

ABOUT THIS FORM:

- Use this form to apply for a permit to prune or remove trees protected by the Hornsby Development Control Plan.
- An application must be submitted for each property on which you require a tree assessment.
- The application form must be signed by the property owner.
- The results of this application and any decision issued will be sent to the property owner.
- In general Tree Applications will not be accepted for any property that is simultaneously subject to a development application or for a complying development certificate.

PROPERTY DETAILS

I seek Council consent to prune / remove tree/s on my property at:

Unit No.:	House or Lot No.:	Street:	
Suburb:			Postcode:
Is access prevented by locked gate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is there a dog on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>You are NOT required to be at the property when the inspection is carried out, however access to the site should be available and clear markings placed on the tree/s. By submitting this application, you are granting permission to the inspecting officer to enter the property for the purpose of tree assessment, without the applicant being present.</p>			

APPLICANT DETAILS

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		
Family Name:		Given Name/s:
Postal Address:		
Suburb:		Postcode:
Email Address:	Phone:	Mobile:

Applicant/s Signature (if Not Owner)

OWNERS DETAILS

Name of Owner:		
Owner/s Signature:		
Email Address:	Phone:	Mobile:

OFFICE USE ONLY

DAs	Heritage conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous T/As
	Biodiversity	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Vegetation significance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	10/50 Entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rebate Applicable <input type="checkbox"/>
Date Received		Application Number	

TREE DESCRIPTION

- This Section must be completed
- Please attach additional information for more than 3 trees.
- Additional information such as pest, arborist or structural engineer's reports may accompany this application.

Total Number of Trees:

Tree	Tree Type/Species	Prune	Remove	Reason for Works
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	

SITE DETAILS

Where is the tree located on the property: Front garden Side garden Back garden

Are the tree/s: Indigenous to Hornsby Shire Within Heritage Conservation Area Heritage Listed Property

Indigenous trees are species that are native to Hornsby Shire. A full list of indigenous species, including photographs and further information about Council's Tree Preservation Measures is available at Council's website at hornsby.nsw.gov.au.

Site Plan: (This section must be completed)

- Please show the position of the trees, buildings, swimming pools, driveways, boundaries and street names.
- Trees must be numbered and correspond with the table above.
- **For more than 3 trees**, please attach an **additional** site map.

LODGEMENT

Applications can be lodged by returning the completed form together with **cheque** payment to:

Mail: Hornsby Shire Council
PO Box 37
HORNSBY NSW 1630

Online: Council's Online services portal at www.hornsby.nsw.gov.au

Note: A tree application cannot be lodged via email

FEEES

Tree Inspection Fees	Standard	Pensioner Discount *
1 – 3 trees	\$184.50	\$92.50
4 – 9 trees	\$230.50	\$115.50
10 trees or more	Please view Council's website at hornsby.nsw.gov.au for fee schedule	

* Pensioner concession card number must be supplied with application

Notes:

- These fees are GST exempt.
- Payment must accompany this form in order for the application to be processed.
- The processing time from the date of receipt of this form is 28 working days.
- Fees paid are not refundable if permission is not granted.
- Tree permit is valid for 12 months.
- Applications to remove a tree will **NOT** be processed without the owner / agent's written consent.
- Tree applications will not be accepted for any property that is simultaneously subject to a development application.
- A credit card payment can only be accepted for applications submitted online via Council's website.

This completes the Application to Prune or Remove Trees on Private Property