

# Application for Review of Determination of Tree Works Application

Under the *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* and the *Woollahra Municipal Council Tree Management DCP 2015*

*Fees are valid until 30 June 2019*

## About this form

Use this form to request Council to review a determination of an application to prune or remove a tree growing on private property. You must lodge this application within 12 months of the date of issue of the determination of the Tree Works DCP 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 documentation 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 where the tree is positioned

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

## Applicant details

Name, address and contact details of applicant

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

Family name: .....

Given name: .....

Company name: .....

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.

Postal address: .....

.....

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

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

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

E-mail: .....

Which decision is to be reviewed?

TPO No: ..... Date of Issue: ..... Fees Paid: \$.....

Tree No. and species .....

## ▼ 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.

## ▼ 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 Management DCP 2015* Council is required to obtain the legal consent of the owner of the property on where the tree is positioned.

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  Power of Attorney  Minutes of meeting  Other

## ▼ Applicant's declaration

**Applicants declaration** I apply for a review of determination of the Tree Works application referred to above. I declare that all the information given is true and correct.

Name (please print) .....

☒ Signature: ..... Date: .....

## ▼ 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 are valid until 30 June 2019.

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

**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.

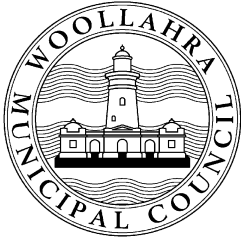
**Parking:** Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

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.  ☒ Receiving Officer: ..... Date:..... ☒ Cashier: ..... Date:.....	<b>OFFICE USE ONLY</b>		
	Fee Type	Receipt Code	Fee \$
	Review of TPO	44	
<b>Total:</b>			

## ▼ 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.

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# 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

## 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	TPO Review
Council Reference Eg. DA No.etc	T44
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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cashier	.....	
Date	.....	