

How to lodge a Development Application for tree works in a Heritage Conservation Area or Heritage Item

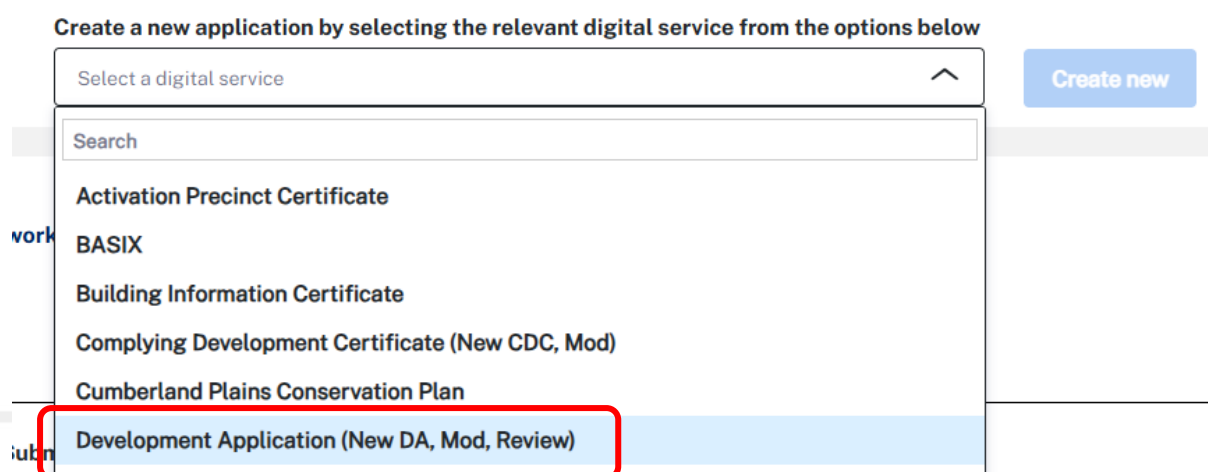
Please follow the below steps to lodge a Development Application via the NSW Planning Portal for tree removal on sites that are affected by a Heritage Conservation Area (HCA) or Heritage Item.

Required documents

- [Development Application, Modification Application and Review of Application Form](#) – owner/s consent is required from ALL owners of the site
- [Statement of Environmental Effects – Trees](#)
- Site plan indicating the location of the trees being removed
- Arborists Report (may be required)

Lodgement steps

1. Log onto the [NSW Planning Portal](#). If you do not already have an account, you will need to create one.
2. Create a new Development Application (New DA, Mod, Review).



Create a new application by selecting the relevant digital service from the options below

Select a digital service ^

Search

- Activation Precinct Certificate
- BASIX
- Building Information Certificate
- Complying Development Certificate (New CDC, Mod)
- Cumberland Plains Conservation Plan
- Development Application (New DA, Mod, Review)**

Create new

3. Select the address and lot/section/plan of the site.

4. Fill out the prompts on the **Applicant details** page. Note that developer details are not required. Press **Save and continue**.
5. Fill out the prompts on the **Application details** page.
 - a. Select **Development application**.

1 Applicant details 2 Application details 3 Related information

Development application type

What is the application type? * [What is this?](#)

☒ Development application

☐ Modification application

☐ Review of determination

- b. Select **Demolition**.

Common Application Types

Please select at least one (1) common application type. * [What is this?](#)

☐ Advertising and signage

☐ Alterations or additions to an existing building or structure

☐ Change of use of land or a building or the classification of a building under the Building Code of Australia

☒ Demolition

☐ Erection of a new structure

☐ Hours of operation and trading

☐ Subdivision

☐ Temporary building, structure or use

- c. Provide a description, such as “Removal of 2 trees, located within the rear setback”.
 - d. Provide an estimated development cost.

e. The following two questions will generally be answered as **No**.

Is a new road proposed?

☐ Yes

☒ No

Concept development

Is the development to be staged? [What is this?](#)

☐ Yes, this application is for staged development which may include concept and/or multiple stages.

☒ No, this application is not for concept or staged development.

f. Press **Save and continue**.

6. Fill out the prompts on the **Related planning information** page.

a. The following questions will generally be answered as below.

