

Prune/Remove Tree on Private Land Application

Under Section 2.11 of the State Environmental Planning Policy (Biodiversity and Conservation) 2021 and the Sydney Development Control Plan (DCP) 2012 (clause 3.5.3)

About this form

Use this form to obtain approval to prune or remove a tree on private land.

If you would like to request the pruning or removal of a tree on public land, contact the City of Sydney on (02) 9265 9333 or visit our website at www.cityofsydney.nsw.gov.au

How to complete this form

1: Ensure that all fields have been filled out correctly.

2: Once completed you can submit this form by email, mail and in person. Please refer to the Lodgement details section for further information.

Part 1: Applicant Details

Given Name/s

Family Name

Business/Company Name

Business/Home Address

Postal Address (if different from above)

Please send correspondence by: Email ☐ Post ☐

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: Site Details

Address Number

Street Name

Suburb

Part 3: Heritage Significance (Local or State), Register of Significant Trees

Is the tree:

Listed on the City's Register of Significant Trees? (refer to the City's website)

☐ Yes

☐ No

Within a Heritage Item and listed as a tree which requires development consent (refer to our website for listed trees)

☐ Yes

☐ No

(application invalid - DA required)

NOTE: State Heritage Listed properties will require separate approval or exemption

Within a State Heritage Listed Property
(refer to environment.nsw.gov.au)

☐ Yes

☐ No

Have you attached the required Exemption or Approval from the NSW Heritage Council?

☐ Yes

☐ No
(application invalid - obtain before lodging)

Part 4: Proposed Work Details (attach separate page/s if more than 2 trees)

Tree 1 Tree Number Tree Species

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Prune Tree ☐

Remove Tree ☐

Prune/Remove Reason (reason for removal will be used in decision making process. Attach separate page if needed)

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Tree 2 Tree Number Tree Species

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Prune Tree ☐

Remove Tree ☐

Prune/Remove Reason (reason for removal will be used in decision making process. Attach separate page if needed))

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Part 5: Supporting Documentation

Attach any relevant documentation, reports, photographs to assist this application, including:

- Arborist's report (in accordance with Council's Guidelines - see Schedule 8 of the DCP).
- Sewer diagram, plumber's report.
- Structural Engineers report (in accordance with Council's Guidelines).

NOTE: Removal of trees for damage to sewer pipes/built structures will not be approved unless it can be demonstrated to Council that all engineering alternatives have been investigated and have not been found feasible.

Part 6: Site Diagram/Tree Location

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Part 7: Land Entry Details

You are advised that access to your property may be required by Council officers in order to process your application and determine compliance with any consent that may be issued. 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 premises to Council officers. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make the necessary arrangements.

Do we require your attendance to access the site? No ☐ Yes ☐

Are there any pets or security measures we need to know about? No ☐ Yes ☐ Please specify below

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Part 8: Payment Details

A fee of \$95.00 including GST is payable. NOTE: Refunds will not be issued if works are exempt.

For emailed applications, submit your completed form without payment. Council will respond to your application via email, with details on how to make an online payment.

For mailed applications, please include either a cheque or money order. Cheques should be payable to "City of Sydney Council".

NOTE: Assessment will not commence until payment for this application has been made.

Part 9: Applicant 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 understand part 7 of this form and authorise Council officers to access my land to carry out inspections for the purposes of determining this application.

Applicant Name

Applicant Signature

Date

Part 10: Owner Consent - (Application for tree removal only)

As the owner/s of the land to which this application relates, I consent to this application and have read the Note 1 - Owner's Consent in part 13 of this form. I also give consent for Council officers to enter the land to carry out inspections.

NOTE: Every owner on title must sign this form.

Owner / Strata Name

Date

Owner / Strata Name

Owner / Strata Signature

Telephone Number

Owner / Strata Signature

Note:

For works that affect common property, the owner's corporation's consent is required. Section 108 of the Strata Schemes Management Act 2015 allows for changes to common property if the owner's corporation has passed a special resolution authorising the works. The applicant must ensure that the owner's corporation has given a valid consent. The applicant should seek a copy of the minutes / resolution of a general meeting authorising the change to common property or letter on strata management letter head stating that the requirements of the Strata Schemes Management Act 2015 have been met.

Company / Strata Stamp or Seal

Part 11: Lodgement Details

You can lodge the completed application by:

EMAIL: applications@cityofsydney.nsw.gov.au (do not include payment with emailed applications)

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

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

DX Address: 1251 Sydney

WHAT NOW: For emailed applications, submit your form without payment. Council will respond to your application via email with details on how to make an online payment. After your application has been lodged and payment received, a Council officer will contact you within 28 days.

NOTE: Assessment will not commence until payment for this application has been made.

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 <https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>.

Part 13: Notes

Note 1

- a. It is the applicant's responsibility to clearly demonstrate that all owners have consented to the lodging of the application. The Council will not accept an application without the correct owners consent.
- b. **Owner(s)** - all owners are to sign (please note additional requirements for other types of ownership below).
- c. **Company** - if the owner is a company, owner's consent is to be provided in one (1) of the following ways together with an up to date (dated the day of lodgement or the day before) ASIC company extract and any other required supporting documentation:
 - Execution of owner's consent form (or other document to the same effect) in accordance with s127(1) of the Corporations Act 2001 (i.e. signed by two (2) directors or a director and a company secretary, or sole director where applicable).
 - Common seal affixed to, and execution of owner's consent form (or other document to the same effect) in accordance with s127(2) of the Corporations Act 2001
- d. **Strata title / body corporate** - if the property is a unit under strata title, then in addition to the owner(s) signature the following must be provided if any works or proposed use affect common property.
 - The common seal of the owners corporation must be stamped on this form and witnessed by two members of the executive committee (where there is a determination by the owners corporation), the secretary of the owners corporation and another member of the executive committee, or the appointed strata managing agent;
 - **and** One of the following:
 1. A letter on strata management letterhead stating that the requirements of the Strata Schemes Management Act 2015 have been met: or
 2. Copy of resolution or minutes showing that a special resolution has been passed at a general meeting of the owners corporation that specifically authorises the change to common property.
- e. **Signing on owners behalf** - if you are signing on the owner's behalf as the owner's representative, you must state the nature of your legal authority and attach documentary evidence (a full copy is required). Depending on the nature of your authority, the following evidence may be accepted: Power of Attorney, Trust Deed, Probate, Letters of Administration, Delegation Schedule, Letter (with organisation's letterhead) confirming your authority.
- f. **New owners** - if the property has recently been sold, documentary evidence of the sale must be provided. Please provide one (1) of the following:
 - A copy of the Certificate of Title
 - Previous owner's consent to the application

Office Use Only

Receiving Officer

Date received

Receipt Number

Application number