

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: Once completed you can submit this form by email, 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 correspondence 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		
<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? (refer to the City's website)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Within a Heritage Listed Item? (refer to the City's LEP - Schedule 5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE: State Heritage Listed properties will require separate approval or exemption under Heritage Act 1977			
	Within a State Heritage Listed Property (refer to www.environment.nsw.gov.au)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have you attached the required Exemption or Approval from the NSW Heritage Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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 \$50.00 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 money order. Cheques should be payable to "City of Sydney Council".

For emailed applications please submit your form without payment. Council will respond to your application via email, with details on how to make credit card payments included.

NOTE: no determination will be made until payment for the application has been made.

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 and have read the Note 1 - Owner's Consent in part 13 of this form. I also give consent for authorised Council officers to enter the land to carry out inspections.

NOTE: Every owner on title must sign this form.

Owner / Strata Name

Date

Owner / Strata Name

Owner / Strata Signature *

Telephone Number

Owner / Strata Signature *

Note:

For works that affect common property, the owner's corporation's consent is required. Section 65A of the Strata Schemes Management Act allows for changes to common property if the owner's corporation has passed a special resolution authorising the works. The applicant must ensure that the owner's corporation has given a valid consent. The applicant should seek a copy of the minutes / resolution of a general meeting authorising the change to common property or letter on strata management letter head stating that the requirements of the Strata Schemes Management Act 1996 have been met.

Company / Strata Stamp or Seal

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

EMAIL: applications@cityofsydney.nsw.gov.au

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: For emailed applications please submit your form without payment. Council will respond to your application via email with details on how to make credit card payments included. After your application has been lodged and payment 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.

NOTE: no determination will be made until payment for the application has been made.

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 assessment to proceed.
- Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.
- Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Part 13: Notes

Note 1

- a. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. The Council will not accept an application without the correct owners consent.
- b. **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownership below).
- c. **Company** - if the owner is a company, owner's consent is to be provided in one (1) of the following ways together with an up to date (dated the day of lodgement or the day before) ASIC company extract and any other required supporting documentation:
- Execution of owner's consent form (or other document to the same effect) in accordance with s127(1) of the Corporations Act 2001 (ie. signed by two (2) directors or a director and a company secretary, or sole director where applicable).
 - Common seal affixed to, and execution of owner's consent form (or other document to the same effect) in accordance with s127(2) of the Corporations Act 2001
- d. **Strata title / body corporate** - if the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect common property.
- The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owners corporation), the secretary of the owners corporation and another member of the executive committee, or the appointed strata managing agent;
 - **and** One of the following:
 1. A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 1996 have been met: or
 2. Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.
- e. **Signing on owners behalf** - if you are signing on the owner's behalf as the owner's representative, you must state the nature of your legal authority and attach documentary evidence (a full copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisation's letterhead) confirming your authority.
- f. **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
- A copy of the Certificate of Title
 - Previous owner's consent to the application

Office Use Only

Receiving Officer

Date received

Receipt Number

Application number