

Street Tree Procedures

Applicable to:	Facilities and Open Spaces Roading Planning	Policy Number:	PROC4
Issued by:	Chief Executive	Last Approved:	Endorsed by ELT (2 July 2026)
Contact Person:	Facilities and Open Spaces	Review Date:	2031

Pūtake | Purpose

The Street Tree Procedure (Procedure) applies to the planning, planting, maintenance and removal of Street Trees as set out in the Masterton District Council's Street Tree Policy (Policy).

This Procedure outlines best practice guidelines and legislative requirements.

This Procedure should be read alongside the Policy and relevant regulations and guidance.

Te Tūranga, te Haepapa hoki a te Kaunihera mō te taha ki ngā Rākau Tiriti | The Council's Roles and Responsibilities in relation to Street Trees

Roading

- Owner of all roading assets (including the Street Tree network).

Facilities and Open Spaces

- Implementation of the Procedures.

Planning

- Planting plans may be required as part of resource consent applications for new developments and subdivisions where a road is proposed to be vested in the Council; and resource consents may be required for pruning and removal of trees, on a case-by-case basis.

Kuputaka | Definitions

If any part of the Street Tree Procedures includes a reference to a repealed enactment or a definition in law that has been amended, it must be read as a reference to its replacement.

Amenity Values	Refers to the environmental characteristics of an area that contribute to the pleasantness and attractiveness of that area as a place to live, work or visit.
Council or the Council	Means the Masterton District Council (or qualified contractors engaged by the Council).
Emergency Situation	Where a Street Tree poses immediate risk to life, property, infrastructure or public access.
Infrastructure	Has the same meaning as in section 2 of the Resource Management Act 1991 (the RMA), as set out below: a. pipelines that distribute or transmit natural or manufactured gas, petroleum, biofuel, or geothermal energy; b. network for the purpose of telecommunication as defined in section 5 of the Telecommunications Act 2001; c. a network for the purpose of radiocommunication as defined in section 2(1) of the Radiocommunications Act 1989; d. facilities for the generation of electricity, lines used or intended to be used to convey electricity, and support structures for lines used or intended to be used to convey electricity, excluding facilities, lines, and support structures if a person – i. uses them in connection with the generation of electricity for the person's use; and ii. does not use them to generate any electricity for supply to any other person; e. a water supply distribution system, including a system for irrigation; f. a drainage or sewerage system; g. structures for transport on land by cycleways, rail, roads, walkways, or any other means; h. facilities for the loading or unloading of cargo or passengers transported on land by any means; i. an airport as defined in section 2 of the Airport Authorities Act 1966;

	j. a navigation installation as defined in section 2 of the Civil Aviation Act 1990: k. facilities for the loading or unloading of cargo or passengers carried by sea, including a port related commercial undertaking as defined in section 2(1) of the Port Companies Act 1988: l. anything described as a network utility operation in regulations made for the purposes of the definition of network utility operator in section 166.
Network Utility	Means a project, work, system, or structure that is a network utility operation undertaken by a network utility operator.
Notable Tree	A tree listed in Schedule 3 of the District Plan that has been identified as having significant value for botanical and/or for historic, cultural, spiritual, landmark, or other community reasons. Refer to the 'TREE – Notable Trees' chapter and 'Schedule 3 Notable Trees' in the District Plan.
Qualified Arborist	Means a person suitably experienced and competent in arboriculture, having acquired through training, qualification (a minimum of a level 5 NZQA advanced certificate in arboriculture or equivalent arboriculture qualification) and/or equivalent experience, the knowledge and skills enabling that person to perform the required tasks.
Road	Has the same meaning as "Road" under the Local Government Act 1974 and the Land Transport Act 1998. The "Road" includes the full width of the corridor from private boundary to private boundary, encompassing the carriageway, footpaths, verges and grass berms.
Street Tree	Any tree where the trunk is located within the Road.

Arotake o te Tukanga | Review of Procedure

The Procedures will be reviewed on an "as and when needed" basis, or every five years as a minimum.

Approval of any future amendments to the Procedures is delegated to the Chief Executive of the Masterton District Council under clause 32(4) of Schedule 7 of the Local Government Act 2002 (section 5.34 of the Council's Delegations Register 2021 refers).

Planning and Approval

- For any resource consent application proposing to vest a road(s) in the Council, a detailed planting plan must be prepared and submitted to the Council for approval prior to the commencement of any new Street Tree planting.
 - For subdivisions, this shall be submitted and approved prior to the construction and issue of a section 224 certificate under the RMA.
 - The planting plan shall also be developed in accordance with NZS 4404:2010 Land Development and Subdivision Infrastructure.
- The Council will assess all proposed Street Tree planting plans against the Street Tree Policy and Procedures, including the proposed species suitability, spacing, design, and potential infrastructure constraints (such as underground and overhead infrastructure, footpath widths, and safety sightlines).
- Street tree design must ensure appropriate separation from both existing and future infrastructure, including underground and above-ground services, to avoid long-term conflicts.
- Street trees must not compromise sight distances, intersection safety, pedestrian accessibility, or the safe operation of transport infrastructure.
- Any new Street Tree planning and planting by the Council, or by any person seeking the Council's approval for new Street Trees, shall be designed and implemented in accordance with the Street Tree Policy and Procedures.

