

Tree Permit Application

(For the removal or pruning of trees on private property)

A: 11 Manning Street, Kiama NSW 2533
P: PO Box 75, Kiama NSW 2533
W: www.kiama.nsw.gov.au

P: 4232 0444
F: 4232 0555
E: council@kiama.nsw.gov.au

Important: Please ensure you have read Kiama Development Control Plan 2012 *Chapter 3 – Preservation and Management of Trees & Vegetation* and use the flowchart on the back page to assist you in determining whether or not a Tree Permit or a Development Consent is required.

Part 1: Applicant Details

Applicant name:	
Business / Company Name:	
Residential address:	
Postal address:	
Contact phone number/s:	
Email address:	

Part 2: Site Details

Address where tree is located:	
Lot & DP No (if known):	
Do you own this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No you must obtain the owner's consent at Part 6 of this form)

Part 3: 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 make a determination. 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 Officers. Access may be made in your absence. Should access issues arise, staff may make contact with you beforehand to make any necessary arrangements.

See Section 118 of the *Environmental Planning and Assessment Act* for further details.

Do Council Officers require your attendance to access the site? No Yes

Are there any dogs or security measures Council needs to know about? No Yes

Please specify:

Office Use only:

Payment: \$ _____ Receipt No: _____ Date: _____ Register No: _____

Part 4: Proposed Works

- 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. Please use tree numbering on the site map. Attach separate sheet if required.
- If trees are not easily identifiable please attach ribbon/rope or use non-permanent marking to assist the inspector.
- Council will not normally approve pruning or removal of trees: to control natural processes such as fruit or leaf drop; roots blocking sewer or drain pipes; or to improve views.

Tree Number	Tree species or common names (if known)	Location within property	Work proposed (prune, remove or remove & replace)	Reason for works
<i>Eg</i>	<i>Not sure – some type of Eucalyptus tree</i>	<i>front yard near water feature</i>	<i>remove & replace</i>	<i>There is a split in the trunk and a large branch fell off last week.</i>
1				
2				
3				
4				

Part 5: Site Diagram

Indicate the location of the tree/s in relation to buildings, property boundaries and the street. Please mark "north" with an arrow.

Part 6: Owner Details

If the applicant is **NOT** the property then the owner/secretary of the Body Corporate, must consent to the lodging of this application by completing this section.

Owner name:	
Body Corporate / Company:	Please ensure common seal is stamped on this form.
Address:	
Contact phone number/s:	
SIGNATURE:	

Part 7: Lodgement Details

You can lodge the completed Tree Permit Application by mail, email, fax or in person at Council's Administration Centre – address details are on the front page of the application. (Don't forget to include the prescribed fee.)

What Now: After your Tree Permit Application has been receipted and processed inspections are usually completed within 21 days. Council will confirm its decision (and any applicable conditions) in writing to the Applicant within a few days of determination. You will need to provide this documentation to your certified and insured arborist prior to any work being undertaken.

Part 8: Payment Details

	<u>Fee Payable</u>
Inspection of 1-5 trees on the same site	\$25.00
Inspection of 6-10 trees on the same site	\$35.00
Inspection of 11-20 trees on the same site	\$45.00

Payment can be made by cheque, EFTPOS or credit card. Cheques should be payable to "Kiama Municipal Council". Please complete Council's Credit Card Payment form if sending the application by mail, email or fax. This is available from the "Forms Page" on Council's website.

Part 9: Privacy and Personal Information Protection Notice

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 Kiama 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.

Part 10: 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 3 of this form and authorise Council Officers to access my land to carry out inspections for the purposes of determining this application.

Applicant Signature:	Date:
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