

# Tree Works Application

## Prune or Remove a Tree Growing on Private Property

Under the *Environmental Planning Assessment Act 1979* and the *Woollahra Municipal Council Tree Management DCP 2015*

*Fees are valid until 30 June 2016*

### About this form

Use this form to apply for a permit to prune or remove a tree or trees protected by the Woollahra Municipal Council Management DCP.

This form is not to be used when requesting removal or pruning of trees located on Council land such as footpaths, laneways or parks.

If you are seeking removal of a tree that has been conditioned to be retained on an approved development consent, you will need to apply for a Section 96 amendment to your development consent. For further information, please contact the Duty Planner on 9391 7096 or our Customer Service Centre on 9391 7000.

### Lodgement & fees

Please follow the instructions on pages 5, 6 and 7

### Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre or website: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) (further details, see page 6)

## ▼ Site details (one property per application only)

**Location and title description of the property on which the tree stands**  
(trunk is growing).

Unit or shop: ..... Street No: ..... Street: .....  
..... Suburb: .....

Has the retention of the tree/s been the subject of a condition of a Development Consent issued by Council within the last 5 years? Yes / No

*If yes, you may need to lodge a Section 96 amendment to the original Development Consent. Further information can be obtained by contacting Council's Duty Planner on 9391 7096.*

## ▼ Applicant details

**Name, address and contact details of applicant**

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name: .....

**Applicant should be a person not a company or owner's corporation.**

Given name: .....

Company name: .....

All correspondence including the final determination will be forwarded to the listed applicant and/or owner/s (if applicable).

Postal address: ..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... Mobile: .....

E-mail: .....

**Are you the owner of the subject tree? Yes / No**

## ▼ Access details

### Accessing property

Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property? eg. locked gate, dogs, you wish to be present?

- No** – a Council officer will inspect the tree works once the completed form has been registered.
- Yes** – please provide details of the person we need to contact to make an appointment.

Contact Person:.....Phone: .....

Please note that delays may be experienced if you require an appointment or if there are special arrangements for an officer to undertake a site inspection. Council will not make appointments with multiple parties.

If the tree is located within an adjacent property and there is no tree owner consent, Council will not enter that property for the purpose of assessing this application.

## ▼ Proposal (this section must be completed)

### Please complete the following information

- You must complete this section by identifying the location of subject tree/s, the works that are proposed and the reasons you are seeking these works.
- Council will review the information provided in the application and take careful consideration of the reasons for the proposed pruning / removal works. Please refer to the Tree Management DCP (2015) and Tree Management Policy (2011) for matters which are considered in determining tree works proposals. All tree works must be carried out in accordance with Australian Standard (AS4373–2007) - Pruning of Amenity Trees and WorkCover NSW Code of Practice 'Amenity Tree Industry' - 1998.

Tree number	Tree species or common names (if known)	Location within property	Work proposed (prune, remove or remove and replace)	Reason for works
1				
2				
3				

## ▼ Block Plan (this section must be completed)

Please provide sufficient details to locate tree/s within the site. Label tree/s numerically, locate property boundaries, main dwelling, driveway and include street names.

To assist in identification of tree/s to be assessed, where possible please mark the tree/s with ribbon/rope or some form of non-permanent marking. This will assist the tree officer when undertaking the site inspection.



# Owner's details and consent (This section must be completed for tree removal)

## Owner's consent

This section must be signed by the owner of the property. If there is more than one owner, every owner must sign.

If the property is owned by **company title**, this section must be signed by a director under common seal.

If the property is owned by **strata plan**, this section must be signed by an authorised officer under common seal and minutes from a meeting of the body corporate or executive committee meeting at which the listed works were approved **must** be submitted with the completed application.

If you have recently purchased the property, please include a copy of the contract of sale (it may take several months before Council is notified by the Lands Title Office of the change of ownership).

**NB: Council WILL NOT process this application without the appropriate owner's consent.**

Under the *Environmental Planning Assessment Act 1979* and the *Woollahra Municipal Council Tree Management DCP 2015* Council is required to obtain the legal consent of the owner of the property on which the tree/s are growing when tree removal is proposed

When proposing to prune a tree that is growing from an adjacent property, having the tree owner's consent may assist in the assessment and determination of the application.

As owner/s of the land to which this application relates, I consent to this application being submitted to Woollahra Municipal Council for consideration. I also give consent for authorised Council officers to enter the land to carry out inspections. I understand that the final determination will be sent to the applicant and I will receive a copy sent to my postal address (where I am not the applicant). I agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application.

