



INNER WEST COUNCIL

APPLICATION TO PRUNE/REMOVE TREES ON PRIVATE LAND

Ashfield Service Area Leichhardt Service Area Petersham Service Area

ABOUT THIS FORM

Use this form to apply for a permit to prune or remove a tree from private land that is protected by the provisions of the following Development Control Plans (DCP) - **Section 2.20 Tree Management (Marrickville)**, **Section C1.14 (Leichhardt)**, and **Tree Preservation Policy (Ashfield)**.

We will only consider this application if you are the owner **or** have obtained the written consent of the owner of the property in which the tree/s stand. If you are having difficulty in communicating with the owner of the property regarding a tree issue the Community Justice Centre may provide you with free mediation. Contact them on **1800 990 777**.

NOTE 1: Please complete all sections. Failure to do so may result in the rejection of your application or delays in the determination of your application. Mandatory fields on this form marked with an * must be completed before submitting the application. After your application has been received a Council Officer will contact you within 15 working days.

NOTE 2: If you are seeking removal of a tree that has been required to be retained in a development consent condition you will need to apply for a Section 96 amendment to your development consent. To find out who to speak to regarding this please contact Council's Customer Service Centre on 9392 5000

PROPERTY / SITE DETAILS

Please list all properties subject to this application

Unit/ Street No.		Street Name	
Suburb		Postcode	
Lot		DP/SP	

Lot and DP numbers can be found on Council's Rates Notice

Has a current or active development application been lodged for this property? No Yes

Development Application Number/s.....

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? No Yes - If yes refer to note 2 above.

Is this the first application for this tree? Yes No Last Application Date/s.....

Is the application for Tree Removal within a Heritage Listed property or in a Heritage Conservation Area? (Information available from Council's website at www.innerwest.nsw.gov.au or for viewing at one of Council's Administration Centres.)

You will need to submit a Development Application with an accompanying Level 5 Arborist Report. No Yes
A Development Application form is available from Council's website or Administration Centre.

Is the property subject to a neighbour dispute? No Yes



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APPLICANT'S DETAILS

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead. If the application is on behalf of a Body Corporate, details should be provided for a representative eg Secretary or Managing Agent.

Title			
Family or Company Name			
Given Name		Contact person (if company)	
Note: before this application can be lodged at least one of the methods of contact below must be supplied			
Postal/Business Address			
Phone No		Mobile	
Email			
	<input type="checkbox"/> Please tick if a qualified arborist has said that this application is urgent		

APPLICANT'S DECLARATION

I declare that the information provided in this application is true and correct at the time of signing and that the owner of the tree/s has been informed of this application. I have read and understood Part 5 of this form and authorise Council officers to access my land to carry out inspections for the purposes of determining this application.

Given Name			
Family Name			
Applicants signature:		Date:	___ / ___ / _____

OWNER/S DETAILS

Details as Above <input type="checkbox"/> (Please tick if same as Applicant)			
Family Name/Company Name			
Given Name			
Postal Address		Postcode	
Phone No		Mobile	
Email			
Owners Signature			



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OWNER/S CONSENT

ALL registered owners of the site must sign this application form. Without owner consent Council will not accept the application. If the site is owned by a company the onus is on the company to ensure that the correct number of directors sign the application. It is also the company's responsibility, including sole director companies, to use the company seal, if the company rules stipulate its use, or alternatively provide authorisation by way of company letterhead. Strata bodies must use the strata seal, if the strata rules so stipulate, or provide authorisation on letterhead.

Council will not accept this application without correct and complete owner/s consent.

As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application. I also give consent for authorised Council officers to enter the land to carry out inspections. I agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application.			
Family / Corporation / Company Name (If company, company seal to be affixed)			
Given Name		ACN (if corporate entity)	
Postal Address		Postcode	
Phone No		Mobile	
Email			
Signature	Authorisation by Company letterhead attached		Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>
Date			
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.			
Company/Strata Stamp or Seal:			

CONFLICTS OF INTEREST

Does Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor?

Yes No

If yes, please explain:



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PROPOSED WORK DETAILS

Please tick appropriate box (es) and provide a written description. NOTE: This application covers up to five (5) trees on one lot. Additional trees are charged at \$44.00 per tree.

Tree 1

Location on property: Front Rear Side of property **Proposed Works:** Pruning Removal

Tree species/Common name (if known):

Reason for pruning/removal:

Tree 2

Location on property: Front Rear Side of property **Proposed Works:** Pruning Removal

Tree species/Common name (if known):

Reason for pruning/removal:

Tree 3

Location on property: Front Rear Side of property **Proposed Works:** Pruning Removal

Tree species/Common name (if known):

Reason for pruning/removal:

N/B If you are applying for more than 3 trees please attach additional tree details on a separate sheet



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SITE DIAGRAM

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. Alternatively, please attach a separate plan or map of the site if the space provided is inadequate.

[Empty space for site diagram]

PROPERTY ACCESS DETAILS

Access to your property may be required by inspecting officers of Council in order for them to process your application. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your property to Council staff. Access may be made in your absence.

Is it necessary for someone to be present to allow access No Yes - Who do we contact?

Contact Person.....

Contact Number.....

Are there any dogs or security measures we need to know about? No Yes - Please specify below:

.....



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PAYMENT DETAILS

An administration fee of **\$220.00** including GST is payable unless a pension card is produced by the owner of the property where the tree/s are located.

Pension Card Number (if applicable).....

Note: Applications submitted by fax or email *must* be accompanied by a completed Credit Card Payment Form (available for download from Council’s website). Applications will not be processed until payment is received.

PRIVACY STATEMENT

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18 (1) (b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council Customer Service Centre on 9392 5000 and ask to speak with one of our governance specialists.

Alternatively, you may email Council at council@innerwest.nsw.gov.au or send a letter to us at one of our service centres listed in Instructions for Applicants below.

INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee. **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED.**
- Lodge in person at one of the following Service Centres:
Ashfield Service Centre, 260 Liverpool Road, Ashfield NSW 2131
Leichhardt Service Centre, 7-15 Wetherill Street, Leichhardt NSW 2040
Petersham Service Centre, 2-14 Fisher Street, Petersham NSW 2049
- Council’s opening hours are Monday - Friday, 8:30am – 5:00pm, cashiering hours are Monday - Friday, 8:30am till 4:30pm. Please note Applications must be lodged by 4:00pm
- Lodge by mail – Inner West Council – at above relevant Service Centre addresses
- Email council@innerwest.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- **Payment** – In person – cash, cheque, EFTPOS, credit card (see download link on website). Make cheque payable to Inner West Council.

OFFICE USE ONLY

Receipt Code	ASH LEIC MAR (where applicable)	
Amount Paid:		
Receipt Number:		
Date received by Council:		
Initial of Officer:		