

# View Prune Application

Fees are valid until 30 June 2018

## About this form

Use this form to apply for Council to prune a Council tree to maintain an existing view.  
Note: Council will not prune to create a new view. See Complying Criteria Page 2.

## Lodgement & fees

Please follow the instructions on Page 4.

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre or website: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) (further details on page 4).

## ▼ Applicant and site details

### Your name, address and contact details

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name: .....

Given names: .....

Postal address:.....

..... Post Code:.....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... Mobile: .....

E-mail: .....

### Location and title description of the property whose existing view is affected by a Council tree

Unit or shop: ..... Street No: ..... Street:.....

..... Suburb: .....

### Inspection of property

Please provide contact details for a person available to meet for an inspection.

Contact person: ..... Phone: .....

## ▼ Declaration

I apply for a Council tree/s to be pruned. I have read the complying criteria section and believe that my request meets all the listed criteria. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected;
- if final payment of monies is not made within 21 days of notification, the application may be cancelled; and
- more information may be requested within 21 days of lodgement.

☒ Signature: ..... Date: .....

**NOTE: When Council staff or contractors are on site and undertaking tree pruning works, neither the applicant nor any other person is to interfere or attempt to instruct Council staff or contractors in any aspect of the pruning works being performed.**

### Office Use Only

CRM Request No:..... Receipt code: 55

## ▼ View prune complying criteria

The Woollahra Municipality is well recognised for its tree lined avenues and leafy foreshores. To ensure this leafy character is preserved and, where possible, enhanced, Council will only prune a tree to maintain a previously established view where the tree:

1. The tree has been inspected and has received approval by Council for view pruning within the last two years; OR
2. In instances where a growing tree encroaches on a previously uninterrupted view, consideration may be given to pruning to restrict the impact on the view.
3. The applicant has provided photographic evidence to show the previous existence of a view\*
4. The tree is centrally located in the view corridor of the principal living area and within approximately 50 metres of the viewing point. (Note: long-standing view pruning relationships / services on trees not centrally located to the principal living area may be maintained if not detrimental to a tree's health).
5. Pruning may only be approved if it will not disfigure the tree. The term "disfigure" will generally mean pruning beyond the guidelines of the Australian Standard for the Pruning of Amenity Trees AS4373:2007
6. Evidence of the previous existence of a view will not be accepted from new owners of a property applying for a view prune if these residents bought the property with the tree of a similar size at application time.

Note: we advise that fast growing trees should be inspected regularly (e.g. approximately every two years) to avoid harsh pruning

## ▼ Proposal

How many trees in total are you applying to have pruned? .....

Tree Species (if known)	Location on footpath (e.g. directly across the road or left of the driveway)
1.	
2.	
3.	
4.	
5.	

## ▼ Additional information

Once we receive your completed application, you will be contacted to organise a site inspection with a Council arborist.

All costs of view pruning are to be borne by the person requesting the work. After the site inspection and if the proposed works have been approved, the applicant will be notified in writing of the costs. Payment of these monies is required before any works are scheduled.

The processing period for applications is approximately 30 working days from the payment of the outstanding balance.

Notification of application to adjoining residents may be required if a request will significantly affect the surrounding landscape character of an area.

A Tree Preservation Order applies to all trees in the Municipality of Woollahra with a spread of branches greater than three metres and also on all trees, irrespective of the spread of branches, with a height greater than five metres.

This Order prohibits the ringbarking, cutting down, topping, lopping, pruning, removing, transplanting, injuring or wilful destruction of such trees, except with the prior written consent of the Council.

View pruning work will only be carried out by Council staff or Council's preferred contractors.

Council will only consider a request to undertake view pruning of a tree once in any 12 month period.

Council reserves the right to refuse an application to view prune a tree, even where all the criteria have been met, if the requested pruning would be detrimental to the health or structure of the tree. Refusal on one occasion will not preclude the applicant from making another application up to two years from the date of the original refusal.

Trees located in parks may be pruned if all complying criteria has been met.



## How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically:**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The assessment officer handling  
your application in the Open  
Space and Trees Department.

### Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application by telephone and either discuss your applications ability to comply with the criteria and / or book an inspection time and date.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

### Bus or Rail

Take a train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

### Parking

Short-term customer parking spaces are available on-site. On-street parking in nearby streets is also available.

### Fees:

Fees are valid until 30 June 2018.

**Application / Inspection Fee                      \$250.00**

**This fee is to be included with your application and is not refundable.**

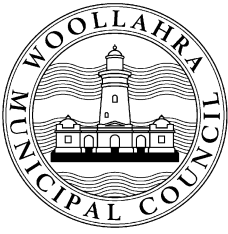
### Fee for pruning

Pruning works will be charged as per contractor's quote, which will be specific for each job. Each job will have different requirements eg equipment requirements, traffic control, location and complexity, which will impact the final cost.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable ( <i>refer receipt for details</i> ) Retain your receipt as proof of lodgement of the application.  CRM Request No: .....  <input checked="" type="checkbox"/> Receiving Officer: .....Date: ..... <input checked="" type="checkbox"/> Cashier: .....Date: .....	<b>OFFICE USE ONLY</b>		
	Fee Type	Receipt Code	Fee \$
	Application/ Inspection Fee	55	
	<b>Total:</b>		

## Privacy notification

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. 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.



# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 1%**

Payments should be sent to: Woollahra Council  
 536 New South Head Road  
 DOUBLE BAY NSW 2028

OR

PO Box 61  
 DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA														
Full Name on Credit Card	<input type="text"/>														
Credit Card No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Card Expiry Date	<input type="text"/>	--	<input type="text"/>	Total Amount Paid							\$	<input type="text"/>			
Cardholder's Signature	<input type="text"/>														
Date	<input type="text"/>							Contact Phone No.	<input type="text"/>						

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For

Council Reference eg DA No. etc

Address (where applicable)

## PRIVACY NOTIFICATION

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## OFFICE USE ONLY

Payment Processed  Yes  No

Cashier

Date