

# TREE PERMIT APPLICATION

## Waverley Council

ADDRESS 55 Spring Street, Bondi Junction, NSW 2022

POST PO Box 9, Bondi Junction NSW 1355

PHONE (02) 9083 8000

WEB [www.waverley.nsw.gov.au](http://www.waverley.nsw.gov.au)

E-MAIL [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)



## 1. GENERAL INFORMATION

Tree protection measures apply to all private and public land within the Council area. These measures prohibit the pruning, cutting down, lopping, topping, ringbarking, removal or wilful destruction of any tree with a:

1. height of five metres or over and trunk width of 300mm or over at ground level; or
2. canopy spread of five metres or over and trunk width of 300mm or over at ground level; or
3. listing on the Waverley Register of Significant Trees.

Or without the written consent of Council, which may be subject to conditions.

**Council encourages alternatives to tree removal at all times.**

No street trees, regardless of height, may be pruned, removed or otherwise altered.

No work on private trees will be carried out or paid for by Council.

**To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information.**

You will receive notice once the application has been assessed.

## 2. APPLICATION PROCESS

An application can be presented by:

- The owner(s) of the tree(s)
- The tenant of the property where the tree(s) are located
- The neighbour – owner or tenant
- A body corporate
- A real estate company or strata manager

## 3. PROPOSED WORK

Provide details of the work you are requesting. If more space is required then please attach additional page(s).

## 4. SIGNIFICANT TREES/HERITAGE AREAS

This form is applicable for minor tree works on significant and heritage trees. However, major works or removal of trees listed as a heritage item, on the Significant Tree Register or prominent trees in heritage areas will require a development application.

If you are unsure of the status of your tree please contact Council's Tree Management Officer.

## 5. ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

To ensure Council can make an informed decision, please provide comprehensive and factual information with each application to remove a tree (on page 4). Each tree is assessed in accordance with Council policies and based on its own merits. The site of the tree and neighbouring properties will also be taken into consideration.

**Additional information may include, but is not limited to:**

- Arborist's report
- Structural engineers report
- Plumber's report
- Root excavation/exposure.

Please note the above information is general, for more detailed information please refer to Council's website or tree management policies.

## 6. INSPECTION

You will be contacted within two weeks of lodging your application for an appointment to inspect the subject tree(s).

The processing time for applications is approximately four weeks, however if notification or additional information is required then this may extend to six–eight weeks.

## 7. NOTIFICATION OF TREES PROPOSED FOR REMOVAL

As per Council policy, if a tree removal is proposed, surrounding residents may be notified for a period of 14 days.

No work can be undertaken until written approval has been granted by Council.

If there are objections to the removal of a tree(s), they will be assessed against the merit of the application and within the scope of Council's tree management policies.

## 8. REVIEWS OF DECISION

Under section 82a of the *Environmental Planning and Assessment Act (1979)* an applicant may ask Council to review the determination of the application.

Should you be unhappy with Council's assessment of your tree you will need to submit an application for Review of Tree Determination within six (6) months of the date of the outcome.

### This application must include:

- additional information not available at the time of the inspection
- a report from a consulting arborist (AQF Level 5) with any additional reports requested by Council relevant to the stated problem eg. a structural engineer or licenced plumber report.

## 9. TREE PERMIT OR DEVELOPMENT APPLICATION?

Occasionally, a development application and not a tree permit application will be required for the removal or substantial pruning of trees that are:

- listed as a significant tree
- listed as a heritage item; or form part of the landscape of a heritage item; or
- located in a heritage conservation zone and considered prominent due to height, size, position or age.

**If you think this may apply to your tree but are unsure, please contact Council's Tree Management Officer for clarification.**

# HOW TO LODGE THIS APPLICATION

## FEES

The appropriate fee must accompany the application. This is a processing fee and is not refundable. This fee is GST inclusive.

- \$77 per 1 tree
- \$31 per additional tree

**Concession rate 75% (concession card, health benefit card or equivalent)**

## PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Waverley 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 personal information held by Council. You may also apply to Council to suppress your personal information from a public register. Details regarding the management of personal information held by Waverley Council can be found in Council's Privacy Management Plan.

## 10. EXEMPT TREES

Tree species listed in the table below are exempt or classified as noxious and do not require an application to Council for pruning or removal:

Species name	Common name
Celtis sinensis	Hackberry
Citrus spp	Citrus
Ligustrum sinense	Narrow leaved Privet
Ligustrum lucidum	Broad leaved Privet
Nerium oleander	Oleander
Olea africana	Wild or African Olive
Salix spp	Willows
Syagrus romanzoffianum	Cocos Palm
Toxicodendron spp	Rhus Tree

However, Council must be notified prior to removal as photographic evidence may be requested.

