Tree Works Application

Prune or Remove a Tree Growing on Private Property

About this form
Use this form to apply for a permit to prune or remove a tree or trees protected by the Woollahra Municipal Council Management DCP.

This form is not to be used when requesting removal or pruning of trees located on Council land such as footpaths, laneways or parks.

If you are seeking removal of a tree that has been conditioned to be retained on an approved development consent, you will need to apply for a Section 4.55 to modify your development consent. For further information, please contact the Duty Planner on 9391 7096 or our Customer Service Centre on 9391 7000.

Lodgement & fees
Please follow the instructions on pages 5 and 6

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, see page 6)

Site details
Location and title description of the property on which the tree stands (trunk is growing).

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

Has the retention of the tree/s been the subject of a condition of a Development Consent issued by Council within the last 5 years? Yes / No

If yes, you may need to lodge a 4.55(1), (1A), (2) or 4.56 amendment to the original Development Consent. Further information can be obtained by contacting Council’s Duty Planner on 9391 7096.

Applicant details
Name, address and contact details of 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: ........................................................................................................................................

Are you the owner of the subject tree? Yes / No
Access details

Accessing property

Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property? eg. locked gate, dogs, you wish to be present?

☐ No – a Council officer will inspect the tree works once the completed form has been registered.
☐ Yes – please provide details of the person we need to contact to make an appointment.

Contact Person:…………………………………Phone: ……………………………………………

Please note that delays may be experienced if you require an appointment or if there are special arrangements for an officer to undertake a site inspection. Council will not make appointments with multiple parties.

If the tree is located within an adjacent property and there is no tree owner consent, Council will not enter that property for the purpose of assessing this application.

Proposal (this section must be completed)

Please complete the following information

- You must complete this section by identifying the location of subject tree/s, the works that are proposed and the reasons you are seeking these works.
- Council will review the information provided in the application and take careful consideration of the reasons for the proposed pruning / removal works. Please refer to the Tree Management DCP (2015) and Tree Management Policy (2011) for matters which are considered in determining tree works proposals. All tree works must be carried out in accordance with Australian Standard (AS4373 –2007) - Pruning of Amenity Trees and WorkCover NSW Code of Practice ‘Amenity Tree Industry’ - 1998.

<table>
<thead>
<tr>
<th>Tree number</th>
<th>Tree species or common names (if known)</th>
<th>Location within property</th>
<th>Work proposed (prune, remove or remove and replace)</th>
<th>Reason for works</th>
</tr>
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<td>3</td>
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</table>
Please provide sufficient details to locate tree/s within the site. Label tree/s numerically, locate property boundaries, main dwelling, driveway and include street names.

To assist in identification of tree/s to be assessed, where possible please mark the tree/s with ribbon/rope or some form of non-permanent marking. This will assist the tree officer when undertaking the site inspection.
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 Management DCP 2015 Council is required to obtain the legal consent of the owner of the property on which the tree/s are growing when tree removal is proposed

When proposing to prune a tree that is growing from an adjacent property, having the tree owner’s consent may assist in the assessment and determination of the application.

As owner/s of the land to which this application relates, I consent to this application being submitted to Woollahra Municipal Council for consideration. 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: ..........................

................................................................................ 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.

...............................................................................................................................
Applicant’s declaration and check list

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<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Have you included your name in the ‘Applicant details’ section of the form (pg 1)?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Has the property owner/s signed the ‘Owners details and consent’ section of the form (pg 4)?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Where the tree stands on property owned by company title or strata plan, have you attached the common seal with the owner’s consent?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Where the tree stands on property owned by strata plan, have you attached the minutes of the meeting at which the listed works were approved?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>If you are signing on the owner’s behalf as the owner’s legal representative, have you attached a full copy of your power of attorney?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you completed the section headed ‘Proposal’ listing all the trees and the proposed works you are applying to undertake?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you attached the necessary payment for this application?</td>
<td>YES</td>
<td>NO</td>
</tr>
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</table>

Applicant’s declaration

I apply for a permit to carry out the works described in this application. I declare that all the information given is true and correct. I understand that, if incomplete, the application may be delayed or rejected and more information may be requested.

Name: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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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 Tree Officer handling your application in the Public Open Space Department.

Payment methods:
In Person
Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, 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.

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: Take the 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 2020.
The appropriate fee must accompany the application. This is a processing fee and is not refundable.

☐ $77.50 1 tree
☐ $28.50 per additional tree

Council will not refund all or part of the processing fee if it is found that some or all of the requested work is exempt work under Council’s Tree Management DCP.

To be completed by Council’s Cashier and Customer Service Officer.
GST may be applicable (refer receipt for details)
Retain your receipt as proof of lodgement of the application.

☐ Receiving Officer: ………………….. Date: ……………
☐ Cashier: ………………………….. Date: ……………

Tree Works (TPO) No…………………………………………

OFFICE USE ONLY

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<tr>
<th>Fee Type</th>
<th>Receipt Code</th>
<th>Fee $</th>
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<tr>
<td>TPO</td>
<td>44</td>
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</table>

Total:

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 Woollahra Municipal 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 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 payment 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

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<tr>
<th>Credit card payment</th>
<th>Tick Applicable Credit Card</th>
<th>□ AMERICAN EXPRESS</th>
<th>□ DINERS CLUB</th>
<th>□ MASTERCARD</th>
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<td>Full Name on Credit Card</td>
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<td>Card Expiry Date</td>
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<td>Cardholder's Signature</td>
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<tr>
<td>Date</td>
<td>Contact Phone No.</td>
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Reason for payment
Please indicate in this section the reason for the payment and any other applicable information.

Payment For Tree Works (TPO) Application

Council Reference Eg. DA No. etc 44

Address (where applicable)

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

OFFICE USE ONLY
Payment Processed □ Yes □ No
Cashier
Date

Valid from 1 July 2019 to 30 June 2020  
Version /Revision: 1a/19  
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