

Prune/Remove Tree on Private Land Application

Under the Sydney Local Environmental Plan 2011 (clause 5.9 and 5.10) and the Development Control Plan (clause 3.5.5)



About this form

You may use this form to obtain approval to prune or remove a tree on private land.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Guidelines to assist in completing the form can be found at:
[www.cityofsydney.nsw.gov.au/environment /tree management](http://www.cityofsydney.nsw.gov.au/environment/tree%20management)
- 4: Once completed you can submit this form by facsimile, mail and in person. Please refer to the Lodgement details section for further information.

Part 1: Applicant Details

Title *	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Company Name		
<input type="text"/>		
Business/Home Address		
<input type="text"/>		
Postal Address (if different from above)		
<input type="text"/>		
Please send determination by: Email <input type="checkbox"/> Post <input type="checkbox"/>		

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number	Home Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Fax Number	
<input type="text"/>	<input type="text"/>	

Part 2: Site Details

Address Number*	Street Name*
<input type="text"/>	<input type="text"/>
Suburb*	
<input type="text"/>	

Part 3: Heritage Significance (Local or State), Register of Significant Trees

Is the tree: Listed on the City's Register of Significant Trees? Yes No
(refer to the City's website)

Within a Heritage Listed Item? Yes No
(refer to the City's LEP - Schedule 5)

NOTE: State Heritage Listed properties will require separate approval or exemption under *Heritage Act 1977*

Within a State Heritage Listed Property Yes No
(refer to www.environment.nsw.gov.au)

Have you attached the required Exemption or Approval Yes No
from the NSW Heritage Council?

Part 4: Proposed Work Details

Tree 1 Tree Number Tree Species

Prune Tree
Remove Tree

Prune/Remove Reason

Tree 2 Tree Number Tree Species

Prune Tree
Remove Tree

Prune/Remove Reason

Tree 3 Tree Number Tree Species

Prune Tree
Remove Tree

Prune/Remove Reason

Part 5: Supporting Documentation

Please attach any relevant documentation, reports, photographs to assist this application, including:

- Arborist's report (in accordance with Council's Guidelines - see Schedule 8 DCP).
- Sewer diagram, Plumber's report.
- Structural Engineers report (in accordance with Council's Guidelines).

NOTE: Removal of trees for damage to sewer pipes / built structures will not be approved unless it can be demonstrated to Council that all engineering alternatives have been investigated and have not been found feasible.

Part 6: Site Diagram

Part 7: Land Entry Details

You are advised that access to your property may be required by Authorised Officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make the necessary arrangements. See Section 118 of the Environmental Planning and Assessment Act for further details.

Do we require your attendance to access the site? No Yes

Are there any dogs or security measures we need to know about? No Yes Please specify below

Please Specify

Part 8: Payment Details

A fee of \$48.00 including GST is payable. NOTE: Refunds will not be issued if works are exempt.

Payments can be made by cheque, EFTPOS or credit card. For mailed applications please include either a cheque or a Credit Card Payment Authorisation Form (available from the City's offices, website or via the link below). Cheques should be payable to "City of Sydney".

For Fax lodgement please complete and include a Credit Card Authorisation form, shown on the City's website.

Part 9: Applicant Declaration

I declare that the information provided in this application is true and correct at the time of signing and that the owner of the tree/s has been informed of this application. I have read and understand part 7 of this form and authorise Council officers to access my land to carry out inspections for the purposes of determining this application.

Applicant Name

Applicant Signature *

Date

Part 10: Owner Consent - (Application for tree removal only)

As the owner/s of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections. Every owner on title must sign this form.

Owner / Strata Name

Date

Owner / Strata Name

Owner / Strata Signature *

Owner / Strata Signature *

Telephone Number

Company / Strata Stamp or Seal

Note: Consent and seal of the owners corporation is required if the proposed work involves or affects common property. The Strata Managing Agent or two (2) members of the Owners Corporation must sign.

Part 11: Lodgement Details

You can lodge the completed application by:

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001 **DX Address:** 1251 Sydney

IN PERSON:	CBD: Level 2, 456 Kent Street,	Monday - Friday 8am - 6pm
	Kings Cross: 50-52 Darlinghurst Road,	Monday - Friday 9am - 5pm, Saturday 9am -12pm
	Glebe: 186 Glebe Point Rd,	Monday - Friday 9am - 5pm
	Green Square: 100 Joynton Ave,	Monday - Friday 10am - 6pm
	Redfern: 158 Redfern Street,	Monday - Friday 9am - 5pm, Saturday 9am -12pm

WHAT NOW: After your application has been received a Council officer will contact you within 28 days. If your application is to remove a significant tree, the neighbours immediately adjacent to your property will be notified of this application.

For further information regarding your application please contact us by:

TELEPHONE: (02) 9265 9333

or

WEBSITE: www.cityofsydney.nsw.gov.au

Part 12: Privacy & Personal Information Protection Notice

Purpose of Collection: For the approval to prune or remove a tree on private land.
Intended recipients: Council staff and approved contractors of the Council of the City of Sydney.
Supply: Prune/Remove Tree on Private Land Application is voluntary however a completed application is required for approval to proceed.
Access/Correction: Council staff or Government Information (Public Access) Act requests.
Storage: Council's record management systems and Archives

Office Use Only

Receiving Officer

Date received

Receipt Number (RC604)