



# Application for Review of Determination of Tree Preservation Order (TPO)

Under the *Environmental Planning Assessment Act 1979* and the *Woollahra Municipal Council Tree Preservation Order 2006*

*Fees are valid until 30 June 2010*

## About this form

Use this form to request Council review a determination of an application to prune or remove a tree growing on private property (TPO application). You must lodge this application within 12 months of the date of issue of the determination of the TPO application. We will only consider this application if:

1. You are the owner or have obtained the consent of the owner of the property in which the tree/s stand; and
2. You have obtained additional information that supports your application such as an Arborist's, Engineer's or Plumber's Report.

## Documentation

Before Council can consider a review of determination we require you to provide new information additional to any information provided with your original application.

## Lodgement & fees

Please follow instructions on page 3.

## 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).

## Site details

### Location and title description of the property

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

## Applicant details

### Name, address and contact details of applicant

Applicant should be a person not a company or owner's corporation.

All correspondence including the final determination will be forwarded to the listed applicant.

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

Family name: .....

Given name: .....

Company name: .....

Postal address: .....

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

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

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

E-mail: .....



# ▼ Owner's details and consent

## Owner's consent

This section must be signed by the owner of the property. If there is more than one owner, every owner must sign.

If the property is owned by company title, this section must be signed by a director under common seal.

If the property is owned by strata plan, this section must be signed by an authorised officer under common seal and minutes from a meeting of the body corporate or executive committee meeting at which the listed works were approved must be submitted with the completed application.

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).

**NB: Council WILL NOT process this application without the appropriate owner's consent.**

Under the *Environmental Planning Assessment Act 1979* and the *Woollahra Municipal Council Tree Preservation Order 2006* Council is required to obtain the legal consent of the owner of the property on which the tree/s are growing.

As owner of the land to which this application relates, I consent to the proposed tree works and the lodging of this application with Woollahra Municipal Council. I also give consent for authorised Council officers to enter the land to carry out inspections. I understand that the final determination will be sent to the applicant and I will receive a copy sent to my postal address (where I am not the applicant). I agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application.

Family name: .....

Given names: .....

Company name: .....

Signature: ..... Date: .....

Postal address: .....

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

Family name: .....

Given names: .....

Signature: ..... Date: .....

Postal address: .....

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

*If you are signing on the owner's behalf, please state the nature of your legal authority and attach full documentary evidence eg Power Of Attorney.*

.....  
NOTE: 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.

Attached: Additional consent  Proof of authority  Minutes of meeting  Other

# ▼ Applicant's declaration

## Applicants declaration

I apply for a review of determination of the TPO application referred to above. I declare that all the information given is true and correct.

Name (please print) .....

Signature: ..... Date: .....

# ▼ Privacy notification

The personal information requested in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

# ▼ 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 Tree Officer handling your application in the Public Open Space Department.

**Fees**

Fees for a review of determination are 50% of the original TPO application fee. This is a processing fee and is not refundable. It is GST inclusive.

**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 Woollahra Council) or by credit card – American Express, Bankcard, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail:

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

**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**

Train to Edgecliff and 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.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application.</i>  <input checked="" type="checkbox"/> Receiving Officer:..... Date: .....  <input checked="" type="checkbox"/> Cashier: ..... Date: .....	<b>Office use only</b>		
	Fee type	Fee	Receipt Code
	Review of TPO		T44
	Total:		

