

Development Application for Tree Works

Section 4.12 Environmental Planning & Assessment Act 1979

APPLICATION/REFERENCE NUMBER:

ABOUT THIS FORM

Effective 1 July 2026 to 30 June 2027

Use this form to apply for development consent to prune or remove any tree that is within a Heritage Conservation Area or forms part of a Heritage Item, is or forms part of an Aboriginal object or is within an Aboriginal place of heritage significance or which is listed on Council's Register of Significant Trees, where those tree works will have an impact on heritage significance or amenity.

This form is not to be used for requesting the pruning or removal of trees on public land such as verges, open space areas, parks, reserves, road islands, median strips, etc.

If you wish to remove a tree or trees that have been conditioned to be retained as part of an approved development consent, you are required to apply for a section 4.55 amendment to your development consent.

WHAT YOU'LL NEED

- | | | |
|---|--|--|
| <input type="checkbox"/> Property Owner's Consent | <input type="checkbox"/> Site Plan/Map | <input type="checkbox"/> Arborist's Report |
| <input type="checkbox"/> Supporting Documents/Reports | <input type="checkbox"/> Tree Owner's Consent (major pruning only) | <input type="checkbox"/> Exempt & Complying Development (if application required as part of CDC) |

APPLICANT DETAILS

Title: Mr Mrs Ms Other:

Applicant's Name:

Company Name / Contact:

Postal Address:

Suburb: Post Code:

Email:

Phone No(s): Mobile:

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

TREE SITE DETAILS *(If different from above)*

Please Note: If applying for a number of trees within several properties, a separate Development Application for each property must be submitted as Council is only able to issue one Development Consent per property.

Unit/Street No: Street:

Suburb: Post Code:

Lot No(s): Strata/Deposited Plan Number(s):

Owner's Name /Company

Additional Details:
(if required)

Additional Details:
(if required)

Please Note: If the tree/s is located on an adjoining property and major pruning is being requested, the tree owner must give written consent for the lodging of this form. Any approval granted will not allow pruning beyond the common property boundary or entry into the tree owner's property.

DETAILS OF TREE/S ON SITE

(Please tick appropriate box)

- | | | |
|---|------------------------------|-----------------------------|
| Are there visual signs that tree/s are unhealthy or in poor health? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Can you see evidence of structural damage to property or structures? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are the tree/s prominent because of height, age, size or position? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Do you think removal of the tree/s will diminish scenic/visual amenity? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will removal/pruning of tree/s adversely affect wildlife habitat and food source? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

TREE/S HERITAGE SIGNIFICANCE

Can the tree/s be specifically categorised using any of the following criteria? (tick where applicable) *

- Remnant vegetation
- Important landmark specimen
- Historic garden
- Outstanding example of species
- Rare or localised species
- Particularly old or venerable specimen
- Outstanding height, trunk circumference, canopy spread
- Curious/abnormal/unusual growth habit
- Commemorating particular event/occasion
- Planted by famous person
- Indigenous/cultural association

Is the tree/s listed as an Environmental Heritage Item? Yes No

Is the tree/s listed on Council's Significant Tree Register? Yes No

Please Note: Council may request property owners/managers to provide a Heritage Impact Statement/Report where significant tree/s are nominated for removal or significant pruning.

ADDITIONAL INFORMATION*(Please tick appropriate box)*

Is the site subject to a current Development Application?

 Yes No

DA No:

Is this the first application for this tree/s?

 Yes No

If no, date of last application:

Was the application approved?

 Yes No

Is the owner/applicant lodging this Development Application a current employee or elected representative of Randwick City Council?

 Yes No**SITE ACCESS DETAILS***(Please tick appropriate box)*

(An inspection may be scheduled more promptly if there is access to the site)

Does Council need to contact someone to arrange access to the property?

 Yes NoIf yes, name of contact person
and contact number:*A Council officer will be in contact if necessary*

Are there any dogs or security measures we need to know about?

 Yes No

If yes, please specify:

Please Note: *If the tree/s are located within an adjacent property and there is no tree owner consent, Council will not enter that property to assist in assessing this application.***PROPOSED WORKS***(Attach additional pages if necessary)*

You must complete this section by identifying the location of all nominated tree/s, the works proposed and the reasons for undertaking those works.

Tree species/Common Name	Location (front/rear/side)	Work required (tick)		Reason for Works
		Prune	Remove	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

BLOCK PLAN

Please provide sufficient details to locate nominated tree/s within the site. Label tree/s numerically, draw property boundaries, all buildings in relation to property boundaries, driveway, etc. – and include street name and property address.



Please Note; Please mark relevant trees to be assessed with ribbon/tape, where possible, to assist the tree officer undertaking the inspection.

APPLICANT'S DECLARATION

Please Note: An application cannot be processed without this section being signed and dated by the applicant.

I apply for consent to carry out the tree works described in this application. I declare that all the information given is true and correct. I also understand that:

- If the required information is incomplete, the application may be delayed or rejected or more information may be requested.
- If the information provided is misleading any approval granted may be void.
- Council's inspection will be a visual assessment only of the tree/s from ground level. There will be no diagnostic testing or aerial inspection made.

Signature:

Name: Date:

OWNER'S CONSENT

- SINGLE / JOINT OWNERSHIP: ➤ All named owners must sign (if more than one owner, every owner must sign).
➤ The strata secretary must sign the form and attach the strata seal.
- STRATA TITLED PROPERTY:
COMPANY / BUSINESS OWNED PROPERTY: ➤ The director/s or company secretary must sign the form and attach the company seal or provide a signed company letterhead with the ABN included giving consent to this application, together with a copy of the Minutes of a meeting verifying that the majority of owners consent to any proposed tree works.

