



BYRON SHIRE COUNCIL

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Office Use Only

DA No: **9** **1**
 Parcel No(s):
 Zoning:
 Notations:
 Date Received...../...../.....

#E2016/81944 December 2017

Tree Removal Permit

Issued under State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

Use this form to apply for **consent to remove / prune / lop trees and/or vegetation**. Please place a cross in the relevant boxes and fill out all appropriate blank Steps. Ensure you have submitted all relevant information to minimise delays. Once your application has been assessed you will be advised in writing of Council's determination

Step 1 Land on which the trees are located

Unit No.	House No.	Street Name	
Suburb or Town			Postcode
Lot No.	DP or SP No.	Sec No.	Owner/s Name

Step 2 Details of the Applicant/s

Anyone can submit an application but if the applicant is not the owner of the land, then the Owner(s) written consent to lodge the application is required. All correspondence will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.

Title	Given Name/s	Surname
Organisation/Company Name		
Address		
Email		
Contact Number	Alternative Contact Number	

Step 3 Proposed removal/lopping/pruning to be carried out

Remove:	trees	Lop/prune:	trees
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Description of trees (ie.. species, height and approximate age)

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- Reason for Application: (Please tick appropriate box(s))**
- The tree is within 3 metres of/or overhanging a dwelling
 - The growth habit (crown or root) or mature size of the tree(s) is undesirable in a given situation
 - The tree is interfering with, or may interfere with, the efficiency of a solar appliance
 - The tree is causing damage to public or private utilities and services
 - The tree is in an overcrowded situation
 - The tree is in an unsuitable situation (i.e. under power line, on top of retaining wall or bank)
 - Other (If so, please provide details below)

Details of other reasons for proposed tree removal.....

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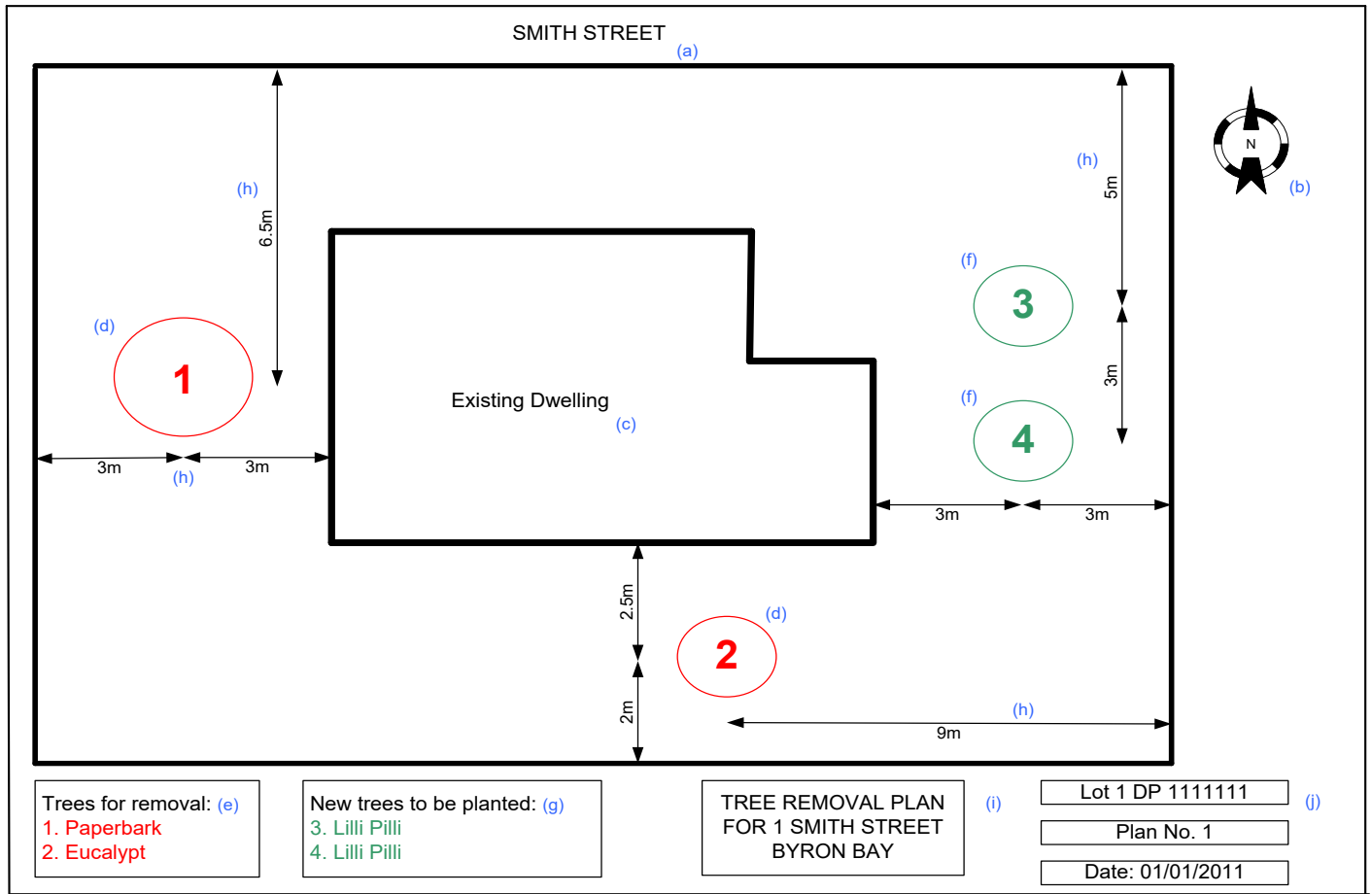
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Step 4. Plans of the land and tree removal

You need to provide a plan to Council showing location of nominated tree(s). You may also need to show boundaries of site, street name, house no., all buildings and structures, driveway and paths, overhead cables, fences, subject tree(s), north point and adjoining property buildings. Refer to the example below.

