

Tree Donation Application

About this form

You may use this form to provide details of your request to donate a tree/seat to be planted/installed within the Public Domain.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
- 3: Once the form is completed, you can submit your application by email, mail or in person.

Part 1: Applicant Details

Given Name/s *

Family Name *

Business/Company Name

Business/Home Address

Postal Address (if different from above)

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Business Number *

Home Number *

Mobile Number

Email Address

Part 2: Tree/Seat Location

Preference 1: Street Name or Park Name

Suburb

Preference 2: Street Name or Park Name

Suburb

Part 3: Planting Date

Note: Provide a minimum of 8 weeks from the lodgement of this application to ensure that a suitable planting location can be secured.

Preference 1:

Preference 2:

Part 4: Site Plan

Part 5: Donation Details

I want to donate:

- ☐ **\$1,000** per tree - for advanced trees planted from 100 - 300 litre containers, which will be approximately two to four metres in height at planting.
- ☐ **\$5,000** per tree - for advanced trees planted from 300 - 400 litre containers, which will be approximately four to five metres in height at planting.
- ☐ **Park Seats** - \$3000 per seat, noting the seat style and materials are specified in the City's Park Technical Manual.
- ☐ **\$..... as a general donation**, accepted as a contribution to the City's tree planting programs, throughout the City's local government area.

PAYMENT TYPE: ☐ Money order ☐ Cheque ☐ Credit card*

*If you post or e-mail your application and opt to pay by credit card one of our Customer Service Team member will e-mail you a link to make an online payment. Cheques should be made payable to the "City of Sydney Council".

Part 6: Applicant Declaration

I declare that the information provided in this application is true and correct at the time of signing.

Applicant Name

Applicant Signature *

Date

Part 7: Lodgement Details

You can lodge the completed application by:

EMAIL: applications@cityofsydney.nsw.gov.au

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney

See our website for details of all customer service centres and opening hours:

cityofsydney.nsw.gov.au/customer-service-centres

WHAT NOW: After your application has been receipted a Council Officer will contact you within fourteen (14) days to discuss your preferences. For further information regarding your application please contact us:

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Part 12: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of determining the pruning or removal of a tree on private land

Intended recipients: City of Sydney employees. Any approved consultants or contractors required to provide this service.

Supply: The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Office Use Only

Receiving Officer

Date

Receipt Number (RC604)