

Tree Permit Application

Environmental Planning & Assessment Act 1979

APPLICATION/REFERENCE NUMBER:

ABOUT THIS FORM

Effective 1 July 2023 to 30 June 2024

Use this form to apply for a permit to:

- Undertake minor tree works (excluding major pruning and removal) of private trees listed on Council's Significant Tree Register or located within a Heritage Conservation Area, where those works will **not** have an impact on heritage significance or amenity.; and
- Prune or remove any other trees growing on private property (excluding those exempt from requiring approval as detailed on Council's website)

This form is only to be lodged in person at 30 Frances Street, Randwick or by mail with cheque payment. If you wish to lodge your application online you must use Council's online portal. Refer to the "How to lodge this application" section for more information. Do not email this form.

This form cannot be used for tree works that require a Development Application, or for pruning or removal of trees on public land.

You will need to lodge a Development Application for Tree Works if you wish to **remove** or **significantly prune** any tree that is on Council's Significant Tree Register, has heritage value or is in a heritage conservation area.

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 or Section 4.56 application to your Development Consent.

APPLICANT DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other:

Applicant's Name:

Postal Address:

Suburb: Post Code:

Email: DX:

Phone No(s): Mobile:

SITE DETAILS (FOR THE PROPERTY ON WHICH THE TREE/S ARE GROWING)

Unit/Street No Street:

Suburb: Post Code:

Note: If the trees are within several properties, a separate application must be submitted for each property

APPLICATION HISTORY

1. Is the site subject to a current Development Application? ☐ Yes ☐ No

If yes, please provide the DA number:

2. Is this the first application for this tree/s? ☐ Yes ☐ No

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

If no, please provide the date of the last application:

Was the last application approved?

☐ Yes

☐ No

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.				

Any tree/s approved for removal are to be replaced wherever possible with an appropriate number of suitable indigenous or native trees

BLOCK PLAN

Attach additional pages if necessary

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.

(To clarify the identification of tree/s to be assessed, please mark relevant trees with ribbon/tape to assist the tree officer undertaking the inspection)

ACCESS DETAILS

Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property - e.g. locked gate, dogs, you wish to be present?

- ☐ **No** A Council officer will inspect the tree works once the completed form has been registered.
- ☐ **Yes** Please provide details of the person we need to contact to make an appointment.

Contact Person: _____ Phone: _____

Note: Delays may be experienced if you require an appointment or if there are special arrangements for an Officer to undertake a site inspection. Council will not make appointments with multiple parties.

SIGNIFICANT TREES

1. Are any of the trees listed as an Environmental Heritage Item? ☐ **Yes** ☐ **No**
2. Are any of the trees listed on Council's Significant Tree Register? ☐ **Yes** ☐ **No**

Note: A Development Application may be required for the pruning/removal of trees listed as Environmental Heritage Items or which are listed in Council's Significant Tree Register

SUPPORTING DOCUMENTATION

Have you attached any relevant documentation, reports, photographs in support of the application, such as:

1. Arborist's report <i>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</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sewer diagram and/or Plumber's report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Structural Engineer's report detailing damage to property and why alternatives to removing the tree are not feasible	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPLICANT'S DECLARATION

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

NB: SINGLE/JOINT OWNERSHIP: All named owners must sign (if more than one owner, every owner must sign).
STRATA TITLED PROPERTY: The strata secretary must sign the form and attach the strata seal.
COMPANY/BUSINESS OWNED PROPERTY: The director/s or company secretary must sign the form and attach the company seal or provide a signed letter on company letterhead with the ABN included giving consent to this application.

- 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.
- I agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application

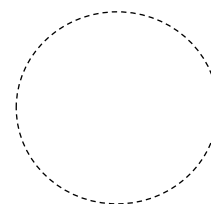
Signature: _____ Name: _____ Date: _____

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 months 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: _____

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 Determination letter 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 twelve (12) months from the date on the determination.

REVIEW OF DECISION

Any applicant who is dissatisfied with Council's decision can request a review by completing a *Review of Determination of a Tree Permit Application* and lodging it with Council. The application must outline the reasons for seeking the review and attach 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.

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

Do not email this form to Randwick City Council. If you wish to lodge an application online, you must use our [online service portal](#).

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
Tree Permit Application fee – 1 tree		\$85.00	N/A
Tree Permit Application fee – per additional tree		\$32.00	N/A
	TOTAL:	\$	

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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

Application received by: Date:

Receipt No: Date:

Fee: \$