

# 2015/16 Tree Permit Application

made under the Development and Control Plan

Please ensure the **Tree Preservation Policy** is read before lodging this application. The Policy is located in the **Tree section of Council's website** - [www.auburn.nsw.gov.au/Develop/PlanPolicies/Pages/DevelopmentControlPlans.aspx](http://www.auburn.nsw.gov.au/Develop/PlanPolicies/Pages/DevelopmentControlPlans.aspx)

**Purpose of this form:** Use this form to apply for a Tree Permit. You may only make this application if you are the owner, or have the owner's consent. The fees stated on this application form are effective for the period 01 July 2015 to 30 June 2016.

## How to fill in this form:

Ensure that all fields have been filled out correctly. Incomplete applications will not be processed and will be returned to you. Once completed you can submit this form by mail or in person. Please refer to the *How to Lodge this Application* section of this form for further information. **NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.**

## Fees and Charges - valid until 30 June 2016:

Application fee - 1 tree	\$62.00 per initial tree	Application fee Pensioners - 1 tree	\$39.00 per initial tree
Application fee - additional tree	\$12.00 per additional tree	Application fee Pensioners - additional tree	\$10.00 per additional tree

**Review of determination fee 50% of the original application fee**

## Applicant Details

All correspondence relating to this application will be sent to this address.

Name:

Address:

Suburb:

Postcode:

Contact Person:

Phone:

Mobile:

Fax:

Email:

Applicant's Signature:

## Property Details

Address:

Suburb:

Postcode:

Lot Number:

DP or SP:

## Owner's Consent

Must be completed if you are not:

- the owner
- the purchaser under a contract for sale
- the purchaser's solicitor or agent
- a public authority which has notified the current owner

As owner 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, take photographs, videos, surveys and measurements.

Name:

Postal Address:

Suburb:

Postcode:

Phone (Home):

Phone (Work):

Mobile:

Signature:

Date:

Name:

Postal Address:

Suburb:

Postcode:

Phone (Home):

Phone (Work):

Mobile:

Signature:

Date:

If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence; eg. Power of Attorney, Trustee, Company Director

Name(s):

Signature(s):

## Additional Details

Does council require your presence for access to the site?

Yes  No

Has a previous application been submitted for these trees?

Yes  No

If yes, was it part of a:

- Development Application

Yes  No

- Tree Permit Application

Yes  No

- Building Certificate Application

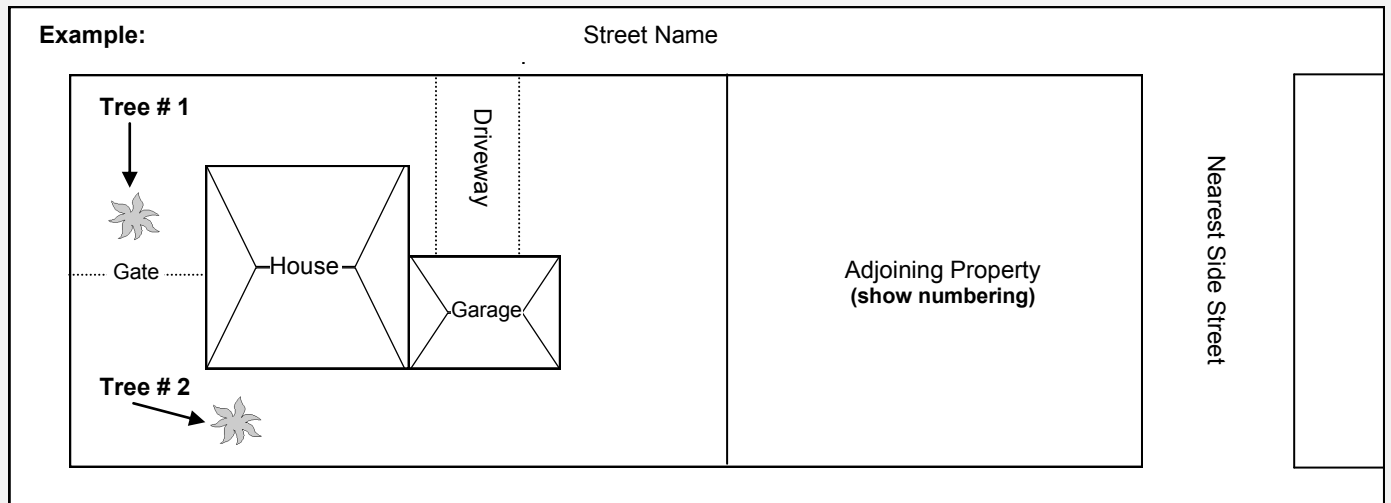
Yes  No

## Tree and Work Details

A site plan must be provided in the space titled **BLOCK PLAN** as per the following example below, showing tree(s) to be removed and/or pruned. Each tree must be numbered and labelled. A description of the plant(s) shall also be provided including type(s) and size(s). Applications must include a detailed justification for works. Additional information, such as pest, arborist or structural engineer's reports, may also accompany this application.

Tree No	Tree description and detailed reasons for proposed works	Remove (✓)	Prune (✓)

Total number of trees:



**BLOCK PLAN**

## Your Declaration (applicant to complete)

*If the applicant is a company or owner's association, this application must be signed by a director or secretary under common seal.*

I / We the undersigned hereby apply for a tree permit for the property referred to in the application. I / We declare that all the information given is true and correct.

I / We also understand that if incomplete, the application may be delayed or rejected or more information may be requested.

I / We also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name(s):

Signature(s):

Date:

## Privacy Policy

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998 ('PIPA Act')*. The supply of the information by you is voluntary.

If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*.

You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PIPA Act.

For more information about your privacy please contact Auburn Council.

## Fees and Charges - valid until 30 June 2016:

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Application fee - additional tree(s)	\$12.00 per additional tree
Application fee Pensioners - 1 tree	\$39.00 per initial tree
Application fee Pensioners - additional tree(s)	\$10.00 per additional tree

**Please note: Review of determination Fee is 50% of the original application fee**

## How to Lodge this Application

**PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.**

### Address to:

The General Manager, Auburn City Council, PO Box 118 Auburn NSW 1835

### Making a personal visit?

Civic Place, Customer Service Counter, 1 Susan Street, Auburn NSW 2144

**Office hours:** 8.30am to 4.00pm Monday to Friday. Excluding public holidays.

## Payment Methods

Payment can be made at Council's Customer Service Centre during business hours, 8.30am to 4.00pm, Monday to Friday by the following methods:

- Cash
- EFTPOS
- Cheque or money order (made payable to Auburn City Council)
- Credit card—VISA or MasterCard

## Office Use Only

Fee paid:

Receipt date / Receipt number:

TP number: