

# APPLICATION FOR Tree Permit

## 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 wilful destruction of any tree with:

1. A height of three (3) metres or more; or
2. A canopy width or 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 five (5) 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 submitted 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.

## 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.

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

## 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](mailto: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.

## 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 Preservation Orders are valid for one (1) year from the date of the approval notice.**

## 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.**

### Section 1: Applicant details

All correspondence including the final determination will be sent to the listed applicant via email, please advise if this is unsuitable. The applicant is the person responsible for actioning any approved work.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Given Name/s:				Surname:	
Company Name (if applicable):					
Address:					
Suburb:				Post Code:	
Email Address:					
Phone:				Mobile No:	

### Section 2: Tree address (if different from above)

Address on which the tree stands. If trees are located on different properties, a separate application is required for each property.

Street Number:		Street Name:		
Suburb:		Post Code:		

### Section 3: Access to the site

Does Council require your presence to enter the site? ☐ Yes ☐ No

If your presence is required then please provide contact details.

Are there any special requirements for entering the site? ☐ Yes ☐ No  
(If Yes, please provide details below. e.g. will leave side gate open, dog in yard but friendly)

Section 4: Owner’s consent

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.

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.

*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 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.*

Given Name/s:

Surname:

Address:

Suburb:

Post Code:

Email Address:

Phone:

Mobile No:

Signature/s of all owners or managing agent (Supply additional pages if required)

Minutes supplied? ☐ Yes ☐ No

Supporting letter attached? ☐ Yes ☐ No

Section 5: Additional information

Is the site in a heritage conservation area? ☐ Yes ☐ No

Is the tree listed on the Significant Tree Register? ☐ Yes ☐ No

Section 6: Proposed work

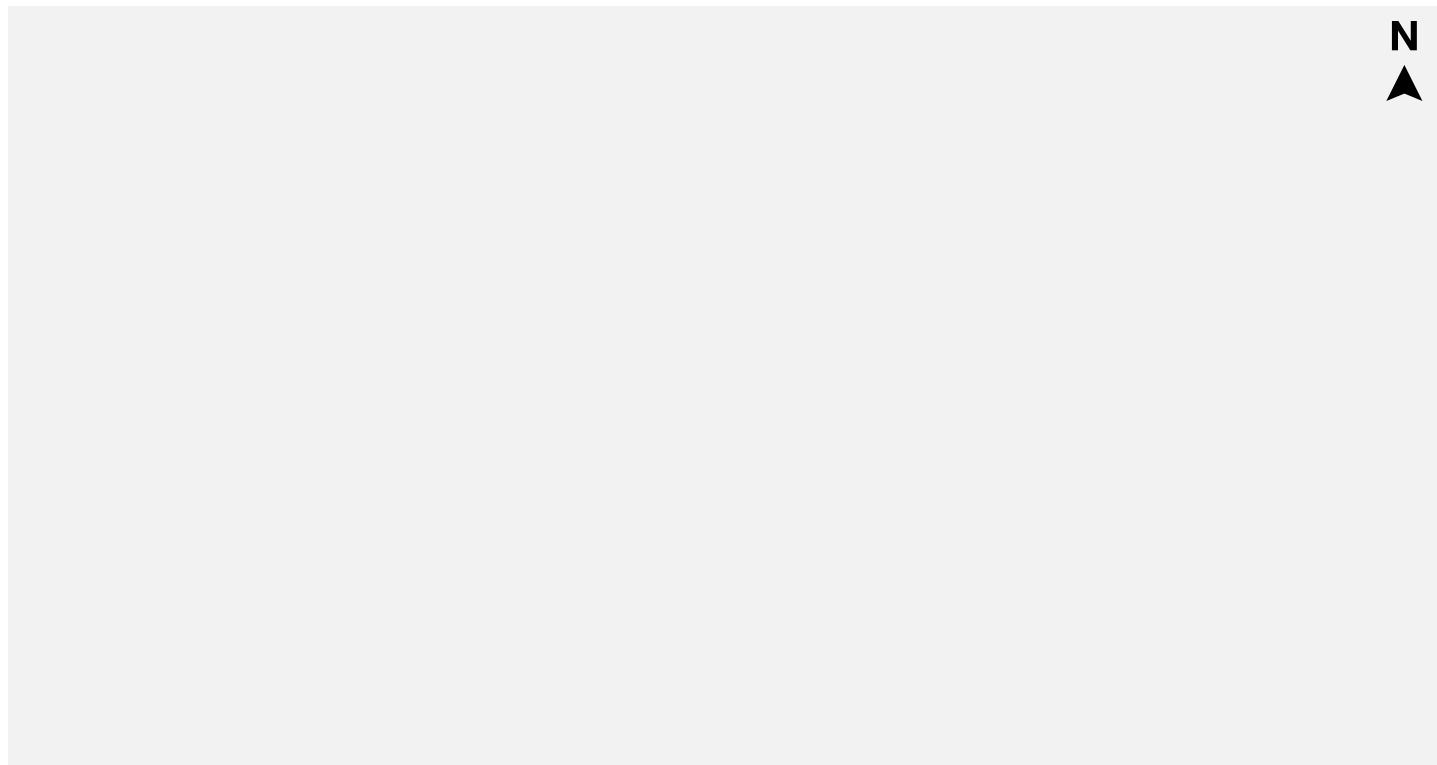
Please complete the following table and attach extra pages for additional trees.

