

## REFERENCE

# Tree Management Application

## About this form

This form is to be used when proposing to remove or prune tree/s, where the property is not the subject of the DA. Refer to Section 4.1 of this DCP.

Use this form to apply for approval to carry out Tree Works.

This form is required so that Council can protect and manage the urban forest within the Strathfield Local Government Area and can ensure that the Tree Works:

- Comply with the Environmental Planning and Assessment Act 1979
- Comply with Part O of the Strathfield Consolidated Development Control Plan 2005
- Have no long term adverse impact upon the Urban Forest canopy across the Strathfield Local Government Area.
- Have no adverse impact upon neighbouring properties, and the visual amenity and landscape character of the area.

### Council Contact Details

Customer Service Centre: 65 Homebush Road, Strathfield, NSW, 2135. Post PO Box 120, Strathfield, NSW, 2135.

Email [council@strathfield.nsw.gov.au](mailto:council@strathfield.nsw.gov.au)

[www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au)

Phone (02) 9748 9999

### NOTE:

**A Development Application is required for the removal/pruning of any tree or neighbouring tree on a heritage item, Heritage Conservation Area or Strathfield Council's Significant Tree Register.**

### Additional Information:

- Please read Part O of Strathfield's Development Control Plan 2005.
- It is the applicant's responsibility to provide sufficient information to support the reasons for the proposed tree works. Council may also identify the necessity for the submission of additional information following a preliminary assessment of the application, such as an arboricultural report, pruning specification, structural engineering report, plumbing report, landscape design plan and/or photographs. This information may assist in substantiating your request.
- All reports must comply with the provisions of Appendix 4 Part O of the Strathfield Consolidated Development Control Plan. Council will only accept reports from arborists with minimum Australian Qualification Framework level 5 (AQF5) in Arboriculture or equivalent.
- If the subject tree has been identified as posing an imminent risk to human life by an AQF5 Arborist, please contact Council on 9748 9999.
- Further information can be found at [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au)

You can also discuss your proposal before lodging your Tree Management Application by contacting Customer Service on (02) 9748 9999.

## SCHEDULE OF FEES

The following fees apply and are payable at time of lodgement of your application.

**Please tick appropriate option:**

Remove/Prune 1-5 trees - \$134 per tree

Remove/Prune 6-10 trees - \$197 per tree

Remove/Prune 11-20 trees - \$258 per tree

Remove/Prune more than 20 trees - \$383 per tree

Request for Internal Review of Tree Permit Application – Private Tree \$621

Extension of Approved Tree Work - \$58

### Please Note:

1. Fees are current from 1 July 2024 and are subject to change.
2. Previously the Development Application could have unlimited trees for a set Development Application fee
3. The fees set out above are to be charged per tree.

For example, 3 trees will be charged at a rate of \$134 per tree being  $134 \times 3 = \$402$

**PART 1: PROPERTY** Significant tree, sensitive area (are there any properties in those areas) and heritage zoning details for the site.

1.a)	Is the property or any part of the property a Heritage Item or within a Heritage Conservation Area or is the tree listed on the Strathfield Local Government Area Significant Tree Register.	Yes	If yes, you should be submitting a Development Application (DA) Form from <a href="http://www.strathfield.nsw.gov.au">www.strathfield.nsw.gov.au</a> unless the application is for removal of a tree posing an imminent risk to human life.
		No	If no, please proceed to b) below
Not sure? Please call Customer Service on 9748 9999			

**PART 2: COMPLYING DEVELOPMENT AND TREE APPLICATIONS**

2.a)	<p><b>Are the Tree Works necessary to enable you to apply for a Complying Development Certificate?</b></p> <p>SEPP Exempt and complying Development 2008 is a State Government initiative.</p> <p>Please refer to the NSW Planning &amp; Environment. Additionally, Strathfield Council's web page and customer service have information that may assist you.</p> <p>Please note: if your tree application is to allow for a CDC, Trees that are not exempt under the SEPP will only be assessed in accordance with DCP 4.1 Tree Management Permit, Part e Matters for Consideration</p>	Yes	Please attach to this application development plans and supporting information including an assessment of the retention value of the trees. The information must demonstrate that you have considered alternative design, development layout and tree sensitive construction techniques to allow for the retention of trees on the property. If you do not submit this information your application will be rejected
		No	

**PART 3: APPLICANT DETAILS** The applicant is the person lodging the form and the only person the Council will communicate with.

