



Solar Prune Application

Fees are valid until 30 June 2019

About this form

Use this form to apply for Council to prune a Council street or park tree to maintain pre-existing light levels. 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 (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 light levels are 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

▼ Solar 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(s) to maintain previously established light levels where:

1. The tree has been inspected and has received approval by Council for solar pruning in the past; OR
2. In instances where a growing tree significantly obstructs solar access, consideration may be given to pruning to improve solar access.
3. The applicant must provide photographic evidence to show the previous existence of light levels.
4. The tree is located within approximately 25 meters of a habitable room with significantly reduced light levels.
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

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 solar 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.

Solar prune work will only be carried out by Council staff or Council’s contractors.

Council reserves the right to refuse an application to solar 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 complying criteria has been met.

Applications will **ONLY** be accepted by property owners. Council will not accept applications from tenants.

Applications may not be accepted if the subject tree has previous history from another applicant.

All pruning works are carried out in accordance with Australian Standard AS4373-2007 Pruning of Amenity Trees and WorkCover Code of Practice ‘Amenity Tree Industry’, 1998.



Assessment

To be completed by Assessment Officer

Lined area for assessment notes with horizontal dotted lines.

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

Web: 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 2019.

Application / Inspection Fee \$255.00

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

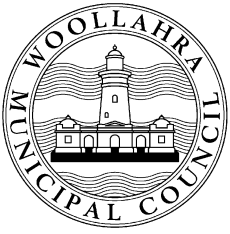
Fee for pruning

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.

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

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 0.55%

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																			
Credit Card No.				--							--								
Card Expiry Date			--		Total Amount Paid										\$				
Cardholder's Signature																			
Date											Contact Phone No.								

Reason for payment

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

Payment For	Solar Prune Application
Council Reference eg DA No etc	T55
Address (where applicable)	

PRIVACY NOTIFICATION

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OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	