

# TREE PRUNING AND REMOVAL PERMIT APPLICATION

Made under the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (Vegetation SEPP)



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Email:** [customer.service@canadabay.nsw.gov.au](mailto:customer.service@canadabay.nsw.gov.au)

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:**

Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 0.6% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

**Office Use**

Fee Paid: \$

Receipt No:

Date:

Application Number:

## Fees & Charges (GST exempt) (Please tick)

### Standard Processing (20 business days)

<input type="checkbox"/>	\$112 - Standard Application – 1-5 Trees
<input type="checkbox"/>	\$169 – Standard Application – 6-10 Trees
<input type="checkbox"/>	\$225 – Standard Application – 11-20 Trees
<input type="checkbox"/>	\$338 – Standard Application – More than 20 Trees
<input type="checkbox"/>	Pensioner Application – 50% discount      Please provide Pension Card No: <input type="text"/>

## Checklist for Customer Service

Is it a Heritage item:  Yes  No

Is it in a Conservation area:  Yes  No

**Note:** If yes to any of the above the customer needs to complete the 'DA-for pruning and removal of trees that is or forms part of a heritage item or that is within a heritage conservation area form'

Are there any DAs on the property:  Yes  No

If yes please specify DA no:  CSO Signature:

### 1. Applicant Details

Name(s) (Please Print)

--	--

Address:

--

Phone/ Mobile:  
(Business Hours)

--

Email:

--

Signature:

--

--

### 2. Consent of ALL Tree Owner(s) - Essential

Name(s) (Please Print)

--	--

Address:

--

#### SIGNATURE(S)

Company Seal :  
(If Applicable)

Where owner is a company or owner's corp. a Seal and/or ACN & ABN must be provided.

--	--

--	--

ACN:	ABN:
------	------

**The written consent of ALL owners MUST be provided and be ORIGINAL. Photocopies of the owners' consent will not be accepted.**

Where the inspecting Tree Officer deems that the ownership of the tree is not clearly visible i.e. on boundary line between two neighbours, the inspection officer will request the signature of the adjacent property owner or a covering letter granting permission for the tree to be accessed. A copy of the permit will be sent to the adjacent property owner.

### 3. Development Application

Is there a current Development Application (DA) lodged with Council which includes the removal of the subject tree(s)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

**If YES**, this form must not be lodged. This is part of the Development Application process.

Has there been a previous development consent issued with a condition requiring the retention of the subject tree(s)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

**If YES**, this form must not be lodged. A s.4.55 application is required to modify the conditions of consent. Please refer to the Duty Planner for clarification.

Is the property identified as a Heritage Item or located within a Heritage Conservation Area under Schedule 5 of the Canada Bay Local Environment Plan, 2013?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
--------------------------	-----	--------------------------	----

**If YES**, this form must not be lodged. Development consent is required for pruning or removal of the subject tree(s), in accordance with the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (Vegetation SEPP) and the City of Canada Bay Development Control Plan (DCP). Please refer to the Duty Planner for clarification.

### 4. Property details where tree(s) are located

Address:

Unit No:

--

House No:

--

Street								
Suburb:					Postcode:			
DP No:		Lot No:		Vol/Folio		Strata Plan		Map(s) Attached

### 5. Proposed Work

Tree Removal Only
  Tree Pruning Only
  Tree Pruning and Removal

Reason for Request: (Please Note: Permission is not generally granted to remove trees for leaf, twig, cone or fruit drop)


### 6. Tree Pruning

**Note: If Arborist's Report required, this will need to be lodged with Council before Permit can be issued.**

#### Specifying Arborist's Details - (To be completed if works involve tree pruning ONLY)

All pruning works must be undertaken by a qualified Arborist with a Level 2 Grade in Arboriculture or Horticulture Level 3 T.A.F.E qualifications. All pruning work must comply with Australian Standard AS4373-2007 Pruning of Amenity Trees. All contractors must adhere to current Work Cover Standards

Surname/Company (if applicable):			
Address:			
Suburb:		Post Code:	
ABN:			
Qualification:			
Phone No.			

### 7. Tree Removal

**Note: Contractor detail needs to be supplied before Permit can be issued.**

#### Contractor Details - (To be completed if works involve tree removal ONLY)

All tree removal works must comply with AS/NZS 4801-2001 Safety and Occupational Health Standards and current Work Cover Standards along with current Certificate of Currency for Combined Public & Products Liability & current Certificate of Currency for Workers Compensation.

Company			
Contact person:			
Address:			
Suburb:		Postcode:	
ABN:		Date of Attainment:	
Qualification:		Certificate No:	
Phone No.			

### 8 Tree Species/Common Name

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

### 9. Property Access

Will Council need you to be present to get access to the tree(s)?  Yes  No

Is there a dog at the property? (if so, please ensure dog is restrained)  Yes  No

Do you wish to be present during the inspection?  Yes  No

**Please Note:** If an appointment will need to be made, delays are possible

### 10. Site Plan – Must be completed on page 7 as per sample site plan

The plan must show:

- The north point
- Existing building and structures on the site
- The location of the subject tree/s
- The distance of the nearest two boundaries to the tree/s to be pruned or removed

**Note:** Where there is more than one tree to be pruned or removed, the trees are to be suitably numbered to correspond with section 8.

If you have a copy of an existing accurate survey plan, it is advised that you lodge a copy of the survey with the application form to speed up the assessment process.

### 11. Other Attachments

<input type="checkbox"/>	Additional material submitted by applicant – Specify	
<input type="checkbox"/>	Details of any prior stage consent granted – Specify	

### Declaration

I acknowledge that no work can be carried out until a permit has been issued by Council. I have read and fully understand all the information contained in this application and undertake that all information is true and correct. I hereby give Council permission for a Tree Management Officer to enter the property to undertake an inspection.

**This Declaration must be ORIGINAL  
Photocopies of this Declaration will not be accepted**

Signature(s):  Date:

### Site Plan



### Example Site Plan