Plans are to be lodged in sets and folded to A4 size.



Key features for sample site plan

- (a) Show all property boundaries and the street frontage
- (b) Provide a north point
- (c) Show the footprint of existing buildings on the property
- (d) Show the location of trees for removal
- (e) List the number and species of trees for removal
- (f) Show the location of trees to be planted
- (g) List the number and species of trees to be planted
- (h) Show dimensions between centre of trees and property boundaries and buildings
- (i) Provide a plan title and property address
- (j) Provide the lot number, DP number, plan number and date

Step 5. Replacement trees to be planted (where applicable)

List number, species and height of trees to be planted:

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Step 6. Privacy Policy

The information you provide in this application will enable your application to be assessed by Council and any relevant state agency. If the information is not provided, Council can refuse the application. Please contact the Council if the information in your application is incorrect or if it changes. Information collected will be used in accordance with Council's Privacy and Personal Information Management Plan.

Step 7 Signature of all Owner/s

All owners of the land for which Tree Removal Permit is lodged must sign the application

If you are not the owner of the land, you must have all the owner/s sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority. Refer to Council's Factsheet regarding Owners Consent for more information.

If the land is Crown land, an authorised officer of the Department of Industry – Crown Land, must sign the form.

As the owner/s of the above property, I/we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.

Signature	Signature
Name	Name
Date	Date
Email address	

Step 8 Signature of all Applicant/s

By signing this application, you are acknowledging that you have read the notes and instructions on this form, and have included all the requested information as it applies to this application.

Signature	Signature
Name	Name
Date	Date

Payment Options

Council accepts payments by cash, cheque, money order, EFTPOS or credit card (Visa and Master only) at Council's Administration Office. All cheques are to be made payable to **Byron Shire Council**. Should you wish to mail your application package to Council and wish to use the credit card facility, please download an Authority to Charge Credit Card form which can be found at www.byron.nsw.gov.au/forms or alternatively enclose a cheque or money order.

Lodgement Checklist

- 3 copies of the tree removal plan** - including all details noted in Step 5
- Colour photograph/s of tree/vegetation proposed to be removed/lopped**
- Application fees** - required for all applications
- Tree Removal Permit Form**

Guide to Lodging Tree Removal Permit

Step 1 Description of land you propose to develop	
Please complete all details. You can find the Lot No., Section, DP/MPS No. details on the title documents or on a rate notice for the land. If you need additional space, please include with your Tree Removal Permit a schedule and/or map with these details.	
Step 2 Details of the Applicant/s	
Please complete all details. Please ensure that you include the contact name, signature and telephone number of the applicant or the applicant's representative who can be contacted during office hours. The assessing officer will only communicate with the applicant. If you're the owner and you wish to have direct contact with the assessment officer you should nominate yourself as the applicant.	
Step 3 Proposed removal/lopping/pruning to be carried out	
A description of each numbered tree/vegetation detailing the following:	
<ul style="list-style-type: none"> a) species of tree/vegetation if known (common and/or botanical name); b) quantity affected; c) approximate height and diameter at breast height; and d) colour photo(s) of the tree/vegetation to assist in identification (whole tree, bark, leaves) and a colour photo(s) which establishes context, location and position of the vegetation on the property is also required. 	
Step 4 Plans of the land and tree removal	
A site plan providing the following details:	
<ul style="list-style-type: none"> a) all property boundaries, street frontage(s), name of street(s) and any services/easements; b) any existing buildings and driveways; c) an allocated number for each tree subject to the works or proposed to be planted and the common and/or botanical species name for each numbered tree (if known); d) the location(s) of the vegetation proposed for the works or to be planted and its position in relation to the boundaries of the site and any existing buildings, driveways, etc. Dimensions between the centre of the subject tree(s)/vegetation and property boundaries and buildings should be included; e) a title, property address, Lot and Deposited Plan number, north point, scale, date, legend and author. 	
Step 5 Replacement trees to be planted (where applicable)	
Provide details of the number and species of replacement trees (where applicable).	
Step 6. Privacy Policy	
Please ensure the applicant and the owner have read the Privacy Policy before signing the application form.	
Step 7. Signature/s of all owner/s	
Please ensure that all owners sign the Tree Removal Permit. Your application cannot be lodged unless signed by all owners. You can only sign on behalf of the owner if you have power of attorney (proof of same is required). If the property has recently been purchased please include a copy of the Land Title Deed. Please also see Fact Sheet – Owners Consent on Applications.	
Step 8. Signature/s of all applicant/s	
Anyone can apply for approval but if the applicant is not the owner of the land, then the owner(s) written consent to lodge the application is required. <u>All correspondence will be sent to the applicant.</u> It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.	
Office use only	
Received By:	Date:
Comments:	
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