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 (if known)	Location (i.e. adjacent to rear boundary)	Work Required		Reason for Works  If additional space is required, please attach a supporting letter.
		Tick only ONE box per tree		
		Prune	Remove	
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	

## Section 7: 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.



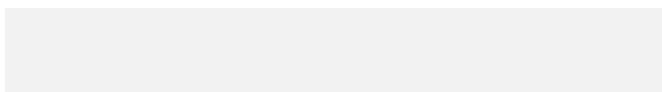
N  
▲

## Section 8: Declaration

Please tick box:

- ☐ 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.
- ☐ I declare that the information given is true and correct.
- ☐ I understand if the information supplied is incomplete the application may be delayed, rejected, or further information requested.
- ☐ I understand that I must notify Council's Tree Management via [treemgt@waverley.nsw.gov.au](mailto:treemgt@waverley.nsw.gov.au) as soon as the tree/s have been removed
- ☐ 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.
- ☐ I understand that if replacement tree/s are deemed unsuitable for replanting on your property, you will be asked to contribute to Council's offset tree planting program as set out in point 12 of the Tree Permit Application.

Applicant's Signature



Date



## How to submit your application

Download this form to your computer as a PDF file and use Adobe Acrobat to complete the form.

**E-mail:** Email your PDF application form to: [treemgt@waverley.nsw.gov.au](mailto:treemgt@waverley.nsw.gov.au)

**Mail:** PO Box 9, Bondi Junction 1355

**In person:** At any of Council's Customer Service Centres:

- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022  
Opening Hours: 9am - 5pm Monday to Friday
- **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026  
Opening Hours: 10am - 4pm Monday to Sunday

If you need assistance, please contact our Customer Service team on (02) 9083-8000 or chat with us live at [waverley.nsw.gov.au](https://waverley.nsw.gov.au)

## Fees

**First Tree:** \$98.00      **Each additional tree:** \$41.00

## Payment methods

Cash, EFTPOS, Cheque, or Credit Card (Please note, a 0.8% surcharge applies to credit card payments.)

**Online:** Once your application has been processed, an invoice will be emailed to you.

**In person:** At any of Council's Customer Service Centres, locations above.

**Phone:** (02) 9083-8000, Opening Hours: 9am - 5pm Monday to Friday

**Mail:** PO Box 9, Bondi Junction NSW 1355

Cheque or Money Order made payable to *Waverley Council*, please include a copy of this application.

## Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website:

[waverley.nsw.gov.au/privacy](https://waverley.nsw.gov.au/privacy)

OFFICE USE ONLY		Logged By:
Lodgement Fees		Date Paid:
First tree: \$98.00	Concession rate - 75% discount against respective fee. (Concession card, health benefit card or equivalent)	Amount:
Each additional tree: \$41.00		Receipt No.: