



Application to Prune or Remove Trees on Private Property

IMPORTANT INFORMATION

- Provide supporting documentation to assist Council in assessing your application. eg. tree photos, arborist report on the condition of the tree, structural engineer building report, pest inspection report.
- If you are applying for a permit for trees on your property AND your neighbour's property, ie. the trees are located on two different properties, two separate applications must be submitted. The location of the trunk determines ownership.
- All sections of the form **MUST** be completed and Owners Consent **MUST** be provided.
- This is **not** the correct application for tree works on Council Trees or works directly related to Development Applications or Complying Development. Please contact the Customer Service Centre for further information.
- Refer to the Tree Assessment Guidelines on page 7 for assessment criteria information.

ADDRESS OF THE PROPERTY WHERE THE TREES ARE LOCATED

Unit No.	House No.	Street	
Suburb		Postcode	Nearest cross street
Is access to the tree prevented by a 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"/>	

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.

APPLICANT DETAILS - The applicant is the person lodging the form.

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Given Name	Family Name
Company Name / Organisation	
Postal address	
Email address	
Phone (Home/Business)	Mobile

Applicant's signature

OWNER'S CONSENT TO THE PROPOSED WORKS - Owner's consent **MUST** be provided

For further information on owner's consent requirements refer to Page 5.

If a tree is jointly owned, (the trunk is on a shared boundary) consent from both property owners **must** be submitted.

Name of Owner	
Email address	Phone

Owner's signature

OFFICE USE ONLY	Heritage Item / HCA	EEC
Request Reference - RMTR	RFS 10/50	Riparian Land
Receipt Number	Blue Gum High	DA / CDC
Document No	STIF	
Container	Biodiversity significance	TMO

DESCRIPTION OF TREE WORKS

Please complete the table below.

- Provide detailed reasons for the proposed tree works.
- Submit photos of each tree with the application form.
- Attach additional information; arborist report, structural engineers or plumbers report, pest inspection report.
- Mark the tree(s) at the property with a ribbon/rope or non-permanent tag and number each tree to correspond with the tree number on the form below to assist in the identification of trees to be assessed during the property inspection.

Total Number of Trees on this application (insert number)

REMOVE: _____ **PRUNE:** _____

Tree 1

Remove **Prune** (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 2

Remove **Prune** (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 3

Remove **Prune** (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 4

Remove **Prune** (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

LOCATION OF THE TREES - PROPERTY SITE PLAN

- **A site plan MUST be provided**
- Provide a clear line drawing site plan of the property from aerial view (**NOT** an aerial photo)
- Mark the location of the trees with an X or a circle to show the location of the tree trunk (NOT the tree canopy)
- The site plan MUST include the property boundary, street names, buildings, driveways, swimming pool and any other useful information to assist the inspecting Officer to locate the trees for inspection.
- Trees must be labelled 'tree 1', 'tree 2' and correspond with the table on page 2.

LODGEMENT

Applications can be lodged by returning the completed form, photos and attachments together with payment:

In Person: Customer Service Centre, 818 Pacific Highway Gordon

Email: kmc@kmc.nsw.gov.au

Post: Ku-ring-gai Council
Locked Bag 1006
GORDON NSW 2072

FEES**1 July 2019 - 30 June 2020**

Application Fees	Standard	Pensioner*
Tree removal application fee (one tree or one hedge ³)	\$88.00	\$42.00*
Tree pruning application fee (one tree or one hedge ³)	\$44.00	\$20.00*
Fee for each additional tree or one hedge ³ (pruning or removal)	\$13.00	\$13.00*

Notes:

1. Payment **must** accompany this form for the application to be processed.
2. Fees paid are not refundable if permission is not granted.
3. A hedge is a group of 2 or more trees that are planted to form a hedge.

*Pension Concession Card must be produced

APPLICANT TO RETAIN THIS INFORMATION SHEET
(DO NOT SUBMIT TO COUNCIL)

OWNER'S CONSENT – REQUIREMENTS	
Type of Owner/ Applicant	Required Documentation to be submitted with your application
Land Owner (Torrens Title)	A handwritten signature must be provided on page 1 of the form. Digital signatures are NOT accepted.
Land Owner (Company title)	Provide a letter that authorises you as a representative of the Company to lodge an Application to Prune or Remove Trees for the property. The letter must be on the Company letterhead.
Unit Owner (Strata)	Minutes of the recent Strata Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property.
Body Corporate	Minutes of the Body Corporate Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property.
Power of Attorney	Copy of the Power of Attorney documentation.
Executor	Copy of the documentation that authorises the Executor
Council tree on Council land	If the tree is located on Council land, this application form is not the correct procedure to apply for tree works. Contact Council's Call Centre on 9424 0000 to lodge an inspection request or email Council tree enquiries or concerns to kmc@kmc.nsw.gov.au
Managing Agent	Current copy of the Managing Agent Agreement

Applications that do not provide the required Owner's Consent documentation are invalid, resulting in delays in the processing and assessment of the application.

Processing of your application is unable to be progressed until the requested information is submitted.