Species Selection

The Council maintains an Approved Species List (see **Appendix A**) reflecting best practice through the following criteria:

- prioritising species with whose growth habits offer low risk to Infrastructure;
- avoiding species with invasive roots, pest or disease susceptibility, or high allergen potential;
- prioritising species with the potential to provide desired levels of canopy cover, giving consideration to the Regional Policy Statement;
- taking into account cultural and community values; and
- using a mix of native and exotic species.

The Approved Species List provides information on the mature height, spread, tolerances and intolerances. This information should be used to inform appropriate species selection, ensuring suitability for varying site conditions.

Planting and Establishment Requirements for Planting Plans

All new Street Trees must have the following minimum setback distances:

- > 6m from intersections.
- > 6m from the edge of any driveway.
- > 0.6m the kerb face.

The setback distances must be based on the mature tree trunk size in relation to intersections, driveways, and kerbs.

Tree spacing is determined on a case-by-case basis. The planned spacing shall consider the mature height, trunk width, and canopy spread of each species to ensure appropriate separation and prevent overcrowding, while supporting the intended mature canopy cover. Mature height clearances:

- Arterial roads: 4.5 m clearance above the road
- Local roads: 3.0 m clearance above the road

No new Street Trees may be planted under overhead utility lines.

New Street Trees must be planted in grass berms or designated mulched planting areas that provide adequate soil and space for root growth. Berm width: often needs at least 1.5–2.2 m.

No new Street Trees may be planted in concrete or paved footpaths or Roads.

All new Street Trees are installed with a root box to direct root growth down and away from underground Infrastructure.

Monitoring and Reporting

The Council records all Street Trees in its Street Tree register, including:

1. Date planted (where known).
2. Species.
3. Location.
4. An inspection and maintenance schedule which recognises the different growth habits and rates of the Street Tree species.

Rākau Tiriti o Nāiane | Existing Street Trees

Where a Street Tree is considered to be causing damage or poses a risk to infrastructure, assessment should be undertaken in consultation with the relevant asset owner or infrastructure manager where appropriate.

Tree Assessment Requirements

The Council is required to:

- Inspect the condition of a Street Tree during routine monitoring or when complaints are received.
- Assess any problematic Street Tree against the criteria set out in **Appendix B**.
- Seek advice, where relevant, from a Qualified Arborist.
- Consider alternatives to tree removal including pruning, root management, and engineering solutions.
- Record all assessment outcomes and recommendations in the Street Tree Inventory.

Removal Requirements

- Removal of a Street Tree may only proceed if no reasonable alternatives exist, or an emergency exists. The processes outlined in **Appendix B** must be followed.
- Removal must be carried out by a Qualified Arborist engaged by the Council.
- Best practice removal methods must be followed, with minimal disruption to surrounding property and infrastructure.

Relocation Requirements

- Any Street Tree that has been removed may be relocated if the tree is in good health and the likelihood of survival is high.
- Street Trees may be relocated to another appropriate street location, or a park or reserve.

Replacement Requirements

- When a Street Tree is removed, where considered appropriate, a replacement Street Tree shall be planted in the same or a nearby location.
- Replacement species will be selected from the Approved Species List (see **Appendix A**) to ensure long-term suitability.
- Replacements will be scheduled to occur in the next planting season.
- All replacement Street Trees shall be planned and planted in accordance with the Street Tree Policy and Procedures.

Community Engagement

- Residents adjacent to planned removals and replacements of Street Trees, or other affected parties, will be notified.
- If there are wider traffic management implications Council will notify those affected by road closures or diversions caused by the removal or replacement of trees.
- Where Council considers it appropriate, affected residents will be given the opportunity, through the notification process, to indicate their preference for a replacement tree from a list of replacement species when removals are proposed.
- Council must consider the affected residents' preferences when planning for the replacement trees, but the final decision will be made based on suitability of the species for the location.
- Council may decide to seek broader community input or expertise on significant, strategic street tree decisions. "Significant street tree decisions" means strategic or high-impact decisions affecting the wider streetscape or community, and excludes routine operational matters and those relating to health and safety or risk management.
- Council will use a range of methods to notify affected parties such as the Council website, Antenno, Whats Up Whakaoriori, letter drops, or print media.

Monitoring and Record-Keeping

- The Council will schedule annual inspections of existing Street Trees located under overhead lines.
- The Council's Street Tree register is updated after every removal or replacement.
- Reasons are to be recorded for removal or replacement, along with the planting date and ongoing maintenance requirements.

