following page for scoring. A tree can be scheduled as Notable if it achieves a score of 20 or more.

	SCORE	COMMENTS
Age and health Is notable because of its age (e.g. the oldest of its species in Auckland) and there is something about the vigour and vitality of the tree or group of trees which makes it notable given other factors (such as its age)	☐	
Character and form Is an exceptional example of the species in character and/or form (i.e. textbook shape or has a particular relationship with its environment) or attributes that makes it unique	☐	
Size It is an exceptional size for the species in this location (including height, girth or lateral spread)	☐	
Visual contribution It makes a significant contribution to the visual character of an area or to the vista from elsewhere in Auckland	☐	

Section 7: Negative effects

Are there any matters that weigh against the tree's long-term protection at this location?

Hazard and negative effects YES NO

Does the tree present negative impacts upon human health and / or property?

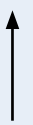
Are these negative effects manageable through arboricultural or property management means?

Is the tree species listed in the Regional Pest Management Strategy as a Total Control or Containment Plant or listed under the Biosecurity Act 1993 as an Unwanted Organism?

Scoring of tree specific factors

These scoring systems are to be used when evaluating a tree against the tree-specific factors in Section 6 (previous page).

Age and health

Vigour and vitality	High	3	5	6	8	10
		2	4	6	8	8
		2	4	6	6	7
		2	4	4	5	5
	Low	2	2	2	3	3
	Age in Years	<40	41-60	61-80	81-100	>100

This scoring system should be used when assessing the age and health of a tree. It allows for trees that are old and healthy to score much more highly than trees that are either unhealthy or young. The degree of vigour and vitality for any tree is assessed given the age of the tree. Therefore, a tree that is over 100 years old and showing high vigour and vitality, for a tree that age, will score a 10.

Character or form

Not exceptional	0
Exceptional example locally	5
Exceptional example in Auckland	10

This scoring system should be used when assessing the character or form of a tree. It allows for trees that are exceptional examples at two spatial scales (from local to Auckland-wide) to score more highly than trees that are regarded as normal.

Size

Average size for the species in this location	0
Greater than average size (up to 25% larger)	5
Substantially greater than average size (>25% larger)	10

This scoring system should be used when assessing the size of a tree (including height, girth and lateral spread). It allows for trees that are larger than would be expected (on average) for a particular location to be scored more highly than trees that are at, or close to (or below), their average height.

Visual contribution

In backyard or gully	2	e.g. fewer than 100 people see the tree daily
Local park/community/ beside minor road or feeder road/catchment	5	e.g. between 100 and 5000 people see the tree daily
Main Road/motorway or highly visible landform	10	e.g. more than 5000 people see the tree daily

This scoring system should be used when assessing the visual contribution of a tree. It allows for trees that are seen by more people on a daily basis to score more highly than trees that are rarely seen.

Section 8 – Special factors (stand alone)

For a tree to be scheduled or Notable it needs to meet only one of these special factors:

YES NO COMMENTS

Heritage *

Is associated with or commemorates an historic event (including Māori history or legend)

Has strong public associations or has an historic association with a well-known historic or notable figure

Is strongly associated with a local historic feature and now forms a significant part of that feature

Scientific

Is the only example of the species in Auckland or the largest known specimen of the species in Auckland (including height and lateral spread) (only applies to individual trees)

Is a significant example of a species rare in Auckland or a native species that is nationally or regionally threatened (as assessed by DOC or on the regional threatened species list)

Has outstanding value because of its scientific significance

Ecosystem service

Provides critical habitat for a threatened native species population e.g. bats, chevron skinks, kiwi, yellow mistletoe, etc.

Cultural *

Demonstrates a custom, way of life or process that was common but is now rare, is in danger of being lost or has been lost

Has an important role in defining the communal identity and distinctiveness of the community through having special symbolic, spiritual, commemorative, traditional or other cultural value or represents important aspects of collective memory, identity or remembrance, the meanings of which should not be forgotten

Is a landmark, or marker that the community identifies with

Intrinsic

Is intrinsically notable because of a combination of factors including the size, age, vigour and vitality, stature and form or visual contribution of the tree or group of trees

* Provide supporting evidence for any nomination made on heritage and/or cultural grounds.

Section 9 – Conclusions

Include your final assessment of whether or not the tree is notable and any additional comments. Note that under the Tree-Specific factors, a score of 20 or more is needed before it can be scheduled or Notable.