



Application for Permit to Prune / Remove Trees on Private Land

About this form:	<p>Use this form to apply for tree pruning or removal on private land that is protected by the provisions of the Inner West Council Tree Management Development Control Plan.</p> <p>If the tree proposed for pruning or removal is listed on Council's heritage tree list, located within a heritage listed property or within a Heritage Conservation Area (HCA), a Development Application is required.</p> <p>NOTE:</p>
How to complete:	<ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. Failure to do so may result in the rejection of your application or delays in the determination of your application. 2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application. 3. Once completed, please refer to the lodgement details section for further information. Application fees can be found at: www.innerwest.nsw.gov.au/feesandcharges 4. Council will only consider this application if you are the owner/s or have obtained written consent of all owner/s of the property where the tree is located. <p>NOTE:</p> <p>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 modification to a development application (s4.55). Do not use this form. For more information, please contact Council on 02 9392 5000.</p>

Section 1: Property / site details			
Unit Number		House Number*	
Street Name*			
Suburb*		Post Code*	
Lot*		Section	
		DP/SP*	
Lot and DP numbers can be found on Council's Rates Notice			

Section 2: Associated DA or Complying Development Certificate information		
Has a current or active Development Application or Complying Development Application been lodged for this property *	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If there is a current DA, please provide the application number		
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? If yes, please refer to the note above.*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 3: Previous applications		
Is this the first application for this tree?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, please provide the last application date/s		



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Section 4: Applicant's details

Please print clearly and provide all contact details. If the applicant is a company, proof of the company's legal entity must be given, either by the company seal or company letterhead.

If the application is on behalf of a body corporate, details should be provided for a representation (e.g., secretary or managing agent).

Note: The invoice for payment will be in this name

Title*			
First Name*		Last Name*	
Company Name			
Postal Address	Unit		
Street Number*		Street Name*	
Suburb*		Postcode*	
Mobile Number*		Contact Number*	
Email address*			

Section 5: Applicant's declaration

I declare that:

- I have read and understood this form.
- The information in the application is to the best of my knowledge, true and correct.
- The owner of the tree/s has been informed of this application.
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void'.
- I understand that Council officers may need to carry out a site inspection and will undertake to make site access available as required.
- I understand that information related to this application may be displayed on Council's online tracking system for viewing by the general public and may be disclosed under the provisions of the *Government Information (Public Access) Act 2009*.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council for the purpose of this application and display on Council's web page.
- I understand that Council will not commence processing of my application until such time fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

First Name*			
Last Name*			
Company Name (If applicable)			
Applicant's signature*		Date*	



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Section 6: Owner/s details and consent

Consent from ALL registered owners of the site must be obtained in writing. 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 provide consent. 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 with the managing agent's signature or alternatively, the strata seal and a copy of a resolution of the owner's corporation authorising the works. Please provide signatures of all owners below or sign the Applicants confirmation that owners consent has been obtained.

The owner/s consent to:	<ul style="list-style-type: none"> As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections. I/we agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application.
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	Owner 1*	Owner 2
First Name*		
Last Name *		

NOTE: For additional owners, please add and attach additional pages for their name and signature.

Company Name		ABN/ACN (If corporate entity)	
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Postal Address		Unit	
Street Number*		Street Name*	
Suburb*		Postcode*	
Mobile Number*		Contact Number*	
Email address			

Owner 1 signature*			
Owner 2 signature			
Note	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.		
Date*			
Authorisation by company letterhead attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Company/strata stamp or seal			

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Section 7: Property access details

Access to your property will be required by inspecting officers of Council 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 for 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?*

Yes

No

Is yes, please provide:

Contact person*

Contact number*

Email

Are there any dogs, or security measures we need to know about?*

Yes

No

Is yes, please specify

Section 8: Arborist details

All works must be undertaken by a qualified arborist with a Certificate 3 in Arboriculture or Horticulture T.A.F.E. qualification (AQF3). All pruning work must comply with Australian Standard AS4373—*Pruning of amenity trees*. All contractors must adhere to current safe work code of practice.

Arborist name*

Company name*

ABN*

Contact number*

Qualification*

Section 9: Cost of works (application fees are based on this quote)

Please provide the estimated cost of works*

NOTE:

When lodging your application, you must provide a copy of a quotation provided by the arborist. Failure to do so, may result in the incorrect fees being charged and a delay to processing your application.

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Section 10: Proposed works (please add additional pages as required)

Tree 1	Location of on property	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	<input type="checkbox"/> Side
Tree species/common name (if known)*				
Proposed works		<input type="checkbox"/> Prune	<input type="checkbox"/> Remove	
Reason for pruning / removal*				

Tree 2	Location of on property	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	<input type="checkbox"/> Side
Tree species/common name (if known)*				
Proposed works		<input type="checkbox"/> Prune	<input type="checkbox"/> Remove	
Reason for pruning / removal*				

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Tree 3	Location of on property	<input type="checkbox"/> Front	<input type="checkbox"/> Rear	<input type="checkbox"/> Side
Tree species/common name (if known)*				
Proposed works		<input type="checkbox"/> Prune	<input type="checkbox"/> Remove	
Reason for pruning / removal*				

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Section 11: Site Diagram*

Please provide sufficient details to locate tree/s on the property. Label tree/s numerically and locate property boundaries, main dwelling, driveway and include street names and orientation (i.e., North, South, East and West)

A large, empty rectangular box intended for the applicant to draw a site diagram. The diagram should show the property boundaries, the location of any trees (labeled numerically), the main dwelling, and the driveway. It should also include street names and orientation (North, South, East, West).



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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 *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 or write to us at P.O. Box 14, Petersham, NSW 2049.

How to lodge

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

The application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge online: www.innerwest.nsw.gov.au/OnlineSelfService

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.

Opening hours: Monday to Friday, 8:30am to 5:00pm

www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am to 4:30pm.

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

Fees and charges: Find fees and charges on the Council website:

<http://www.innerwest.nsw.gov.au/FeesAndCharges>

Cheques are to be made payable to: Inner West Council

Credit card: Please use Council's credit card payment form: www.innerwest.nsw.gov.au/OnlineSelfService