

Tree Application for Consent for Removal or Pruning

OFFICE USE ONLY

Reference No. _____

About this form

You will need to apply for a permit before you prune or remove a tree on your property. Requests for tree removal or pruning are assessed on an individual basis to balance the needs of the community and environment. Provide a plan of the property showing the position of **all** trees involved and numbered. This may be a drawing on the back of this form.

Inspections (Chose only one)

- Inspections 1-3 trees Inspections 4-10 trees
- Inspections more than 10 trees - Arborist tree plan required with numbered trees request quote

Location of tree(s) - Property Details

Lot No(s): _____ Section: _____ DP/SP Number: _____
Unit No: _____ Street No: _____ Street Name: _____
Suburb: _____ Post Code: _____
Owner(s) Surname: _____ Given Name(s): _____

Applicant details

Owner Secretary/Chair Neighbour Tenant Agent Other

Title: Mr Mrs Ms Other

First Name: _____ Family Name: _____

Company Name (if applicable): _____

ABN/ACN (if applicable): _____

Mailing Address: _____

Suburb: _____ State: _____ Post Code: _____

Email Address: _____

Daytime Telephone No. (Home/Work): _____ Mobile No: _____

Property Access

Does access to the property require prior arrangement? Yes No Best contact number _____

Complying Development information

Is this application related to **Complying Development**? Yes No CDC Number _____

If yes, please supply an A4 copy of plans showing the location of the affected tree in relation to proposed buildings.

Common Land in a villa/unit property

Is your tree on common land in a Villa or Unit complex? Yes No

If tree is on common land attach in Villa/unites you will need to submit a signed consent letter from the Strata.

Details of Tree(s)

Total number of trees involved (if more than 3 trees involved, attach separate details)

Tree 1

Species/type of tree	<input type="text"/>	Proposed work	<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning
Location within Property	<input type="text"/>	Reason for work	<input type="text"/>	

Tree 2

Species/type of tree	<input type="text"/>	Proposed work	<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning
Location within Property	<input type="text"/>	Reason for work	<input type="text"/>	

Tree 3

Species/type of tree	<input type="text"/>	Proposed work	<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning
Location within Property	<input type="text"/>	Reason for work	<input type="text"/>	

Diagram of Property and Tree Locations

Draw a plan of the property showing the position of all trees involved and outlines of nearby buildings. Number each tree as per the numbers under the “Details of Tree/s” section on this form.

Example:



Fees	Application code
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Inspections (1-3 trees)	\$115.50	AP/TP
Inspections (4-10 trees)	\$234.50	AP/TP
Inspections for 10 or more trees (quoted cost + admin fee)	\$380.00	AP/TP

* An Arborist tree plan report is required with numbered trees. Admin fee to be paid with the submission of the Arborist Tree Plan, and a quotation for the works will be issued for payment prior to any formal review. Request quote

Mandatory Documentation	Attached	Office Use
1) Diagram of Property and Tree Location	<input type="checkbox"/> Yes	<input type="checkbox"/>
Supporting Documentation		
2) List of Trees with details (if more than 3 trees)	<input type="checkbox"/> Yes	<input type="checkbox"/>
3) If tree is on common land attach in Villa/unites you will need to submit either a signed consent letter from either Strata Manager or Body corporate & Minutes of Meeting or Signed letter by majority of owners	<input type="checkbox"/> Yes	<input type="checkbox"/>
4) If application is related to a Complying Development - A4 copy of plans showing the location of the affected tree in relation to proposed buildings. Applicant Details	<input type="checkbox"/> Yes	<input type="checkbox"/>
5) Arborist or Engineering reports to verify work	<input type="checkbox"/> Yes	<input type="checkbox"/>

Declaration

- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement
- The personal information required on this form may be available for public access under various legislation

Applicant's Signature

Date

/

/

How to lodge this application

You can lodge your completed application form and any required supporting documents:

Online

You can lodge your application using Bayside Councils online services at www.bayside.nsw.gov.au

In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

Payment is preferred by cheque, money order, debit or credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5%

Privacy notification

Completion of this document is voluntary - partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Act 1998 and may be available to the public under various legislation

OFFICE USE ONLY

Receipt No

Date

\$

Frequently Asked Questions

Do I need approval? Check the council [web page](#) to review tree pruning or removal details.

Development Applicants: A separate approval to remove a tree may not be necessary – contact our [Customer Service Centre](#) to clarify before completing this form.

Do I have the right to appeal against a decision made by the Tree Management Officer? If you are not satisfied with the decision of the Tree Management Officer, you may request that the Council's Manager of Parks & Open Space review this decision.

Review of TMO Determination: \$250.50 (AP/TP): You may also elect at any time to have the matter heard before the Land and Environment Court if you are dissatisfied with the way Council has dealt with your application. Accompanied by new information in the form of an Arborist report prepared by a level 5 Arborist or Structural Engineer report not available to the Tree Management Officer at the time.

What are my options if I want to prune a tree on my neighbor's property? You may lodge an application with Council for inspection of a neighbor's tree however any approval for work considered appropriate will be sent to the trees' owner(s).

Disputes: It is not the role of Council to intervene in neighborhood disputes regarding trees. Conflicts may be resolved through the Community Justice Centre or, once all other attempts to resolve the matter have been exhausted, an application may be lodged with the Land & Environment Court for resolution under the Trees (Disputes between Neighbor's) Act 2006.