**APPLICANT TO RETAIN THIS INFORMATION SHEET
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SUBMISSION CHECKLIST	
Use this checklist to ensure you have submitted the required information	<input checked="" type="checkbox"/>
Owners consent submitted in accordance with page 5 - Owner's consent MUST be provided	<input type="checkbox"/>
Site plan drawing showing; <ul style="list-style-type: none"> • the location of the tree on the property • property boundary • street names • buildings • driveways • swimming pool • any other useful information to assist the inspecting Officer to locate the trees for inspection 	<input type="checkbox"/>
Photos, supporting information & reports attached	<input type="checkbox"/>
Detailed reasons for tree works supplied on page 2 or attached in a separate document	<input type="checkbox"/>
Ensure to use a separate application form for trees growing on more than one property address. ie. if you are applying for a permit for trees on your property AND your neighbour's property, two separate application forms must be submitted. For example- -application 1 (the tree is located on your property): you complete the applicant details on page 1 and supply the property owners handwritten signature consent or attach a consent letter. -application 2 (the tree is located on your neighbours property): you complete the applicant details on page 1 and supply the neighbouring property owners handwritten signature consent or attach a consent letter.	<input type="checkbox"/>
Postal address provided – Council posts the application determination to the postal address	<input type="checkbox"/>



Tree Assessment Guidelines to Prune or Remove Trees on Private Property and Council Managed Land

Council's Tree Management Policy requires tree work decisions to have a focus on retaining and protecting trees, unless there is strong justification for removal.

1 Criteria NOT considered justification for tree removal or pruning

- 1.1 There is substantial evidence the tree is healthy and sound
- 1.2 Flower, leaf or fruit fall causing nuisance
- 1.3 Increase general natural light
- 1.4 Enhance views
- 1.5 Proposed development. Tree removal would be considered under the development assessment process and is not a valid reason under the DCP KLEP Part 13 Tree & Vegetation Preservation
- 1.6 Reduce shade created by a tree
- 1.7 Reduce fruit, resin or bird/bat droppings on vehicles
- 1.8 Insect/animal nuisance
- 1.9 Minor lifting of driveways, paths and paving
- 1.10 Damage to fences due to branch failure
- 1.11 Minor damage to roof structures, outbuildings, garden structures, walls
- 1.12 Damage to underground services (such as sewer lines, water services) and where there are alternatives to mitigate or solve problems and retain the tree
- 1.13 Construction of fences
- 1.14 Tree does not suit the existing or proposed landscape
- 1.15 Unsubstantiated fear of tree failure
- 1.16 To allow for landscape works
- 1.17 Tree removal for fire hazard/hazard reduction unless deemed by NSW Rural Fire Services as a bushfire threat.
- 1.18 Tree too large or high
- 1.19 Pruning to reduce height except where a hedge
- 1.20 Termite infestation where the structural stability of the tree is not affected.

2 Criteria which may be justification for tree removal or pruning

- 2.1 Where there is likelihood of tree failure and a high likelihood of impacting a dwelling or a regularly used external area and remedial actions to mitigate hazards are not feasible or practical.
(An Arborist report and testing may be required as supporting documentation)
- 2.2 Where the tree is in poor and declining health with a Useful Life Expectancy of less than 5 years.
- 2.3 Where the tree is causing substantial and continuing structural damage to a dwelling or substantial structure (excluding footpaths, retaining walls, driveways and fences) and remedial actions are not feasible or practical. A structural engineering assessment may be required to support these criteria.
- 2.4 Tree in declining health, has poor form or structure and there are no tree management options.
- 2.5 Pruning to improve form and vigour, or to alleviate a nuisance issue in a manner consistent with *Australian Standard for Pruning of Amenity Trees, AS4373 2007* and with other accepted arboricultural practices.
- 2.6 Tree located in an unsuitable position where for example predictable typical growth potential will result in major damage to a dwelling or substantial structure and there are no practical means to mitigate future damage.
- 2.7 Where the tree is proven to be directly causing substantial personal ill health, such as severe allergies. This must be supported by specialist medical evidence from diagnostic testing that links the health condition to the tree and where all other reasonable management treatment options have been explored.

Definitions:**Substantial evidence to indicate tree hazard and decline**Evidence of Tree hazard to include but not restricted to:

- Obvious instability of root plate, such as evidence of soil heave, loss of structural roots and root decay
- poor structural integrity of trunk due to significant wood decay, large cavities, internal cracking
- poor large branch attachments such as severe bark inclusions
- poor attachment of regrowth after lopping/storm damage

Evidence of Tree decline to include not restricted to:

- large areas of dieback of canopy, and poor live crown ratio (eg. <30%),
- dead and decaying wood in trunk
- sparse live canopy
- substantial epicormic growth on branches and trunk
- substantial insect attack
- multiple areas of wood decay lesions in branches and trunk

METHODS OF PAYMENT

Credit Card* - complete the Credit Card Payment section below and submit with your application form.

Pay in person - Ku-ring-gai Council Customer Service Centre, 818 Pacific Highway Gordon.
Payment by cash, cheque, debit card, credit card* or EFTPOS.

Cheque - Attach to your application form and post to:
Ku-ring-gai Council, Locked Bag 1006, Gordon NSW 2076

*A merchant fee will apply if paying by Credit card.

CREDIT CARD PAYMENT

Applicant Details	Full Name on Card
	Mailing Address
	Phone Number
Card Details	Card Type: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/>
	Credit Card Number
	Expiry Date
Amount to be debited	\$
Signature	Cardholders Signature
Date	Date
Your privacy	The personal information you have supplied on this form is legally required and assists Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At any time you have access to view or correct any information you have supplied.
Office Use Only	CSO Initials: Date:
	Receipt No: