

# TREE PERMIT APPLICATION FORM

## About this form

Use this form to apply for approval to carry out Tree Works (pruning or removing a tree or altering soil levels within the Tree Protection Zone of a tree) within the City of Ryde. This form is required so that Council can protect and manage the urban forest within the City of Ryde and can ensure that the Tree Works:

- Comply with the *Environmental Planning and Assessment Act 1979*
- Comply with Part 9.6 Tree Preservation of the City of Ryde Development Control Plan 2010, the Local Environment Plan 2010 and any other relevant planning controls
- Have no long term adverse impact upon the Urban Forest canopy across the City of Ryde
- Have no adverse impact upon neighbouring properties, and the visual amenity and landscape character of the area.

**NOTE: For removal of trees on a heritage item or within a heritage conservation area a Development Application is required.**

## How to lodge this form

This form is in nine parts. Please ensure all fields have been filled out. Fields marked with an asterisk \* must be completed otherwise Council will be unable to process your application. Council will either reject your application or request the missing information be provided. The determination of your application will be delayed. Once completed, forms can be submitted:

**In person** Customer Service 1 Devlin Street, Ryde NSW  
**Via post** Locked Bag 2069, North Ryde NSW 1670  
**By email** cityofryde@ryde.nsw.gov.au  
**By fax** (02) 9952 8070

**Additional information:** An Application Guide and FAQs are available online at: [www.ryde.nsw.gov.au/Trees](http://www.ryde.nsw.gov.au/Trees). You can also discuss your proposal before lodging your Tree Permit Application by contacting Customer Service on (02) 9952 8222.

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

<b>Company / Organisation</b> If applicable		<input type="text"/>	
<b>Title*</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Miss	<b>Other:</b> <input type="text"/>	
<b>Given Name*</b>	<input type="text"/>		<b>Family Name*</b>
<b>Unit / Suite No.</b>	<input type="text"/>	<b>House No.*</b>	<input type="text"/>
<b>Street Name*</b> <input type="text"/>			
<b>Suburb*</b>	<input type="text"/>		<b>Postcode*</b> <input type="text"/>
<b>Postal Address</b> If different from above <input type="text"/>			
<b>Suburb</b>	<input type="text"/>		<b>Postcode</b> <input type="text"/>
<b>Preferred Contact*</b>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	<input type="checkbox"/> Home
<b>Mobile</b>	<input type="text"/>		<b>Fax</b> <input type="text"/>
<b>Business Phone</b>	<input type="text"/>		<b>Home Phone</b> <input type="text"/>
<b>Email</b> <input type="text"/>			

## PART 2 : LOCATION OF THE PROPERTY

Site where proposed Tree Works will be carried out.

<b>Unit / Suite No.</b>	<input type="text"/>	<b>House No.*</b>	<input type="text"/>
<b>Street Name*</b> <input type="text"/>			
<b>Suburb*</b>	<input type="text"/>		<b>Postcode*</b> <input type="text"/>
<b>Lot No.*</b>	<input type="text"/>		<b>DP/SP*</b> <input type="text"/>
<b>Is access to the site available?*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If No, state why? eg dog, locked gates <input type="text"/>			

# PART 3 : OWNER'S CONSENT

Every registered owner of the land must sign this form.

**3.a) Type of owner(s)\***  **Land owner** (Torrens title)  **Unit owner** (Strata title)  **Legal authority**  **Council**  
 **Land owner** (Company title)  Common seal/ stamp required  Power of attorney  
 Trustee  
 Body corporate

**3.b) Owners address same as location of the tree works?\***  **Yes** If yes, please proceed to number of owners (3. c)  **No**

Unit / Suite No.  House No.\*   
 Street Name\*   
 Suburb\*  Postcode\*   
 Mobile  Fax   
 Business Phone  Home Phone   
 Email

**3.c) Number of owners\***  **3.d) Consent\*** As owner of the land (or legal authority) to which this application relates, I consent to this application. I also consent for authorised City of Ryde 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

**3.e) 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   
 Position title / and Company   
 Signatures   
 Date

**Company / Strata Stamp or seal to be affixed if applicable**

## PART 4 : PROPERTY DETAILS

Significant tree, threatened vegetation and heritage zoning details for the site

- 4.a) Is the property or any part of the property in a Threatened Vegetation Area? \*  Yes  No  
Not sure? Please review [www.ryde.nsw.gov.au/\\_Documents/Parks/Threatened+Vegetation.pdf](http://www.ryde.nsw.gov.au/_Documents/Parks/Threatened+Vegetation.pdf) or call 9952 8222
- 4.b) Is the tree listed on the City of Ryde Significant Tree Register? \*  Yes If yes, provide ID Number   No  
Not sure? Please review [www.ryde.nsw.gov.au/\\_Documents/Environment/Significant+Tree+Register.pdf](http://www.ryde.nsw.gov.au/_Documents/Environment/Significant+Tree+Register.pdf) or call Customer Service on 9952 8222
- 4.c) Is the property or any part of the property a heritage item?\*  Yes If yes, please proceed to 4.e)  No
- 4.d) Is the property within a heritage conservation area?\*  Yes If yes, please proceed to 4.e)  No If no, please proceed to Part 5
- 4.e) Are you applying for a tree to be removed?  Yes If yes, you should be submitting a Development Application (DA) Form from [www.ryde.nsw.gov.au/forms](http://www.ryde.nsw.gov.au/forms) unless the application is for removal of a tree posing an imminent risk to human life.  No If no, please proceed to Part 5

