



# Solar Prune

Effective from July 2023 to June 2024

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

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant details

Title:	<input type="text"/>	Name:	<input type="text"/>
Postal address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

## Site details *(Location and title description of the property whose light levels are affected by a Council tree)*

Unit, Shop or Suite no:	<input type="text"/>	Street no:	<input type="text"/>
Street name:	<input type="text"/>	Suburb:	<input type="text"/>
Deposited Plan(s):	<input type="text"/>	Strata Plan(s):	<input type="text"/>

**Inspection of Property:** Please provide contact details for a person available to meet for an inspection

Contact:	<input type="text"/>	Phone:	<input type="text"/>
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## 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 has provided 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

## Additional information

Full details and conditions associated with this application can be accessed at: [www.woollahra.nsw.gov.au/tree-prune-maintain-levels-information](http://www.woollahra.nsw.gov.au/tree-prune-maintain-levels-information)

## Declaration and signature

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 have reviewed the additional information relating to this application available at [www.woollahra.nsw.gov.au/tree-prune-maintain-levels-information](http://www.woollahra.nsw.gov.au/tree-prune-maintain-levels-information).

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

## 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 etc)

1.

2.

3.

4.

5.

## Fees *(Fees are valid until 30 June 2024)*

**Application / Inspection Fee:** \$365.75

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 e.g. equipment requirements, traffic control, location, and complexity, which will impact the final cost.

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

Lodgement details

Mail to:

Woollahra Municipal Council  
PO Box 61 Double Bay 1360

In person:

Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

Email:

[records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

Telephone:

(02) 9391 7000

Website:

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

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

OFFICE USE ONLY

CSO name:

Solar Prune Application (T55) \$:

CRM request no:

Assessment

To be completed  
by Assessment  
Officer



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. 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.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: