

Tree Works

Prune or remove a tree growing on private property

Under the *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* and the *Woollahra Municipal Council Tree Management DCP 2015*.

Effective from July 2024 to June 2025

About this form

Use this form to apply for a permit to prune or remove a tree or trees protected by the Woollahra Municipal Council Management DCP. This form is not to be used when requesting removal or pruning of trees located on Council land such as footpaths, laneways or parks.

If you are seeking removal of a tree that has been conditioned to be retained on an approved development consent, you will need to apply for a Section 4.55 to modify your development consent.

For further information, please contact the Duty Planner on (02) 9391 7096 or our Customer Service Centre on (02) 9391 7000.

Site details (One property per application only. Location and title description of the property on which the tree stands - trunk is growing)

Unit, Shop or Suite no:

Street no:

Street name:

Suburb:

Has the retention of the tree/s been the subject of a condition of a Development Consent issued by Council within the last 5 years?

Yes:

No:

If yes, you may need to lodge a 4.55(1), (1A), (2) or 4.56 amendment to the original Development Consent. Further information can be obtained by contacting Council's Duty Planner on 9391 7096.

Applicant details (Applicant should be a person, not just a company or owner's corporation. All correspondence, including the final determination, will be provided to the listed applicant only)

Full name:

Company name
(if applicable):

Address:

Phone:

Email address:

Are you the owner of the tree:

Yes:

No:

Access details for the property

Do you need the inspecting officer to contact you for an appointment or to make special arrangements for access into your property? e.g. locked gate, dogs, you wish to be present?

No – a Council officer will inspect the tree works once the completed form has been registered

Yes – please provide details of the person who will be onsite for the appointment

Contact:

Phone:

Please note that delays may be experienced if you require an appointment or if there are special arrangements for an officer to undertake a site inspection. Council will not make appointments with multiple parties.

If an appointment is required, Council will contact the applicant with the inspection time and it is the applicants' responsibility to ensure someone is onsite.

If the tree is located within an adjacent property and there is no tree owner consent, Council will not enter that property for the purpose of assessing this application.

Proposal (This section *MUST* be completed)

You must complete this section by identifying the location of subject tree/s, the works that are proposed and the reasons you are seeking these works.

Council will review the information provided in the application and take careful consideration of the reasons for the proposed pruning / removal works. Please refer to the Tree Management DCP (2015) and Tree Management Policy (2011) for matters which are considered in determining tree works proposals.

All tree works must be carried out in accordance with Australian Standard (AS4373–2007) - Pruning of Amenity Trees and WorkCover NSW Code of Practice 'Amenity Tree Industry' - 1998.

Tree number	Tree species or common names (if known)	Location within property	Work proposed (prune, remove or remove and replace)	Reason for works
1				
2				
3				

Block plan (This section *MUST* be completed) A separate page may be attached for electronic submissions

Please provide sufficient details to locate tree/s within the site. Label tree/s numerically, locate property boundaries, main dwelling, driveway and include street names.

To assist in identification of tree/s to be assessed, where possible please mark the tree/s with ribbon/rope or some form of non-permanent marking. This will assist the tree officer when undertaking the site inspection.

Please note: If no plan / drawing is submitted, the application may be returned to you.

Owner's details and consent (This section MUST be completed)

Owner's consent

This section must be signed by the owner of the property. If there is more than one owner, **every owner must sign**.

If the property is owned by **company title**, this section must be signed by a director under common seal.

If the property is owned by **strata plan**, this section must be signed by an authorised officer under common seal and minutes from a meeting of the body corporate or executive committee meeting at which the listed works were approved **must** be submitted with the completed application.

If you have recently purchased the property, please include a copy of the contract of sale (it may take several months before Council is notified by the Lands Title Office of the change of ownership).

Note: Council WILL NOT process this application without the appropriate owner's consent

Under the *Environmental Planning Assessment Act 1979* and the *Woollahra Municipal Council Tree Management DCP 2015* Council is required to obtain the legal consent of the owner/s of the property on which the tree/s are growing when tree removal is proposed.

When proposing to prune a tree that is growing from an adjacent property, having the tree owner's consent may assist in the assessment and determination of the application.

As owner/s of the land to which this application relates, I consent to this application being submitted to Woollahra Municipal Council for consideration. I also give consent for authorised Council officers to enter the land to carry out inspections. I understand that the final determination will be sent to the applicant and I will receive a copy sent to my postal address (where I am not the applicant). I agree to abide by any conditions, including conditions to undertake replanting, imposed as part of Council's determination of this application.

Family name: **Given name:**

Company name:

Signature: **Date:**

Postal address:

Family name: **Given name:**

Company name:

Signature: **Date:**

Postal address:

If you are signing on the owner's behalf, please state the nature of your legal authority and attach **full documentary evidence** e.g. Power of Attorney.

NOTE: if you are managing a residential tenancy property you must provide the written consent of the owner of the property. A residential tenancy agreement is not acceptable delegated authority.

Attached: Additional Consent Power of Attorney Minutes of Meeting

Further information on trees and species that are covered under the provisions of the DCP can be found on Council's website in Chapter E3 – Tree Management of the Development Control Plan (DCP). ([Chapter E3 - Tree Management of the Development Control Plan 2015 \(DCP\)](#))

This chapter outlines the trees and works that require approval and exempt trees and works including a list of exempt species (pages 8-9).

Applicant's declaration and checklist

Have you included your name in the 'Applicant details' section of the form (pg.1)? Yes: No:

Has the property owner/s signed the 'Owners details and consent' section of the form (pg.3)? Yes: No:

Where the tree stands on property owned by company title or strata plan, have you attached the common seal with the owner's consent? Yes: No:

Where the tree stands on property owned by strata plan, have you attached the minutes of the meeting at which the listed works were approved? Yes: No:

PLEASE NOTE: Council will not accept your application without this information

If you are signing on the owner's behalf as the owner's legal representative, have you attached a full copy of your power of attorney? Yes: No:

PLEASE NOTE: a residential tenancy agreement or strata management contract will not be accepted as alternate owners' consent

Have you completed the section headed 'Proposal' listing all the trees and the proposed works you are applying to undertake and included a block plan indicating the location of the tree/s? Yes: No:

Where a View Prune is proposed, does your applicant satisfy the view pruning guidelines in the Woollahra Tree Management Policy 2011?
<https://www.woollahra.nsw.gov.au/Council/Forms-and-publications/Publications/Tree-Management-Policy> Yes: No:

Have you attached the necessary payment for this application? Yes: No:

Additional Information

The processing period for applications is approximately four weeks. During this period Council will inspect the site and, in most cases, notify adjoining properties of the proposed works. At the conclusion of the assessment process a written determination will be forwarded to the applicant and property owner. Council will prioritise applications accompanied by a qualified Arborist's report detailing an elevated risk or potential danger associated with a protected tree.

Review of determination

If you are unhappy with the outcome of your application, you may apply for a review of the decision. Additional information must be supplied to support any request for review. It would be expected that additional information would be in the form of a report from a qualified and experienced arborist, structural engineer or similar. Please note: a fee of 50% of the original fee is required. Application for Review of Determination of Tree Management Permit can be obtained from our website.

Applicant's declaration:

I apply for a permit to carry out the works described in this application. I declare that all the information given is true and correct. I understand that, if incomplete, the application may be delayed or rejected, and more information may be requested.

Name:

Signature: **Date:**

Fees (Fees are valid until 30 June 2025)

The appropriate fee must accompany the application. This is a processing fee and is not refundable.

1 tree - \$90.00 Per additional tree - \$34.00

Privacy

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

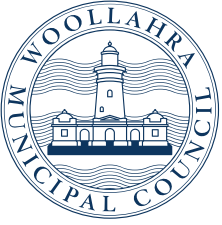
Credit card payments will incur a processing fee.

OFFICE USE ONLY

Tree Works Application (TPO) (T44)

CSO name:

Permit fee: \$



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Phone:

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: