



REQUEST FOR RELEASE OF STREET TREE BOND AND / OR APPROVAL OF STREET TREE PLANTING

To assist Council to process your request more efficiently, please complete the questionnaire below and return via email to: streettreebond@cityofparramatta.nsw.gov.au

Please note that all conditions of consent prior to release of the Occupation Certificate must be completed before requesting release of the bond.

Applicant Details:

First Name:

Surname:

Email address:

Contact Number:

- | | | |
|--|------------|-------------|
| 1. What type of street tree bond was required as a condition of the development? | PROTECTION | REPLACEMENT |
| 2. What is the Development Application number? | DA/CDC No: | |
| 3. What is the property address? | | |
| 4. Has all construction and landscaping work at the site been completed? | YES | NO |
| 5. Has turf been placed in all areas of the nature strip affected by the construction work? | YES | NO |
| 6. Have all new or replacement street trees been planted in accordance with the approved plans and consent conditions? | YES | NO |
| 7. Has all tree protection fencing, sediment control measures, skip bins and other temporary fencing been removed from the site? | YES | NO |

Items 4 to 7 above must be completed prior to sending your request for a refund of the bond.

Applicant Signature:

Date Signed:

Please sign and e-mail this form to the above email address. The request for a refund will be directed to Council's Public Tree Management team who will undertake an inspection of Council's street tree adjacent to the nominated address as indicated above. Upon completion of the inspection, Council will advise you if we find that any damage has occurred, or corrective works are required.

As per the conditions of your consent, Council's Public Tree Management Team will take up to 21 working days from receipt of the request to provide the written advice.

If no damage has occurred and there is no corrective works required, we will arrange for your bond to be refunded via EFT (please provide the banking details for the recipient of the bond below). **Please note the bond will ONLY be released to the person who paid the bond to council (that is the name that appears on the original receipt / tax invoice provided by council for original payment).** If you did not pay the original bond, please contact Council on 1300 617 058 to discuss.



Bank Name:

Account Name:

BSB:

Account No.:

Note: A damage inspection fee of \$370.00 as per City of Parramatta Council Fees and Charges for 2025/2026FY under Environmental Planning & Assessment Regulation 2000, clause 136M will be deducted from the bond and/or payment required for Bank Guarantees (*the applicant must pay the fee before the Bank Guarantee is released*).

Privacy & Personal Information Protection Notice. The information provided by you on this form will be used by City of Parramatta Council to process this application. The provision of this information is compulsory and if not provided, council may not be able to fully process your application. Once collected by council, the information can be accessed by you in accordance with council's Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access.