

Tree Works Application

TO PRUNE OR REMOVE A TREE ON PRIVATE LAND IN THE GOSFORD LOCAL GOVERNMENT AREA
Under the Environmental Planning and Assessment Act 1979 & the Local Government Act 1993

49 Mann Street, Gosford NSW 2250 or PO Box 21, Gosford NSW
DX 7211 Gosford Phone 4325 8222 Fax 4323 2477 www.gosford.nsw.gov.au



YOUR PROPERTY DETAILS

House No:	Shop/Unit No:	Street:
Suburb:		Postcode:
Name of Owner:	Location of Tree: <input type="checkbox"/> My Property <input type="checkbox"/> Neighbours Property <input type="checkbox"/> Other	
NOTE: You can apply to prune back to your boundary line, any branches overhanging from your neighbour's tree but only the owner of a tree can apply for its removal.	Address of Neighbour: (if applicable)	
Is there a dog on the Property? <input type="checkbox"/> YES <input type="checkbox"/> NO		

APPLICANTS DETAILS

Name: Mr / Mrs / Ms (Please Circle)	
Street:	
Suburb:	Postcode:
Postal Address:	Daytime Phone No:
	Fax:
	Email:

DO YOU HAVE ANY ADDITIONAL INFORMATION?

- If you have additional information in relation to your application such as an Arborist or Pest Report, please attach it to your application.
- Please indicate if the tree(s) the subject of this application have been conditioned to be retained as part of an approved Development Application. YES NO

Type of Tree(s):	Site diagram to show position of tree(s) in relation to house and street:
Proposed work to be carried out:	
Reasons for proposed work:	
To assist in identification of the tree(s), please tape around each tree trunk if possible.	

PLEASE SIGN AND DATE HERE

As owner or delegated manager of the land on which the above tree(s) is located or overhangs, I have read this application and give my consent below. Where tree(s) is growing on the border of two properties, owners of both properties must sign. Consent is also given for authorised Council officers to enter the land to carry out assessment(s).

Signature:	Date:
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OFFICE USE ONLY:

Pensioner No. (if applicable)	Amount Paid:
Receipt No:	Date:

Cost of a Tree Works Application

- Cost may be obtained from Customer Service on 4325 8222 or by checking Fees & Charges on Council's website.
- There is no application fee for pruning a tree.

You will need to fill in this application form:

- If you want to prune or remove a tree which is over 3m in height.
- If you want to prune or remove a tree which is more than 3m away from a Council approved building such as your house, garage or pool, as measured from the base of the tree to the wall of the approved building. This distance is to be measured one (1) metre above ground level and between the face of the wall and the part of the trunk nearest the building. An "approved building" means a building or part of a building which has been approved by Council under the EPA Act or LG Act or has otherwise been lawfully constructed but does not include; (a) a manufactured home, a moveable dwelling or associated structure or part of a manufactured home, a moveable dwelling or associated structure or (b) a temporary structure within the meaning of the LGA or (c) a structure included in the list of "exempt development" in the GPSO or IDO 122.

You don't need to fill in this application form:

- If your tree is dead or you want to remove dead branches from your tree, you don't need Council consent to remove it.
- If your tree is part of a current Development Application with Council as it will be assessed as part of the DA process.
- If the tree is on Council land or in the street. Contact Council on 4325 8222.
- If you want to prune 1m around the lines that bring the power from the street into your property.
- If you want to prune branches directly overhanging the roofline of an approved building (in accordance with Australian Standard AS4373).
- If your tree is one of the following exempt species: Camphor laurel, Coral tree, Rubber tree, Umbrella tree, Cocos palm, Willow tree, Radiata pine, Golden cypress, Non native fruit trees.

How to lodge this application form:

- You can lodge this application at the following Council offices:
 - Administration Building, 49 Mann Street, Gosford
 - Erina Customer Service Centre, Erina Fair
 - Kincumber Customer Service Centre, Kincumber
 - Woy Woy Customer Service Centre, Woy Woy
- If your application is for tree removal, you can pay by cash, cheque, credit card or eftpos at any of the above locations or you can mail your application to Gosford City Council, PO Box 21, Gosford, NSW, 2250 along with a cheque.

What trees can't I remove or prune?

- Trees on land which you do not own or for which you are not the delegated manager. However, you can apply to prune branches from a tree that is overhanging from a neighbour's property, preferably with the neighbour's consent.
- Mangroves. You will need to contact NSW Primary Industries Fishing & Aquaculture.

What happens after I lodge my application?

- Council's Tree Assessment Officer will come out to assess your application, usually within 10 working days of the application being received by Council's Tree Assessment Officer.
- A specific date and time for the inspection cannot be arranged in advance, unless determined absolutely essential by the Tree Assessment Officer.

- Council will notify you by mail of the results after inspection.
- Council's Consent Letter, which is valid for five (5) years, must be displayed at the front of the site while the work is being carried out.

What if my application is refused?

- If you wish to appeal Council's decision, you may apply in writing to the General Manager, Gosford City Council, PO Box 21, Gosford, 2250 for reconsideration of your application.
- A detailed Arborist Report and/or Tree Hazard Evaluation should support all appeals.

What can I do about my neighbour's problem tree?

- You can apply to Council to prune your neighbour's overhanging tree branches back to your property boundary. We recommend you discuss this with your neighbour before lodging an application. However you can prune branches directly overhanging the roofline of an approved building without Council's consent.
- Council does not become involved in civil disputes between neighbours regarding tree issues.
- Council does not provide advice on who is responsible for pruning or removal and who pays for costs relating to a neighbour's tree.
- Neighbours who cannot resolve their disputes should obtain legal advice as to their rights, or call LawAccess NSW on 1300 888 529 to obtain legal information and assistance.
- For disputes that are unable to be resolved. The Land & Environment Court of NSW in accordance with the Trees (Disputes between Neighbours) Act 2006, may be able to assist. www.lawlink.nsw.gov.au/lec.

What else do I need to know?

- Generally consent for removal of a tree will not be given if the complaint relates to leaf fall or enhancement of views.
- Council encourages you to replace each tree removed with an Australian native tree or a tree suitable for the site and location.
- Contact your energy provider if you have problems with a tree under the street power lines.
- If there is immediate danger to life or property, contact the SES for emergency assistance then Council on 43258222 to explain why work was done without Council approval.
- As Council is unable to recommend someone to prune or remove your tree, we suggest you consult the local phone book or local paper.
- Only the owner of a tree or the owner's agent can apply for removal of a tree. In the case of retirement villages, relocatable home parks, villas and townhouses, the manager or Body Corporate would need to apply.
- To remove trees containing hollows which may be providing habitat for wildlife, please check with the NSW office of Environment & Heritage to see if licensing is required.
- Information provided on this form may be obtained under the Government Information (Public Access) Act 2009.
- Your approval is valid for five (5) years from the date of consent.
- Personal information provided to Council is subject to the Privacy and Personal Information Protection Act 1998. Such information will be used for Council's reporting, business needs and related procedures only.