## PAYMENT METHODS

### IN PERSON:

Payment can be made at our Customer Service Centre by the following methods:

- Cash, EFTPOS, cheque or Money Order (make payable to Waverley Council)
- Or by credit card — American Express, MasterCard or Visa. Credit card payment will require a completed authorisation form and will incur a processing fee.

### BY MAIL:

- For cheque payments, please make payable to Waverley Council.

# TREE PERMIT APPLICATION

## Made under State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 Part 3



The aim of the Waverley DCP Part B5 – Tree Preservation is a net increase of trees within the Waverley Council area. **Alternatives other than tree removal will be encouraged at all times.**

Any tree/s approved for removal are to be replaced with indigenous or other suitable native tree/s on the property.

Application No.: ..... Date Received: .....

<p>All correspondence including the final determination will be sent to the listed applicant.</p> <p>The applicant is the person responsible for actioning any approved work.</p>	<p><b>1. APPLICANT DETAILS</b></p> <p>Family name/company name: .....</p> <p>Address: .....</p> <p>Suburb: ..... Postcode: .....</p> <p>Phone: ..... Mobile: .....</p> <p>Email: .....</p>
<p>If trees are located on different properties, a separate application is required for each property.</p>	<p><b>2. ADDRESS OF THE TREE</b> (if different from the above)</p> <p>Address: .....</p> <p>Suburb: ..... Postcode: .....</p>
<p>An inspection may be scheduled more promptly if there is easy access to the site.</p>	<p><b>3. ACCESS TO THE SITE</b></p> <p>■ Does Council require your presence to enter the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>■ Are there any special requirements for entering the site? (e.g. will leave side gate open, dog in yard but friendly) .....</p> <p>■ If your presence is required then please provide contact details .....</p>
<p><b>If an application is being presented by a person other than the owner of the property, then written owners consent MUST be provided on the application form.</b></p> <p><b>If the tree is located on common property of a residential flat building or townhouse development, you must submit a written request from either the Body Corporate or the Managing Agent, together with either the minutes of a meeting or a letter signed by the majority of the owners consenting to the work.</b></p>	<p><b>4. OWNERS CONSENT</b></p> <p>I/We 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</p> <p>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.</p> <p>Family name/company name: .....</p> <p>Address: .....</p> <p>Suburb: ..... Postcode: .....</p> <p>Phone: ..... Mobile: .....</p> <p>Email: .....</p> <p>Signature/s of all owners or managing agent <i>(Supply additional pages if required)</i></p> <p>.....</p> <p>Minutes supplied <input type="checkbox"/> Yes <input type="checkbox"/> No      Supporting letter attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>A Section 96 application is required for the proposed removal of any tree covered by Development Application (DA) consent.</p>	<p><b>5. ADDITIONAL INFORMATION</b></p> <p>■ Is the site subject to a current development application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>State DA No: .....</p> <p>■ Is the site in a heritage conservation area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>■ Is the tree listed on the Significant Tree Register? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>An application cannot be processed without the applicant's signature.</p>	<p><b>6. DECLARATION</b></p> <p>■ I apply for consent to carry out the work described in this application and acknowledge that no work can be carried out until a permit has been issued by Council.</p> <p>■ I declare that the information given is true and correct.</p> <p>■ I understand if the information supplied is incomplete the application may be delayed, rejected or further information requested.</p>

Signature of Applicant ..... Date .....

**PROPOSED WORK** (Please complete the following table and attach extra pages for additional trees)

NOTE: The fee for the application is in accordance with Council's Fee Policy and is **only** based on the number of trees identified.

Tree type/species	Location (ie adjacent to rear boundary)	Work required (✓)		Reason for work
		Prune	Remove	
1				
2				
3				
4				

**POSITION OF TREE/S**

(Please draw a sketch of your property showing clearly (1) the street, (2) the approximate location of all buildings in relation to property boundaries and (3) the tree/s listed above by the number reference)

A person who contravenes or causes or permits Clause 5.9 Of the Waverley Local Environment Plan to be contravened, shall be guilty of an offence and liable to prosecution.

LODGEMENT FEES		OFFICE USE (CODE PMTTRE)
First tree	\$77	Date Paid
Each additional tree	\$31	Amount
		Receipt No.
Concession rate (Concession card, health benefit card or equivalent)	75% discount against respective fee	Logged by