Company / Organisation (If applicable)					
Title	Mr.	Mrs	Ms	Miss	Other
Given Name			Family Name		
Address					
Suburb				Postcode	
Postal Address (If different from above)					
Suburb				Postcode	
Preferred Contact	Mobile	Phone	Email		
Mobile					
Phone					
Email					
Type of Owner(s)*	Land Owner (Torrens Title)	Unit Owner (Strata title) Common seal/stamp required	Legal Authority	Council	
			Power of attorney	Neighbouring land	
	Land Owner (Company Title)		Executor		
			Trustee		
			Body corporate		
3.a)	Are you the owner of the Tree(s)?	No	If you are applying for the removal of a tree from a neighbouring property the removal of the tree requires the tree owner's consent (Part 7.c).		
Note: Any conditions relating to the removal of a tree on neighbouring land will be issued to the tree owner.					

PART 4: ADDRESS OF LOCATION OF THE PROPOSED TREE WORK

4.a)	Is the tree located at the same address as the applicant?		Yes - If yes, go to part 5.a)	No - If no, please complete this section	
Tree Owner's Name					
Address					
Suburb			Postcode		
Postal Address (If different from above)					
Suburb			Postcode		
Preferred Contact		Mobile	Phone	Email	
Mobile					
Phone					
Email					

PART 5: TYPE OF TREE WORKS

5.a)	Number of trees in this application				
5.b)	TREE 1: Proposed Tree Works	Pruning	Removal		
	Tree Species				
	Location on the property	Front Garden	Side Garden	Back Garden	Neighbour
	Additional information attached				
	Reason for the Tree Works				
5.c)	TREE 2: Proposed Tree Works	Pruning	Removal		
	Tree Species				
	Location on the property	Front Garden	Side Garden	Back Garden	Neighbour
	Additional information attached				
	Reason for the Tree Works				
If this application is for more than 2 Trees, please complete Page 6 – Additional Tree Details					
5.d)	Is access to the site available?	Yes	No	If no, state why? e.g. dog, locked gates	
5.e)	Do you wish to attend the site inspection?	Yes	No	If yes, advise available time between 8.30am - 4pm (Mon – Fri)	
Please note there will be a delay in processing your application if site access needs to be arranged.					

## NOTE: NEIGHBOUR'S TREES

### What you need to know

- If you are requesting to remove a tree on a neighbouring property you must include the consent of the owner of the tree - Refer to Part 7.
- If you are requesting to prune overhanging branches from a neighbour's tree, you do not require the tree owner's consent but we recommend you discuss your intentions with the tree owner prior to submitting the application.
- All trees of height greater than 4m (unless on our exempt species list) are protected in the Strathfield Local Government Area.
- **We will notify your neighbour of your application** and they will be given 14 days to comment before it's determined. If we approve your application, all pruning must be done on your property – the permit **does not** give you or your contractor permission to enter your neighbour's place.
- Only your neighbour can give you permission to prune the tree from their property.

**Please Note:** You can only apply to **prune** a neighbour's tree. We will not accept your application if it relates to removing a neighbour's tree. We cannot grant you permission to remove your neighbour's tree without their consent.

**PART 6: SITE PLAN**

**Provide a birds' eye view drawing below or attach your Site Plan to this application.** Please include the following: Indication the direction north, property boundaries, street names, nearest side street, position of dwellings and buildings, driveways, swimming pool, location of the tree/s on the property and label "Tree 1:", "Tree 2" etc, and any other useful information.

PART 7: DECLARATION

7.a) Declaration			
<ul style="list-style-type: none"><li>• I am applying for approval to carry out the Tree Works described in this application</li><li>• I declare that all the information in the application is, to the best of my knowledge, true and correct</li><li>• I understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested.</li><li>• I acknowledge that if the information provided is misleading any approval granted may be void.</li><li>• I am aware that fees apply and are payable on lodgement with this Tree Management Application.</li></ul>			
7.b)	Number of property owners	7.c) Consent	As owner of the land (or legal authority) to which this application relates, I consent to this application. I also give consent to authorised Strathfield Council officers to enter the land to carry out inspections relating to this application
	Name of owner 1		
	Signature	Date	
	Name of owner 2		
	Signature	Date	
	Name of all other owners		
	Signatures	Date	
7.d) Legal Authority			
Without ALL the owner's consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner's behalf as the owner's legal representative or as a Body Corporate, you must state the nature of your legal authority and attach documentary evidence (eg. Power of attorney, executor, trustee, company director, etc). If the owner is a company, this form must be signed by 2 directors or a director and company secretary and the common seal must be stamped on this form if applicable. If the company has a sole director a separate letter stating sole director status on company letterhead to be provided.			
Name(s) of legal authorities			Company / Strata Stamp or seal to be affixed if applicable
Position title / and Company			
Signatures			
Date			

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9748 9999.

OFFICE USE ONLY	Receipt number	Amount paid \$	Date received
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<b>TREE</b>	Proposed Tree Works	Pruning	Removal		
	Tree Species				
	Location on the property	Front Garden	Side Garden	Back Garden	Neighbour
	Additional information attached				
	Reason for the Tree Works				
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