Related planning information

Is the development on land which is subject to a wilderness protection agreement or conservation agreement within the meaning of the Wilderness Act 1987?

☐ Yes

☒ No

Is the application for integrated development? * [What is this?](#)

☐ Yes

☒ No

Is your proposal categorised as designated development? * [What is this?](#)

☐ Yes

☒ No

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats, or is it located on land identified as critical habitat? *

☐ Yes

☒ No

Is this application for biodiversity compliant development? [What is this?](#)

☐ Yes

☒ No

Is this application subject to a private land conservation agreement under the *Biodiversity Conservation Act 2016*? [What is this?](#)

☐ Yes

☒ No

Does the application propose a variation to a development standard in an environmental planning instrument (eg LEP or SEPP)? [What is this?](#)

☐ Yes
☒ No

Is the application accompanied by a Planning Agreement? [What is this?](#)

☐ Yes
☒ No

Section 68 of the Local Government Act

Is approval under s68 of the Local Government Act 1993 required? * [What is this?](#)

☐ Yes
☒ No

b. Fill out the remaining prompts on this page.

c. Press Save and continue.

7. Select Yes and Development that is wholly residential on the Sustainable Buildings page. Then press Save and continue.

Sustainable Buildings [What is this?](#)

Is the development exempt from the [State Environmental Planning Policy \(Sustainable Buildings\) 2022, Chapter 3](#), relating to non-residential buildings? * [What is this?](#)

☒ Yes
☐ No

Provide reason for exemption. Is the development any of the following? * Select all that apply

- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Resources and Energy) 2021, Chapter 2
- ☐ Development that is permitted with or without consent or is exempt or complying development under State Environmental Planning Policy (Transport and Infrastructure) 2021, Chapter 5
- ☐ Development on land wholly in RU1, RU2, RU3, E5, IN3, C1, C2, C3, W1, W2, W3 or W4
- ☐ Development for purposes of residential care facilities

☒ Development that is wholly residential

8. Fill out the Payer details page.

a. An invoice will be sent to this email address. The application will not be accepted until fees are paid so ensure the correct email address is provided.

b. Press **Save and continue**.

9. Upload the required documents on the **Requirements and uploads** page.


a. Press **Upload**.

b. Select files or drag and drop.

c. Categorise the completed 'Development Application, Modification Application and Review of Application Form' file as **Heritage Impact Statement** and the completed 'Statement of Environmental Effects – Trees' file as **Statement of environmental effects**. Note that the files that you upload do not have to match the category. However, if you do not upload a document under each of these file categories, you will not be able to proceed with the lodgement.



×

Attach Documents


Drag and drop files here

or

Select file(s)

Name*	File	Category	
BLANK Development Appl	BLANK Development Application, Modification Application and Review of Application Form.pdf	Heritage Impact Statement	
BLANK Statement of envir	BLANK Statement of environmental effects - Trees.pdf	Statement of environmental effects	

Cancel

Attach

d. Upload any other additional files, such as photos or Arborists Report.

e. Press **Save and continue**.

10. Check the details and click **Select all** on the declarations on the **Review and submit** page.

Submit your application

Declarations *

☒ Select all

- ☒ I declare that all the information in my application and accompanying documents is, to the best of my knowledge, true and correct.
- ☒ I understand that the development application and the accompanying information will be provided to the appropriate consent authority for the purposes of the assessment and determination of this development application.
- ☒ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.
- ☒ I understand that the consent authority may use the information and materials provided for notification and advertising purposes, and materials provided may be made available to the public for inspection at its Offices and on its website and/or the NSW Planning Portal
- ☒ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information which you provide to it.
- ☒ I agree to appropriately delegated assessment officers attending the site for the purpose of inspection.
- ☒ I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

11. Press **Submit**.

12. Your application has now been submitted.

What happens next?

Once your application has been successfully lodged via the NSW Planning Portal it will be reviewed by an E-Planning Officer from Council's Development Assessment team. The review will ensure all the required information has been submitted. If any further information is required, you will be contacted and given the details of what you are required to submit. You will have **3 calendar days** to provide the requested information.

Once the application has been reviewed and lodged by Council, you will receive an invoice. You must pay the invoice within **48 hours**. If you do not pay within 48 hours, the application will be rejected, and you will need to lodge a new application via the NSW Planning Portal.