

TREE PERMIT APPLICATION

Waverley Council

ADDRESS: 55 Spring Street, Bondi Junction, NSW 2022

OPEN: Monday to Friday 9:00am – 5:00pm

POST: PO Box 9, Bondi Junction NSW 1355

PHONE: (02) 9083 8000

WEB: www.waverley.nsw.gov.au

E-MAIL: treemgt@waverley.nsw.gov.au



1. GENERAL INFORMATION

Tree protection measures apply to all private and public land within the Council area. These measures prohibit the pruning, cutting down, lopping, topping, ringbarking, removal or willful destruction of any tree with:

1. A height of three (3) metres or more; or
2. A canopy width of three (3) metres or more; or
3. Listing on the Waverley Register of Significant Trees.
4. A tree permit application is not required for pruning of a tree with a maximum height of below 5 (five) metres.

Or without the written consent of Council, which may be subject to conditions.

Council encourages alternatives to tree removal at all times.

No public domain trees, regardless of height, may be pruned, removed or otherwise altered.

No work on private trees will be carried out or paid for by Council.

To minimise any delay in receiving a decision about your application, please ensure you submit all relevant information.

You will receive notice once the application has been assessed.

2. APPLICATION PROCESS

An application can be presented by:

- The owner(s) of the tree(s)
- The tenant of the property where the tree(s) are located
- The neighbour – owner or tenant
- A body corporate
- A real estate company or strata manager

3. PROPOSED WORK

Provide details of the work you are requesting. If more space is required then please attach additional pages.

4. SIGNIFICANT TREES/HERITAGE AREAS

This form is applicable for minor tree works on significant and heritage trees. However, major works or removal of trees listed as a heritage item, on the Significant Tree Register or prominent trees in heritage areas will require a development application.

If you are unsure of the status of your tree, please contact Council's Tree Management Officer.

5. ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

To ensure Council can make an informed decision, please provide comprehensive and factual information with each application to remove a tree (on page 4). Each tree is assessed in accordance with Council policies and based on its own merits. The site of the tree and neighbouring properties will also be taken into consideration.

Additional information may include, but is not limited to:

- Arborist's report
- Structural engineers report
- Plumber's report
- Root excavation/exposure.

Please note the above information is general, for more detailed information please refer to Council's website or tree management policies.

6. INSPECTION

You will be contacted within two weeks of lodging your application for an appointment to inspect the subject tree(s).

The processing time for applications is approximately four weeks, however if notification or additional information is required then this may extend to six–eight weeks.

7. NOTIFICATION OF TREES PROPOSED FOR REMOVAL

As per Council policy, if a tree removal is proposed, surrounding residents may be notified for a period of 14 days.

No work can be undertaken until written approval has been granted by Council.

If there are objections to the removal of a tree(s), they will be assessed against the merit of the application and within the scope of Council's tree management policies.

8. REVIEWS OF DECISION

Under section 8.2 of the *Environmental Planning and Assessment Act (1979)* an applicant may ask Council to review the determination of the application.

Should you be dissatisfied with Council's assessment of your tree you will need to apply for a Review of Tree Determination within six (6) months of the date of the outcome.

This application must include:

- additional information not available at the time of the inspection
- a report from a consulting arborist (AQF Level 5) with any additional reports requested by Council relevant to the stated problem e.g., a structural engineer or licensed plumber report.

9. TREE PERMIT OR DEVELOPMENT APPLICATION?

Occasionally, a development application and not a tree permit application will be required for the removal or substantial pruning of trees that are:

- listed as a significant tree
- listed as a heritage item; or form part of the landscape of a heritage item; or
- located in a heritage conservation zone and considered prominent due to height, size, position, or age.

If you think this may apply to your tree but are unsure, please contact Council's Tree Management Officer for clarification.

10. EXEMPT TREES

Tree species listed in the table below are exempt or classified as noxious and do not require an application to Council for pruning or removal:

Species name	Common name
<i>Ailanthus altissima</i>	Tree of Heaven
<i>Celtis sinensis</i>	Hackberry
<i>Citrus spp.</i>	Citrus
<i>Ligustrum lucidum</i>	Broad leaved Privet
<i>Ligustrum sinense</i>	Narrow leaved Privet
<i>Nerium oleander</i>	Oleander
<i>Olea europaea var. africana</i>	Wild or African Olive
<i>Salix spp.</i>	Willows
<i>Schefflera actinophylla</i>	Umbrella Tree
<i>Strelitzia nicolai</i>	Giant Bird of Paradise
<i>Syagrus romanzoffianum</i>	Cocos Palm
<i>Toxicodendron spp</i>	Rhus Tree

However, Council must be notified via treemgt@waverley.nsw.gov.au 7 days prior to removal as photographic evidence must be supplied.

Additional exemptions include:

- Pruning of a hedge (a group of two or more trees rising to an above ground height greater than 2.5m) by no more than 20% of its height within any 12-month period.
- Pruning of a tree with a maximum height below 5m.
- Removal of dead branches, palm fronds, or palm fruit.

11. REPLACEMENT TREES

Any tree(s) removed must be replaced with an equal amount of replacement trees of equivalent or larger canopy size when mature, and planted anywhere in the ground on the property, within one month of the tree(s)' removal.

12. OFFSET TREE PLANTING

If, during inspection, your property is deemed unsuitable, by Council's Tree Management Officer, to accommodate the replacement tree(s), you will be asked to contribute to the Offset Tree Planting program on public land. Generally, for every tree removed, the replacement of a minimum of three (3) off-site trees will be required with pot size dependent on the canopy spread of the tree(s) to be removed as assessed by Council.

