

TREE PERMIT APPLICATION

Council may grant a Tree Permit Application pursuant to clause 10(1) of the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017



Disclaimer: The Information provided by you on this form will be used by City of Parramatta Council or its agents to process this application. If you do not provide the information, Council may not be able to fully process your application. Once completed by Council, the information can be accessed by you in accordance with Councils Access to information policy and privacy management plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

Property Details

Property details

Address Number:	Unit Number:
Street:	
Suburb:	Postcode:
Lot:	DP/SP etc:

Note: Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council **cannot** accept this application.

Additional Details

PROPERTY ACCESS - Access to the property is required by a Council Officer to process the application.

Access may be undertaken in your absence. Please advise if there are any specific access requirements below:

Does Council require someone's attendance to access the site? (If yes, please provide contact details if this person is not the Applicant).

yes

no

Contact name/number:

Are there any **dogs** or **locked gates** which would prevent access to where the trees are located?

yes

no

If **yes** please specify below:

Please Specify:

Payment Details

Applicable fees for Tree Permit Applications for the 2020/2021 financial year are:

- 1 Tree - \$125.00
- Each additional tree - \$103.00
(A discount of 25% of the total application fee is available for holders of a Pensioner Concession Card, Commonwealth Seniors Health Card issued by Centrelink or a Pensioner Concession Card issued by the Department of Veterans' Affairs). Lodgement is available via Council's Online Portal <https://onlineservices.parracity.nsw.gov.au> or in person at Council's Customer contact Centre.

Note: Refunds will not be issued if an inspection has been undertaken and tree works are found to be exempt



You can log onto cityofparramatta.nsw.gov.au to track the progress of an application. The information you supply on this form and any related documentation will be publicly available on the Council website.

OFFICE USE ONLY

Reference: TA/	DTA Fee: \$	
Date:	Receipt #:	

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Heritage Significance

Is the tree/s:

Located within a **Heritage Conservation Area**, within the grounds of a **Heritage Listed Item** or an **Aboriginal object** or located within an **Aboriginal place of Heritage Significance**?

yes ☐

no ☐

Are the proposed works for **tree removal** within a State Heritage Listed Property, Heritage Conservation Area, within the grounds of a Heritage Listed Item or an Aboriginal object or located within an Aboriginal place of Heritage Significance?

yes ☐

no ☐

IF YES IS SELECTED - you cannot proceed further with this Application and the Lodgement of a Development Application for Tree Works is required

Located within a **State Heritage Listed Property**?

Note: State Heritage Listed properties may require separate approval or exemption from the NSW Department of Planning, Industry and Environment
(refer to <https://www.environment.nsw.gov.au/licences-and-permits>)

yes ☐

no ☐

Application History

Has a previous application been submitted for these trees?

yes ☐

no ☐

If yes, was it part of a:

• Development Application

yes ☐

no ☐

• Tree Permit Application

yes ☐

no ☐

• Building Certificate Application

yes ☐

no ☐



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Block Plan

A Block Plan must be provided in the space **below**, as per the example, showing tree/s to be removed and/or pruned. Each tree must be numbered and labelled.

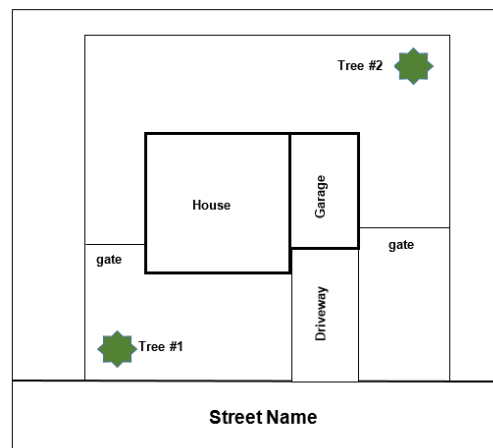
Applications must include detailed justification for works on the following page.

BLOCK PLAN TO BE DRAWN IN INK ONLY

Please provide sufficient details to locate tree/s. Include all relevant streets and structures.

Label tree/s numerically as per the example.

EXAMPLE BLOCK PLAN



NOTE:

Council does not accept applications without payment or faxed applications.

To lodge an application to remove or prune/trim a tree, you will need to either post the application form and payment to Council's PO Box or lodge the application form in person at Council's Administration Building.

City of Parramatta Council
126 Church Street, Parramatta 2150
P.O. Box 32
Parramatta 2124
Telephone: 9806 5000

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Tree & Work Details

Tree No.	Reason for Pruning/Removal (attach separate page if more than 5 trees)	Remove (✓)	Prune (✓)

Total number of trees:

Supporting Documentation

Please attach any relevant documentation or reports to justify your reasons above, which may assist Council with assessing this application, including:

- Arborist's Report by an AQF Level 5 Consulting Arborist;
- Structural Engineer's Report;
- Plumber's Report, Sewer Diagram;
- Photographs.

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Applicant/s Details and Declaration **Note: Page 5 and 6 is not available for viewing on Council's website**

Family name (or company & ABN):	
Full given names OR company contact person:	
Address:	Postcode:
Home Phone:	Mobile:
Office Phone:	Email:
Applicant/s declaration yes <input type="checkbox"/> no <input type="checkbox"/>	
I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.	
Applicant/s signature	Please print name/s:

Owners Details and Declaration

Family name / or company & ABN / or Strata Title:	
Full given names / company / Strata Manager contact person:	
Address:	Postcode:
Home Phone:	Mobile:
Office Phone:	Email:
Owner/s declaration	
To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment. yes <input type="checkbox"/> no <input type="checkbox"/>	
I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.	
If yes, please state relationship: _____	
I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.	
In the case of an owners corporation, a seal is required by strata managers, or if crown land, written authorisation of the relevant statutory authority.	
Owner/s signature - ALL OWNERS ARE REQUIRED TO SIGN. See over	

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Owners Details and Declaration Continued

Owner/s signature - ALL OWNERS ARE REQUIRED TO SIGN

Name:

Signature:

Strata Title/Body Corporate Applications

Common Seal - In addition to owners consent the Common Seal of the owners corporation is required to be included in the box provided if any works affect common property:

State or Federal Department Applications

Stamp or Seal—Identifying authority for lodgement

Privacy & Personal Information Protection Notice

Purpose of collection: Council is collecting your personal information in order to enable Council or its agents to process this application.

Intended recipients: The intended recipient of the information is City of Parramatta Council.

Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to process this application.

Access/Correction: The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan.

Your personal information may be disclosed to third parties where legislation requires or where you give permission for third party access.

You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Council is the agency that holds the personal information.

Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta NSW 2150