Family name: .....

Given names: .....

Company name: .....

Signature: ..... Date: .....

Postal address: .....

..... Post Code: .....

Family name: .....

Given names: .....

Signature: ..... Date: .....

Postal address: .....

..... Post Code: .....

*If you are signing on the owner's behalf, please state the nature of your legal authority and **attach full documentary evidence** eg Power Of Attorney.*

.....

NOTE: if you are managing a residential tenancy property you must provide the written consent of the owner of the property. A residential tenancy agreement is not acceptable delegated authority.

**Attached:** Additional consent  Power of Attorney  Minutes of meeting

## ▼ Applicant's declaration and check list

Have you included your name in the 'Applicant details' section of the form (pg 1)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has the property owner/s signed the 'Owners details and consent' section of the form (pg 4)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Where the tree stands on property owned by company title or strata plan, have you attached the common seal with the owner's consent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Where the tree stands on property owned by strata plan, have you attached the minutes of the meeting at which the listed works were approved? PLEASE NOTE: Council will not accept your application without this information	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you are signing on the owner's behalf as the owner's legal representative, have you attached a full copy of your power of attorney? PLEASE NOTE: a residential tenancy agreement or strata management contract will not be accepted as alternate owners' consent	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you completed the section headed 'Proposal' listing all the trees and the proposed works you are applying to undertake?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you attached the necessary payment for this application?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### **Applicant's declaration**

I apply for a permit to carry out the works described in this application. I declare that all the information given is true and correct. I understand that, if incomplete, the application may be delayed or rejected and more information may be requested.

Name:.....(please print)

☒ Signature: ..... Date: .....

## ▼ Additional Information

The processing period for applications is approximately four weeks. During this period Council will inspect the site and in most cases notify adjoining properties of the proposed works. At the conclusion of the assessment process a written determination will be forwarded to the applicant and property owner. Council will prioritise applications accompanied by a qualified Arborist's report detailing an elevated risk or potential danger associated with a protected tree.

### **Review of determination**

If you are unhappy with the outcome of your application, you may apply for a review of the decision. Additional information must be supplied to support any request for review. It would be expected that additional information would be in the form of a report from a qualified and experienced arborist, structural engineer or similar. Please note: a fee of 50% of the original fee is required. Application for Review of Determination of Tree Management Permit can be obtained from our website.

## How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically:**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** [Records@woollahra.nsw.gov.au](mailto:Records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Tree Officer handling your application in the Public Open Space Department.

### Fees

Fees are valid until 30 June 2016.

The appropriate fee must accompany the application. This is a processing fee and is not refundable.

- \$70.00 1 tree
- \$25.00 per additional tree

Council will not refund all or part of the processing fee if it is found that some or all of the requested work is exempt work under Council's Tree Management DCP.

### Payment methods:

#### In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

#### By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

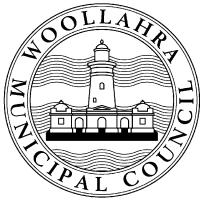
**Bus or Rail:** Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable ( <i>refer receipt for details</i> ) Retain your receipt as proof of lodgement of the application.  <input checked="" type="checkbox"/> Receiving Officer: ..... Date:..... <input checked="" type="checkbox"/> Cashier: ..... Date:.....  Tree Works (TPO) No.....	<b>OFFICE USE ONLY</b>		
	Fee Type	Receipt Code	Fee \$
	TPO	44	
	Total:		

## Privacy notification

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



# Credit Card Payment Form

**All credit card payment will incur a processing fee, currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

<b>Credit card payment</b>  <i>This matter will not be processed until the credit card payment has been authorised</i>	Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA												
	Full Name on Credit Card													
	Credit Card No.			--				--				--		
	Card Expiry Date			--		Total Amount Paid		\$						
	Cardholder's Signature													
	Date					Contact Phone No.								

<b>Reason for payment</b>  <i>Please indicate in this section the reason for the payment and any other applicable information.</i>	<b>Payment For</b> ..... <b>Tree Works (TPO) Application</b> <b>Council Reference</b> Eg. DA No.etc ..... <b>44</b> <b>Address (where applicable)</b> ..... ..... ..... .....
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**PRIVACY NOTIFICATION**      The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

<b>OFFICE USE ONLY</b>	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	