The applicant will be charged an offset planting fee that includes the purchase, supply, planting and a 12-month maintenance program for the tree(s) as per Council's Pricing Policy, Fees and Charges.

HOW TO LODGE THIS APPLICATION

FEES

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

- \$91.50 per 1 tree
- \$38 per additional tree

Concession rate 75% (concession card, health benefit card or equivalent)

PAYMENT METHODS

Note: 0.8% surcharge applies to credit card payments

- **ONLINE:**
Email your application to treemgt@waverley.nsw.gov.au a link for online payment by credit card will be emailed once your application has been processed
- **IN PERSON:** Cash, EFTPOS, cheque, or credit card at Customer Service Centre, 55 Spring Street, Bondi Junction, Monday to Friday - 9am to 5pm
- **PHONE:** Customer Service Centre – 9083 8000, Monday to Friday - 9am to 5pm
- **MAIL:** PO Box 9, Bondi Junction NSW 1355, Cheque or Money Order made payable to Waverley Council, please include a copy of your Tree Permit Application

PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Waverley Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to personal information held by Council. You may also apply to Council to suppress your personal information from a public register. Details regarding the management of personal information held by Waverley Council can be found in Council's Privacy Management Plan.

TREE PERMIT APPLICATION

Made under State Environmental Planning Policy (Biodiversity and Conservation) 2021

The aim of the Waverley DCP Part B3 – Tree Preservation is a net increase of trees within the Waverley Council area.



PLEASE NOTE: If tree/s are covered by a current Development Application (DA) you are required to submit a Section 4.55 for any proposed pruning or removal.

<p>All correspondence including the final determination will be sent to the listed applicant via email, please advise if this is unsuitable.</p> <p>The applicant is the person responsible for actioning any approved work.</p>	<p>1. APPLICANT DETAILS</p> <p>Name /company name:</p> <p>Address:.....</p> <p>Suburb: Postcode:</p> <p>Phone: Mobile:</p> <p>Email:</p>
<p>Address on which the tree stands. If trees are located on different properties, a separate application is required for each property.</p>	<p>2. ADDRESS OF THE TREE (if different from the above)</p> <p>Address:.....</p> <p>Suburb: Postcode:</p>
<p>An inspection may be scheduled more promptly if there is easy access to the site.</p>	<p>3. ACCESS TO THE SITE</p> <p>■ Does Council require your presence to enter the site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>■ Are there any special requirements for entering the site? (e.g. will leave side gate open, dog in yard but friendly).....</p> <p>■ If your presence is required then please provide contact details.....</p>
<p>If an application is being presented by a person other than the owner of the property, then written owners consent MUST be provided on the application form.</p> <p>If the tree is located on common property of a residential flat building or townhouse development, you must submit a written request from either the Body Corporate or the Managing Agent, together with either the minutes of a meeting or a letter signed by the majority of the owners consenting to the work.</p>	<p>4. OWNER'S CONSENT</p> <p>I/We hereby consent to the submission of this application and to a representative of Council entering the site for the purpose of a site inspection, and</p> <p>For Council to make copies of all documents for the purpose of determining the application or to provide copies to persons who may be affected by the proposal.</p> <p>Name /company name:</p> <p>Address:.....</p> <p>Suburb: Postcode:</p> <p>Phone: Mobile:</p> <p>Email:</p> <p>Signature/s of all owners or managing agent <i>(Supply additional pages if required)</i></p> <p>.....</p> <p>Minutes supplied <input type="checkbox"/> Yes <input type="checkbox"/> No Supporting letter attached <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Please see Council's website for information.</p>	<p>5. ADDITIONAL INFORMATION</p> <p>■ Is the site in a heritage conservation area? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>■ Is the tree listed on the Significant Tree Register? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>An application cannot be processed without the applicant's signature.</p>	<p>6. DECLARATION (please tick box)</p> <p><input type="checkbox"/> I apply for consent to carry out the work described in this application and acknowledge that no work can be carried out until a permit has been issued by Council.</p> <p><input type="checkbox"/> I declare that the information given is true and correct.</p> <p><input type="checkbox"/> I understand if the information supplied is incomplete the application may be delayed, rejected or further information requested.</p> <p><input type="checkbox"/> I understand that I must notify Council's Tree Management via treemgt@waverley.nsw.gov.au as soon as the tree/s have been removed</p> <p><input type="checkbox"/> I understand that any tree(s) removed must be replaced with an equal amount of replacement trees of equivalent or larger canopy size when mature, and planted anywhere in the ground on the property, within one (1) month of the tree(s)' removal.</p>

Signature of Applicant.....

Date.....

PROPOSED WORK (Please complete the following table and attach extra pages for additional trees)

*NOTE: The fee for the application is in accordance with Council’s Pricing Policy, Fees and Charges and is **only** based on the number of trees identified.*

Tree Species / Common Name <i>(If known)</i>	Location <i>(I.e. adjacent to rear boundary)</i>	Work Required (✓) <i>Tick only ONE box per tree</i>		Reason for Works
		Prune	Remove	
1				
2				
3				
4				

POSITION OF TREE/S

(Please draw a sketch of your property clearly showing the street, the approximate location of all buildings in relation to property boundaries, and the tree/s listed above by the number reference)

A person who contravenes, or causes, or permits section 1.7 and 3.5 of the DCP to be contravened, shall be guilty of an offence and liable to prosecution.

LODGEMENT FEES		OFFICE USE (CODE PMTTRE)
First tree	\$91.50	Date Paid
Each additional tree	\$38	Amount
		Receipt No.
Concession rate (Concession card, health benefit card or equivalent)	75% discount against respective fee	Logged by