## PART 5 : DEVELOPMENT AND TREE APPLICATION DETAILS

Past and present development and tree application details for the site

- 5.a) Is this the first Tree Permit application for the tree/s?\*  Yes  No If no, provide date of last application
- 5.b) Is there a current approved Development Application (DA) Consent for the property?\*  Yes If yes, provide DA Number, then proceed to question 5.e):   No
- 5.c) Has a Development Application been submitted for the property?\*  Yes  No If no, please proceed to Part 6
- 5.d) Are the tree/s included in the Development Application (DA)?\*  Yes If yes, the Tree Works will be assessed as part of the DA.  No
- 5.e) Is this application for tree removal of tree/s required to be retained in the DA consent?\*  Yes If Yes, you will need to apply for a Section 96 amendment to your development application consent  No
- 5.f) Are the Tree Works necessary to enable you to apply for a Complying Development Certificate?\*  Yes If yes, you must comply with Section 2 of the Urban Forest Technical Manual. 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.  No

## PART 6 : TYPE OF TREE WORKS

Please select one or more types of Tree Works, provide details of the location and reasons for the works

6.a) Number of trees in this application\*

6.b)  I am aware the below fees apply for a tree permit application\*

### Residential dwellings (non strata)

- \$60 per tree, 1 - 2 trees
- \$150 for 3 trees
- \$20 per additional tree (more than 3) on top of \$150 per property

### Pensioner discount

- 50% discount applies to fees of residential properties and review of decision and excludes aboriginal cultural consultation fees and commercial properties - proof must be provided.

### Commercial, strata and other properties

- \$120 per tree, 1 -2 trees
- \$300 for 3 trees
- \$80 per additional tree (more than 3) on top of \$300 per property

### Review of decision

- \$60

### Urgent permit fee

- Residential Urgency Permit Application - \$400 (for permit determination within 3 working days, in addition to the application fee)\* subject to availability

### Aboriginal cultural consultation fee

- \$140 per hour

**6.c) TREE 1 : Proposed Tree Works**     Pruning     Removal     Changing the soil level

Tree species

Location on the property     Front garden     Side garden     Back garden

Additional information attached

Reason for the Tree Works

**6.d) TREE 2 : Proposed Tree Works**     Pruning     Removal     Changing the soil level

Tree species

Location on the property     Front garden     Side garden     Back garden

Additional information attached

Reason for the Tree Works

**6.e) TREE 3 : Proposed Tree Works**     Pruning     Removal     Changing the soil level

Tree species

Location on the property     Front garden     Side garden     Back garden

Additional information attached

Reason for the Tree Works

**6.f) Is this application for more than 3 trees?\***

**Yes**    If yes, please complete and attach the Multiple Trees Attachment which can be downloaded from: [www.ryde.nsw.gov.au/forms](http://www.ryde.nsw.gov.au/forms)     **No**

## PART 7 : SITE PLAN

**Provide a bird's eye view drawing below or attach your Site Plan to this application\*** Please included the following: Indicate 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 8 : URGENT TREE PERMIT APPLICATION

Applicable to trees that are posing an imminent risk to human life only

**Council recognises that an application to remove a tree that is posing an imminent risk to human life should be determined in an express manner.**

Council's Urgent Tree Permit assessment service aims to determine the application in 3 working days of receiving your application.

- NB: Urgent Tree Permits are subject to an additional fee of \$400
- Urgent Tree Permit applications are still subject to Council assessment.

The Urgent Tree Permit assessment service applies to applications:

- For the removal of trees that are posing an imminent risk to human life only
- For residential dwellings (non-strata)
- Where access to the site is available without making an appointment (no dog, locked gates etc); and
- Where a valid email address has been supplied under Part 1.

### 8.a) Is the tree/s posing an imminent risk to human life?\*

Yes  No If no, you may not be eligible for this service

#### Notes:

- All arboricultural reports must comply with the provisions of Section 4 of the Urban Forest Technical Manual. Council will only accept reports from arborists with Australian Qualification Framework level 5 in Horticulture (Arboriculture) or equivalent.
- The provision of arboricultural reports are not mandatory requirements, however they are preferable and will assist in fast turn around.
- Any submission that includes an arborists report, and Council deems the tree is dangerous the applicant may request a refund which is subject to determination by Manager of Open Space.
- The determination will be sent by email. If the email address supplied is incorrect or illegible, the determination will be posted by standard post.

## PART 9: DECLARATION

### 9.a) Have you or any person with a financial interest in the application made any donations in the last 5 years to any of Council's elected representatives or their political parties? \*

Yes If yes, Please complete a Political Donations and Gifts Disclosure Form  No

#### Notes:

- Your application will take longer to process if an appointment has to be made to access the site.
- You may wish to include additional information to support your application such as an arboricultural report, structural engineering report, plumbing report, landscape design plan or photographs.
- FAQs available online at: [www.ryde.nsw.gov.au/Trees](http://www.ryde.nsw.gov.au/Trees) provide advice on report requirements.
- All arboricultural reports must comply with the provisions of Section 4 of the Urban Forest Technical Manual. Council will only accept reports from arborists with Australian Qualification Framework level 5 in Horticulture (Arboriculture) or equivalent.

### 9.b) Declaration\*

- I am applying for approval to carry out the Tree Works 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 returned, delayed, rejected or more information may be requested.
- I acknowledge that if the information provided is misleading any approval granted may be void.

Signature (s)\*

Date\*