## 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

<table>
<thead>
<tr>
<th>Title *</th>
<th>Given Name/s *</th>
<th>Family Name *</th>
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**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.

<table>
<thead>
<tr>
<th>Business Number *</th>
<th>Home Number *</th>
<th>Mobile Number</th>
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**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 (between March and October)

**Preference 1:**

**Preference 2:**

### Part 4: Site Plan

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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.
- $10,000 per tree - for planting advanced trees from 400 litre (or greater) containers in high profile locations, which will be approximately five metres (or over) in height at planting.
- $50,000 per tree - for planting advanced trees in the City's iconic parks, e.g. the future replacement planting of the Hills Figs into Hyde Park's Central Avenue.
- 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.

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Applicant Signature *</th>
<th>Date</th>
</tr>
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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: http://www.cityofsydney.nsw.gov.au/customer-service

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 by:

- TELEPHONE: (02) 9265 9333
- WEBSITE: www.cityofsydney.nsw.gov.au

Part 8: Privacy & Personal Information Protection Notice

Purpose of Collection: For the approval to donate a tree to be planted within the public domain.

Intended recipients: Council staff and approved contractors of the City of Sydney Council.

Supply: Voluntary however is required for Council to process your request.

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Office Use Only

<table>
<thead>
<tr>
<th>Receiving Officer</th>
<th>Date</th>
<th>Receipt Number (RC604)</th>
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