- I hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspection, and
- For Council to make copies of all documents for the purpose of determining the application or to provide copies to persons who may be affected by the proposal.
- If you are signing on the owner's behalf, please state the nature of your legal authority and attach full documentary evidence – e.g., Power of Attorney.

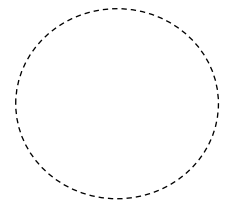
Signature: Name: Date:

Signature: Name: Date:

Company/Strata Corp:

Position:

ABN No:



AFFIX COMMON SEAL

- Notes:
- If you have recently purchased the property, please include a copy of the contract of sale (it may take several weeks before Council is notified by the Lands Title Office of the change of ownership).
 - If the trunk of the tree is located across property boundaries, consent of ALL owners of EACH property is required.
 - if you are managing a residential tenancy property you must provide the written consent of the owner of the property. A residential tenancy agreement is not acceptable delegated authority.
 - If you are signing on the owner's behalf, please state the nature of your legal authority and attach documentary evidence e.g., Power of Attorney

Attached - Additional consent Power of Attorney Minutes of Meeting Other:

ACKNOWLEDGEMENT

Upon receipt of your application and payment of the applicable fee you will be given a receipt number specifying the amount paid and the number of the application.

APPLICATION CHECKLIST

DO YOU HAVE OWNER(S) CONSENT? (All owners of the property must give consent). Yes No

NOTE: If the trunk of the tree is located across property boundaries, consent of ALL owners of EACH property is required.

HAVE YOU ATTACHED A BLOCK PLAN OF THE PROPERTY? Yes No

All trees to be inspected are to be clearly marked on the plan and on site with tape, ribbon, paint or numbered tags.

SUPPORTING DOCUMENTATION

Have you attached all relevant documentation, reports, photographs in support of the application – e.g.,

- Arborist's report - Note: Council's assessment of your tree will be a visual observation made at ground level. Should your tree require detailed inspection or assessment of features located more than two metres above ground level, or below ground such as root mapping, to justify your application, you must provide a report from a qualified AQF level 5 arborist detailing these issues. Yes No
- Sewer diagram, Plumber's report. Yes No
- Structural Engineer's report detailing damage to property and why alternatives to removing the tree are not feasible. Yes No

Please Note: A written quote for the proposed removal/tree works from a qualified professional should be submitted with the application as evidence of the cost of development.

REVIEW OF DECISION

Any applicant who is dissatisfied with Council's decision can request a review by lodging a Request for a Review of a Determination outlining the reasons for seeking the review and attaching any relevant **new** information. This information should include documentation such as a detailed arborist's report, a structural engineer's report and/or a plumber's report with diagrams of any affected/damaged pipes and/or underground services.

Upon receipt of any such request Council will review the documentation and if the new information provides enough evidence to then support a decision to approve the request a final decision will be made to either approve or refuse the review.

DISCLOSURE OF POLITICAL DONATIONS AND GIFTS

Under section 10.4 of the Environmental Planning and Assessment Act 1979 any reportable political donation to an elected representative of Council (Mayor or Councillor) and/or any gift to an elected representative or Council employee within a two (2) year period commencing two (2) years before the date of this application and ending when the application is determined must be disclosed.

Are you aware of any person with a financial interest in this application who made a reportable donation or gave a gift in the last two (2) years? Yes No

If yes, you are required to complete a Political Donations and Gifts disclosure statement and lodge it with this application. If no, in signing this application I undertake to advise Council in writing if I become aware of any person with a financial interest in this application who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of its determination.

HOW TO LODGE THIS APPLICATION

BY MAIL with a cheque attached:

Post
Randwick City Council
30 Frances Street
Randwick NSW 2031

OVER THE COUNTER (by courier or personal delivery) with payment made via cash, cheque, credit card or EFTPOS.

Customer Service Centre
30 Frances Street, Randwick
Open 8:30am – 5:00pm. Mon-Fri

ONLINE through Council's [online services](#):

Please refer to Council's website for more information.

FEES

Application fees are in accordance with Council's Fees and Charges Policy. Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS.

Do not send cash in the mail. Make cheques payable to Randwick City Council.

FEE TYPE	RECEIPT CODE	FEE	GST
DA for Tree Works inspection fee – per tree		\$151.00	N/A
		TOTAL: \$	

Properties which receive a Pensioner Rebate on the Rates Assessment are also entitled to a 50% rebate on tree assessment associated charges.

PROCESSING DETAILS

The processing period for applications is approximately four (4) weeks. During this period a Council tree officer will inspect the site and if necessary, will advise neighbouring tree owner/s of any approved tree works. At the conclusion of the inspection and assessment process a written Notice of Determination will be forwarded to the applicant or property owner. Council will prioritise applications accompanied by a qualified arborist's report detailing any elevated risk or potential danger associated with a protected tree.

Any consent issued as a result of this application is not a directive or Order and does not oblige the owner to undertake the consented works. The consent is valid for five years from the date on the determination.

PRIVACY NOTIFICATION

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. This form will be stored electronically in the Council's electronic document management system. Access to this information is restricted to Randwick City Council officers and other people authorised under the Act. 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. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY

Received by: _____ Date: _____

Receipt No: _____ Date: _____ Fee: \$ _____