



TREE PERMIT APPLICATION

Office Use Only:
T. Permit No:

Please note: Prior to completing this application form, refer to Appendix 1 of this form to ensure the correct application is being made.

PART A – APPLICATION AND SITE DETAILS

Part B of this document will be made available on the Leichhardt Council website. Part A of this application form must be copied separately on to any disk containing electronic copy of documentation.

Site Details

Please list all properties subject to this application

Unit No/s	Street No/s	Street
Suburb	Postcode	
Lot, DP, Strata Plan, Vol/Fol		
Site Area	m ²	Frontage m

Applicant Details

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Family / Company Name			
Given Name	Contact person (if company)		
Postal Address			
Phone No:	Mobile:		
Email:			

Owner/s Consent

Please print. ALL registered owners of the site must sign this form. Without owner consent Council will not accept the application. If the site is owned by a company the onus is on the company to ensure that the correct number of directors sign the application. It is also the company's responsibility, including sole director companies, to use the company seal, if the company rules stipulate its use, or alternatively provide authorisation by way of company letterhead. Strata bodies must use the strata seal, if the strata rules so stipulate, or provide authorisation on letterhead.

Council will not accept this application without correct and complete owner/s consent.

As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application			
Family Name / Company Name / Strata Title:	(If company, company seal to be affixed)		
Given Name or Authorised Company Officer Name	Company ACN		
Postal Address	Postcode		

Phone No		Mobile	
Email			
Signature/s and Print Name	Authorisation by Company letterhead attached		Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>

Conflicts of Interest	<p>Does Leichhardt Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please explain:</p>
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Declaration	<ul style="list-style-type: none"> • I apply for approval to carry out the development or work described in this application. I declare that all the information in the application is to the best of my knowledge, true and correct • I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void' • I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application • I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application • I declare that any electronic data is not corrupted and does not contain any viruses • I understand that Council will use the information and materials provided for notification and advertising purposes • I understand that information provided with this application is being collected for the purpose of assessing the application and display on Council's online tracking system and any subsequent information submitted and correspondence from council will be made available on council's website for viewing by the general public. • I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges that this material will be made publicly available on Council's on-line DA tracking system, both during and after the assessment is completed. <p>Applicant Signature _____ Date _____</p>
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Privacy Statement	<p>Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the <i>Government Information (Public Access) Act 2009</i>, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.</p>
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Instructions for Applicants

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.
- **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU**
- Lodge in person – Council's administration building, 7-15 Wetherill St, Leichhardt.
- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Leichhardt Council, PO Box 45, Leichhardt NSW 2040
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council's website under About Council / Forms / General Forms. Make cheque payable to Leichhardt Council.



PART B – DESCRIPTION OF PROPOSAL

Please note that the information provided in this part will be public information and will be placed on Leichhardt Council's website.

Site Details

Please list all properties subject to this application

Unit No/s		Street No/s		Street	
Suburb				Postcode	
Lot, DP, Strata Plan, Vol/Fol					
Site Area		m ²	Frontage		m
Heritage Item	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Conservation Area	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

Application Details

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity **must** be given, either by company seal or company letterhead.

Given Name		Family / Company Name	
Contact person (if company)			

Proposed Works

Proposal Provide a written description			
Number of trees			
Tree Management Controls	<p>Works to a <i>prescribed tree</i> (that is not located within a heritage-listed property or a heritage conservation area) that exceed the requirements of C1.14.2 (works not requiring consent) and C1.14.4 (minor works)</p> <ul style="list-style-type: none"> - Removal of Tree/s <input type="checkbox"/> - Pruning of Tree/s <input type="checkbox"/> <p>If the proposal involves removal of a <i>prescribed tree</i>, please specify the relevant assessment criteria:</p> <ul style="list-style-type: none"> a) the tree is located where the prevailing environmental conditions are unsuitable; <input type="checkbox"/> b) the tree is in a state of irreversible decline or is dead; <input type="checkbox"/> c) the tree poses a threat to human life or property; <input type="checkbox"/> d) the tree is causing significant damage to public infrastructure which cannot be remediated by any other reasonable and practical means; <input type="checkbox"/> e) the replacement of damaged or failed sewer pipes or storm water lines cannot reasonably be undertaken with the retention of the tree; <input type="checkbox"/> f) the tree is not deemed to be a tree of landscape significance; and <input type="checkbox"/> g) replacement planting can better achieve the objectives of this section of the Development Control Plan within a reasonable time. <input type="checkbox"/> 		

OR

Works to a *tree* located within a heritage-listed property or a heritage conservation area which are of a minor nature; for the maintenance of the heritage item or place within the heritage conservation area; and would not adversely affect heritage significance of the item or conservation area.



Note: Refer to C9 of C1.14.5 of DCP 2013 for what may be regarded by Council as being of a minor nature in relation to a tree that is or forms part of a Heritage Item or is within a Heritage Conservation Area

Site Diagram

In the space provided below, please include:

- A diagram of the subject site, indicating street frontage, general location of any buildings, the location of all trees that are the subject of this application and any other trees on the property.
- Approximate height, trunk diameter, canopy width and species of each tree that is the subject of this application.
- Please number the trees which are subject to this application.

Office use only

Tree Permit Fee:		Advertising / Notification Fee:	
Checked by Officer:		Amount Paid:	
Date:		Receipt No:	
DWS No:		Cashier Code:	
		Initial of CS Officer:	

APPENDIX 1 – Works to Trees on Private Property – Type of Permit Required

The below table is to be used as a guide only, and before making an application to Council for undertaking works to trees, please read *Section C1.14 – Tree Management* of Leichhardt Development Control Plan 2013.

Type of work	Heritage listing?	No approval required	Tree Minor Works Permit	Tree Permit	Development Application
Prune roots less than 10% of root system (roots no more than 100mm in diameter)	Non-heritage properties	√			
	Heritage conservation area or Heritage Item			√	
Prune Roots greater than 10% of root system	Non-heritage properties				√
	Heritage conservation area or Heritage Item				√
Prune less than 10% of canopy (once per growing season, branches no more than 100mm in diameter)	Non-heritage properties	√			
	Heritage conservation area	√			
	Heritage Item			√	
Prune between 10% - 20% of canopy	Non-heritage properties		√		
	Heritage conservation area or Heritage Item				√
Prune more than 20% of canopy	Non-heritage properties			√	
	Heritage conservation area or Heritage Item				√
Removal of "prescribed tree*" (not dead or dying)	Non-heritage properties			√	
	Heritage conservation area or Heritage Item				√
Removal of dead or dying tree	Non-heritage properties		√		
	Heritage conservation area or Heritage Item		√		

NOTES:

*A **prescribed tree** is:

- a *tree* of more than six (6) metres in height and having a trunk diameter of more than 200 millimetres when measured at a height of 1.4m from the ground, growing on privately owned land; or
- a *tree* that is or forms part of a Heritage Item or is within a Heritage Conservation Area; but
- excludes any *tree* listed as an exempt species as outlined within **C1.14.2** of Leichhardt Development Control Plan 2013.