



## Application to prune/remove trees on private land

<b>About this form:</b>	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 Inner West Council Tree Management Development Control Plan Council will only consider this application if you are the owner/s or have obtained the written consent of the owner/s of the property in which the tree/s stand.
<b>How to complete:</b>	Please complete all sections. Failure to do so may result in the rejection of your application or delays in the determination of your application. Application fees can be found at: <a href="http://www.innerwest.nsw.gov.au/feesandcharges">www.innerwest.nsw.gov.au/feesandcharges</a> <ol style="list-style-type: none"> <li>1. Ensure that all fields have been filled out correctly.</li> <li>2. Once completed, please refer to the lodgement details section for further information.</li> </ol>

NOTE: 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 4.55 amendment to your development consent (do not use this form). To find out who to speak to regarding this please contact Council's Customer Service Centre on 9392 5000

<b>Property/ site details:</b>			
Unit/ Street number:		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 or Complying Development 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 (HCA)? (Information available from Council's website at [www.innerwest.nsw.gov.au](http://www.innerwest.nsw.gov.au) or for viewing at one of Council's Administration Centres.) If so a Development Application may be required.



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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 e.g. Secretary or Managing Agent.

Title:			
Family or Company Name:			
Given Name:		Contact Person: (if Company)	
Postal/Business Address			
Phone Number:		Mobile	
Email			

### 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 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:			
<b>Applicant's signature:</b>		<b>Date:</b>	/ /

### Application Type

Please mark the application type

Tree Works Permit	<input type="checkbox"/>	Tree Minor Works request	<input type="checkbox"/>
Tree Works Permit	Tree Works Permit is required, except where the tree or the works to the tree/s are an exempt activity under C1 Tree work that does not require Council Consent, to: i. Prune a tree; and/or ii. Remove a tree other than those trees which require Development Consent under Control C5		
Tree Minor Works request	Tree Minor Works request is required for the removal of tree species listed in 5.1.-C7-iii of the Tree Management DCP or dead trees. Council approval is not required to prune any of the listed species provided the work is carried out in accordance with AS 4373— <i>Pruning of amenity trees</i> and the Safe Work Australia Code of Practice Guide to <i>Managing Risks of Tree Trimming and Removal Work 2016</i> .		



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

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.

<b>Owner/s details</b>			
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 Name/ Company Name:			
Given Name:		ACN (if corporate entity)	
Postal Address:		Postcode:	
Phone Number:		Mobile:	
Email:			
<b>Owner/s signature/s:</b>	Authorisation by Company letterhead attached	Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Date:</b>	/ /		
If you are signing on the owner's behalf, please state the nature of your legal authority and attach full documentary evidence e.g. Power of Attorney.			
Company/Strata Stamp or Seal:			

<b>Property access details:</b>
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 <input type="checkbox"/> No <input type="checkbox"/> Yes - Who do we contact?  Contact Person.....Contact Number..... Are there any dogs or security measures we need to know about? <input type="checkbox"/> No <input type="checkbox"/> Yes - Please specify below: .....



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### Proposed work details:

NOTE: This application covers up to three (3) trees on one lot. Additional trees are charged as per fees and charges. Add additional pages as required.

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:

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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 and orientation (i.e. North, South, East and West).



## Application to prune/remove trees on private land

### 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 on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

### How to lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

**From 27 April 2020, applications can be lodged online on Council's website at:**  
[www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

**Lodge online:** [www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Lodge in person:** Inner West Council's Customer Service

Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

**PLEASE NOTE:**

**Council's Customer Service Centre Information**

**-Ashfield: Open from 1st of July.**

**-Leichhardt: Open.**

**-Petersham: Closed due to COVID-19 restrictions.**

**Opening hours:** Monday-Friday, 8:30am-5:00pm [www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Fees and charges:** This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council

### Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Record number (if applicable):		Cashier code:	
Customer number (only for CRM related forms):		Initial of officer:	

## Application to prune/remove trees on private land

### Further information or frequently asked questions

**Q - Can I remove a tree within 2m of my house?**

A – Yes, with a Tree Permit Application to Council. The 2m distance is an assessment criteria consideration not an automatic exemption. Council will consider removal if the tree is located within 2m a dwelling house or garage located within the same lot as the tree and will condition a replacement tree to be planted.

**Q – Where is the 2m distance measured from?**

A - The distance is measured horizontally from the closest point of the trunk at one (1) metre from ground level to the closest point of the vertical alignment of the building wall.

**Q- I have a tree that is on the Tree Minor Works species list - Can I remove it without Council approval?**

A – No, tree species listed require a minor works application (no fee). under section 5.1 C7, require a minor works application (no fee). Removal will be granted with a condition to replant.to

**Q – My tree is dead, what kind of application is required?**

A – Minor Works application. There are requirements under the *Biodiversity Conservation Act 2016* to ensure dead trees are retained if they contain hollows or provide habitat for native fauna. A: Minor Works application. There are requirements under the Biodiversity Conservation Act 2016 to ensure dead trees are retained if they contain hollows or provide habitat for native fauna. All Minor works applications require recent full colour clear photos of the tree: including trunk, leaves (top and underside of the leaves) and the tree as a whole.

**Q – Do I need to lodge an arborist report with my application?**

A – Arborists report (or other specialist reports) are not mandatory however they may assist with an approval of your application. Council is a consent authority that provides a determination based on information provided. Please refer to out development fact sheets to assist with what information is required in a specialist report.

**Q - What can I do without Council permission?**

A - Canopy lifting to 2.5 metres above ground level; Selective pruning to a 3 metre clearance above the roof or from the face of all structures; and the pruning of deadwood that does not have hollows or provide habitat for native fauna.

**Q – If Council refuses my application what can I do?**

A - You may lodge an appeal with the Land and Environment Court (LEC) which must be done within three (3) months of the original determination. If you wish Council to review the decision you may request a review to be undertaken by the CEO, reviews must be lodged within six (6) months of the original determination date.