Tuhinga Hāngai | Related Documents

- Masterton District Council's Street Tree Policy.
- Land Transport Act 1998.
- Local Government Act 1974.
- NZS 4404:2010 Land Development and Subdivision Infrastructure.
- Operative Regional Policy Statement for the Wellington Region 2013.
- Wairarapa Combined District Plan (Decisions Version, 2025) (the District Plan), specifically the Notable Trees chapter.
- Resource Management Act 1991.
- District Plan – Engineering Development Standards 2023.
- Wairarapa Consolidated Bylaw (Part Two – Public Places (including Parks and Climate Change Response Act 2002.
- Electricity (Hazards from Trees) Regulations 2003.
- Government Rooding Powers Act 1989.
- Masterton District Council Long-Term Plan
- Masterton Parks and Open Spaces Strategy 2021.
- National Planning Standards 2019.
- Public Works Act 1981.

Whakahaere Kōnae | Version Control

Version	Date	Summary of Amendments	Approved By
1	2 July 2026 (TBC)	New set of Procedures to accompany the Street Tree Policy	ELT

Ngā Āpitihanga | Attachments

- Āpitihanga A: Rārangi Momo Rākau Tiriti e Whakaaetia ana | Appendix A: Approved Street Tree Species List
- Āpitihanga B: Te tukanga hei whai whakaaro ka topea he Rākau Tiriti | Appendix B: Procedure to follow when considering a Street Tree for removal

Āpitihanga A: Rārangi Momo Rākau Tiriti e Whakaaetia ana | **Appendix A:**
Approved Street Tree Species List

Species	Mature height	Spread	Native/exotic	Tolerances	Intolerances
Alectryon excelsus (Titoki)	8–12m	4–6m	Native	Wind, summer dry periods and urban conditions	Frost (when young), waterlogged soil
Amelanchier canadensis (Serviceberry)	6–8m	4–6m	Exotic	Cold temperatures, well-drained soil, light shade	Drought, poor drainage
Cornus florida (Flowering Dogwood)	6–7m	5–6m	Exotic	Partial shade, moist acidic soil, cold winters	Drought, compacted soil, high heat
Ginkgo biloba (Maidenhair Tree – male only)	15–20m	8–12m	Exotic	Pollution, heat and cold, wind	Waterlogged soil
Hoheria angustifolia (Lacebark)	8–10m	4–6m	Native	Fast growing, wind tolerant, adaptable to most soils, frost tolerant	Prolonged waterlogging
Knightia excelsa (Rewarewa)	10–15m	5–7m	Native	Wind, full sun, poor soil	Frost (when young), waterlogged soil
Koelreuteria paniculata (Golden Rain Tree)	6–8m	4–6m	Exotic	Drought, wind, poor soil, coastal conditions	Severe frost when young water logged soils
Magnolia grandiflora 'Little gem' (Magnolia)	6–8m	4–6m	Exotic	Moderate wind, well-drained soil urban conditions summer heat	Drought, strong exposed wind, poorly drained soil
Metrosideros umbellata (Southern Rātā)	12–15m	8–10m	Native	Wind, coastal exposure, cooler climates	Drought, poorly drained soils
Sophora microphylla (Kōwhai)	6–8m	4–6m	Native	Drought, coastal conditions, Frost wind	Poor drainage, Very heavy frost (when young)

Species	Mature height	Spread	Native/exotic	Tolerances	Intolerances
Parrotia persica (Persian Ironwood)	6–10m	5–8m	Exotic	Wind, heat and cold, urban pollution	Waterlogged soil, long-term extreme drought
Ulmus parvifolia (Chinese Elm)	10–15m	10–15m	Exotic	Drought, wind, pruning tolerant	Very wet soil
Plagianthus regius (Ribbonwood Manatu)	12–15m	4–6m	Native	Suits most soils, fast growing, frost and wind tolerant	Extended drought, poorly drained soil
Pseudopanax crassifolius (Lancewood Horoeka)	5–10m	2m	Native	Drought tolerant once established, urban conditions, exposed sites	Waterlogged soil, deep shade
Styrax japonicus (Japanese Snowbell)	6–8m	4–6m	Exotic	Well-drained soil, light shade, sheltered sites	Wind, drought, poor drainage
Zelkova serrata (Japanese Zelkova)	12–18m	10–15m	Exotic	Wind, drought, urban conditions, compacted soils	Waterlogged soil
Pyrus calleryana 'Kea' (Bradford Ornamental Pear)	8–10m	4–6m	Exotic	Wind, frost, urban conditions, adaptable soils	Poor drainage prolonged waterlogging

Note: Street trees planned to be planted in industrial areas shall be selected in accordance with the “Recommended Plant Species List” in the Industrial Design Guide of the Wairarapa Combined District Plan. Planting and ongoing maintenance and removal shall be in accordance with the Policy.

Āpiti hanga B: Te tukanga hei whai whakaaro ka topea he Rākau Tiriti |
Appendix B: Procedure to follow when considering a Street Tree for removal

