



## PRUNE OR REMOVE A TREE ON A PRIVATE PROPERTY APPLICATION FORM

Liverpool Local Environmental Plan 2008 Part 5, Clause 5.9 (3)

**Property Key:** Office Use Only

**Tree Application No:**

**Date Received:**

026055.2014 (Jul 2015)

**LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL**

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

**Address details of development**

Shop/Unit No:	House No:	<b>Office Use</b>
Street:		
Suburb:	Postcode:	
Lot No:	Deposited / Strata Plan No:	Section: <input type="checkbox"/>

**Proposal of work**

Number of Tree(s) to be pruned:	Number of Tree(s) to be removed:
Reason for Pruning and/or Removing the Tree(s) (where appropriate, attach copies of supporting reports)	
Pensioner's Card or Health Care Card provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Site Plan Sketch: (not required to scale) (if insufficient space, please attach separate sheet)	
<p style="text-align: right;">Indicate in this box, trees to be removed/pruned, existing buildings, boundary fences and street frontage</p>	

**Digital requirements and naming convention**

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document** must be **single sided** and must be submitted as a **separate PDF** file and **named separately** eg Application form, Site plan etc.
- **Signatures are not to be placed on supporting documents or plans** ie floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

**Example:**

- **Application form** – 33 Moore Street Liverpool.pdf
- **Site Plan** – 33 Moore Street Liverpool.pdf

**Amended Plans / Supply of Additional Information**

- TP Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes       No

Office  
Use

**Applicant/s details and declaration**

**NOTE: Pages 3 - 5 are not available for viewing on Council's website**

Family Name(s)/Surname(s) (or company & ACN):		<b>Office Use</b>	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

**Applicant(s) Declaration**

I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.

Yes       No

<b>Signature(s):</b>	<b>Date:</b>	<input type="checkbox"/>
Print Name(s)		

**Release of determined application**

**Would you like your assessed application to be:** (Please tick relevant box)

Posted       Held for collection at Council

Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit [www.planning@liverpool.nsw.gov.au](mailto:www.planning@liverpool.nsw.gov.au)

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**Owner's consent and declaration**

Note: Pages 2 - 4 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		<b>Office Use</b>	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

**Owner(s) Declaration**

Will it be necessary for the inspecting officer to make special arrangement for access into the property?

Yes     No

Is there a dog on the property?

Yes     No

Do you consent to receiving further information requests via email?

Yes     No

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes     No

<b>Signature(s):</b>	<b>Date:</b>
Print Name(s)	<input type="checkbox"/>

**Owner(s) consent requirements**

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
  - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate

**Tree Preservation Policy**

**Note: Pages 2 - 4 are not available for viewing on Council's website**

Trees play a very important role and add many benefits to our environment by helping to enhance streetscapes, reduce climatic extremes, improve air quality and provide habitat for wildlife. The aim of the policy is to maintain and enhance the amenity of Liverpool, and to protect the natural environment.

Part 5, Clause 5.9 (3) of Liverpool Local Environmental Plan 2008 states:

**“A person must not ringbark, cut down, prune, lop, top, remove, injure or wilfully destroy any tree or other vegetation to which any such development control applies without the authority conferred by:**

- (a) Development consent, or**
- (b) A permit granted by Council”.**

This clause does not apply to a tree or other vegetation that the Council is satisfied is dying or dead and, is not required as the habitat of native fauna or, to a tree or vegetation that the Council is satisfied is a risk to human life or property, or where the tree is a species that is specified in the Liverpool Local Environmental Plan 2008 Schedule 6 – Exempt Trees.

A permit under this clause cannot allow any ringbarking, cutting down, topping, lopping, removal, injuring or destruction of a tree or other vegetation that is, or forms part of a heritage item or that is within a heritage conversation area.

Any person who contravenes, or causes, or permits to be contravened, the guidelines of the Tree Preservation Policy, shall be guilty of an offence and liable to prosecution in the Local or Land and Environment Courts.

**Fee**

An administration fee of \$41.00 is payable at the time the application is lodged. An additional assessment fee of \$16.00 per tree that is proposed to be removed is also payable. The fees collected for the tree assessment fee will be used to fund tree planting projects within the Liverpool Local Government Area.

Should an application to remove a tree(s) be refused, no refunds will be payable.

*Council will waive the Administration fee for applicants who present their Pensioner's Card or Health Care Card at the time of lodging the application. Please note the tree assessment fee is still payable.*

The following table sets out how the fee will be applied:

Number of trees proposed to be removed	Administration fee	Tree Assessment fee	Total fee
1	\$41.00	\$16.00	\$57.00
2	\$41.00	\$32.00	\$73.00
3	\$41.00	\$48.00	\$89.00
4	\$41.00	\$64.00	\$105.00
5	\$41.00	\$80.00	\$121.00
6	\$41.00	\$96.00	\$137.00
7	\$41.00	\$112.00	\$153.00
8	\$41.00	\$128.00	\$169.00
9	\$41.00	\$144.00	\$185.00
10	\$41.00	\$160.00	\$201.00

\*Each additional tree to be assessed will incur an additional fee of \$16.00 per tree.

**OFFICE USE ONLY:**

Fee Type – AP/MISC/TP	Application	\$	Receipt No.	D
Tree Application Fee				