

APPLICATION TO PRUNE/REMOVE TREES ON PRIVATE PROPERTY
 (made under Clause 5.9 of the Mosman LEP 2012)

APPLICANT DETAILS			
Title:	Given Name(s)	Surname / Last Name	
<input type="checkbox"/> Mr/Mrs/Ms/Dr <input type="checkbox"/> Other:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Company name: <input style="width: 100%;" type="text"/>			
Contact Address:			
	Unit	/	House Number
	<input style="width: 50%;" type="text"/>	/	<input style="width: 50%;" type="text"/>
Street or PO Box: <input style="width: 100%;" type="text"/>			
Suburb: <input style="width: 100%;" type="text"/>		State: <input style="width: 50%;" type="text"/>	Postcode: <input style="width: 50%;" type="text"/>
*Daytime Phone: <input style="width: 50%;" type="text"/>	*Fax: <input style="width: 50%;" type="text"/>	*Mobile: <input style="width: 100%;" type="text"/>	
*Email: <input style="width: 100%;" type="text"/>			If you want the assessment to be sent by e-mail please tick <input type="checkbox"/>
<i>* Voluntary information only. (Assists with timely processing of your application) See Privacy and Personal Information Act statement)</i>			

PAYMENT DETAILS	
Method of Payment (please tick): <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card	
Complete section below if credit cardholder is not the applicant. The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the fund.	
Cardholder's Printed Name _____	Date _____
Cardholder's Signature _____	

Details of Property Owner where tree/s are located (if different from Applicant)	
Full Name or Company name: _____	Strata Plan No: _____
Primary Contact (if different): _____	
*Daytime Phone H: _____	*W: _____ *Mob: _____
Signature: _____ <i>(I also acknowledge the accompanying Privacy and Personal Information Protection Act 1998)</i>	

FEES AND PAYMENT	
Method of lodgement	
Applications with payment may be submitted in person at Civic Centre, Mosman Square, Mosman. Applications lodged by post should be addressed to The General Manager, PO Box 211, SPIT JUNCTION, NSW 2088. Applications received by fax will not be processed.	
For privacy and security reasons payment is prohibited by credit card via email transmission.	
For further information contact Council on 9978 4000 between 8.30am and 5.00pm Monday to Friday.	
A fee of \$90 for 1-3 trees and an additional \$30 for each tree after is payable for lodgement of this application. An emergency fee of \$400 is payable to process applications in 72 hours. The fees are GST exempt. Pensioners will receive a 50% discount on production of a pension card). Only the <u>original</u> Application to prune / remove trees on private property form with payment will be accepted.	

TREE DETAILS

Address where tree/s are located: _____

Do we require your presence for access to the site? YES NO (Delays may result if your presence is required)

Signature: _____

- a) Has a Tree Pruning and Removal application been submitted for the tree/s previously? YES NO
- b) Is there a completed development where the approved plans / consent conditions require the retention of the tree/s? YES NO
- c) Is there a current development approval where the approved plans / consent conditions require the retention of the tree/s? YES NO
- d) Is the site subject of a current development application or complying development certificate application? YES NO
- e) Were previous applications for pruning or removal Refused Approved Pending N/A
- f) Do you intend to submit a Development Application which would affect the tree/s? YES NO
- g) Has additional information (eg. an arborist's report) been supplied which supports the above claims? YES NO

Tree Details (as numbered on Block Plan below)

Total number of trees: _____

No. Species (if known)	Proposed works*	Reason for works**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Proposed work: Prune (P), Remove (R) Transplant (T) Root Prune (RP)

**Reason for work: Increase Views (V), Increase Solar Penetration (S), Construction or Excavation (C), Overcrowding (O), Pest Control (P), General Tree Care (G), Property Damage (D), Hazard Reduction (H), Other (T- please specify).

BLOCK PLAN: Please show each tree/s as numbered above, boundaries, streets, street names, house numbers, north and **direction of views** (if applicable)

GUIDELINES FOR APPLICATIONS

1. Is the tree:
 - a) over 5 metres high (2 metres high in heritage conservation areas)
 - b) has a trunk girth (circumference) greater than 450mm measured 300mm above ground level
 - c) not listed as an exempt species under Clause 5.9 Mosman Council LEP 2012. Please refer to Council website for list of exempt species
 - d) owned by others or on public land

If all answers are No – an application to prune/remove is not required. If any answer is Yes - go to 2.

2. If the tree is located on:
 - a) your property go to 1 [but excluding d)]
 - b) land controlled by Strata Plan or Company Title? go to 3
 - c) a neighbouring property? go to 4
 - d) Council owned or managed land? **go to 5**

3. If a Strata Plan or Body Corporate or Company Title controls property where tree is located a copy of the Minutes of the Strata Plan / Body Corporate meeting approving the proposed tree work must be attached to the application.
4. If the tree or branch to be pruned / removed is within the neighbour's boundary the owner of the tree must either sign the application or provide the Applicant with permission for works to be carried out. If **branches are overhanging**, the owner of the property affected by trees in a neighbouring property may apply for a Tree Pruning and Removal Permit to prune that part of the tree overhanging the boundary. Although the owner of the tree is not required to sign the application a Council permit is required. Any such permit granted by Council does not authorise the applicant (or engaged contractor) to enter any neighbouring property in order to carry out the approved pruning works.
5. If the tree is located on Council owned or managed land you will need to complete a Mosman Council *Application to Prune / Remove Trees on Public Land form* which is available from Council's web site at www.mosman.nsw.gov.au/environment/trees or contact Council on 9978 4000.
6. Council aims to assess the application within 10 working days.

Council in determining an application under clause 5.9 of Mosman LEP 2012 must have regard to:

- (a) The health and or condition of the tree or trees; whether the tree is dead or dangerous*; proximity to existing or proposed structures; interference with utility services, and interference with views and amenity of any person or property;
- (b) Necessity for action in order to construct improvements to the property the subject of the application to achieve reasonable development;
- (c) Effects on the nature of erosion, soil retention or diversion or increased flow of surface waters;
- (d) The number of trees in the relevant area and the effect on the amenity of such area;
- (e) The number of healthy trees that a given parcel of land will support; and
- (f) Whether the tree(s) in question provide habitat for fauna.

** In cases where an applicant has claimed that a tree is dangerous or hazardous, an independent arborist report will be required to be carried out by a qualified (AQFS, minimum level 5) consulting arborist who does not carry out tree pruning or removal work. Council does not provide tree consultancy services or tree hazard assessments for trees on private property.*

Council may issue a permit or development consent under clause 5.9 of Mosman LEP 2012 subject to specific conditions including that a replacement tree(s), which will attain a minimum height as specified by Council, is/are planted and maintained to ensure the health and habit of the tree to maturity in a suitable position on the property to the satisfaction of Council.

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application.

Applicant's Signature

Date

OFFICE USE ONLY

Receipt No.: _____ Date: _____ Amount: \$ _____ Initials: _____

Credit Card Authority Form

This form is to be submitted in conjunction with the application form

Refer to application form for Method of Lodgement

This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council

Credit Card Details - Council Payment Fax No. (02) 9978 4299

This form cannot be emailed to Council

Please charge my American Express Master Card Visa

Card number

Card holder's name Expiry Date /

Amount \$ Phone () daytime

Signature

Please note that Master Card and VISA incur a 1% service fee and American Express incurs a 1.4% service fee

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