

# TREE PERMIT APPLICATION

Council may grant a Tree Permit Application pursuant to part 2.3 - State Environmental Planning Policy (Biodiversity and Conservation) 2021



**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

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

## 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 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	<input type="checkbox"/>	no	<input type="checkbox"/>
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**Contact Name/Number:**

Are there any **dogs** or **locked gates** which would prevent access to where the trees are located? (If yes, please specify below)

yes	<input type="checkbox"/>	no	<input type="checkbox"/>
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**Please Specify:**

## Payment Details

Applicable fees for Tree Permit Applications for the current financial year:

- 1 Tree - \$136.50
- Each additional tree - \$115.50  
(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.cityofparramatta.nsw.gov.au>  
**Note:** Refunds will not be issued if an inspection has been undertaken and tree works are found to be exempt



You can visit [cityofparramatta.nsw.gov.au](https://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: <b>TA/</b>	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.

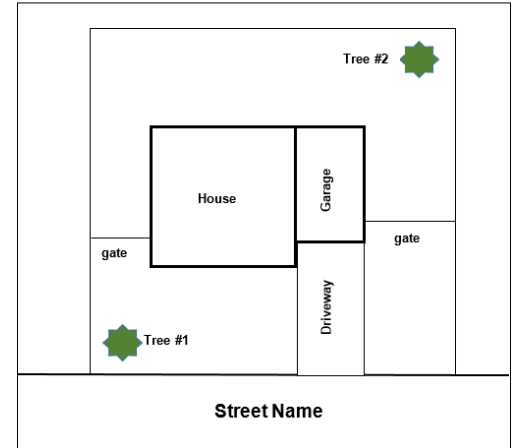
**Applications must include detailed justification for works on the following page.**

### **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 - this tree permit application is only for private trees, located within the private site boundaries. Do not include any public trees (street trees) in this application.**

OFFICE USE ONLY (Stamp)

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## Tree & Work Details

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

<b>Total number of trees:</b>
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## 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

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.  yes

**Please print name/s:**  **Applicant/s signature:**

## 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.

I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.  yes  no

If yes, please state the 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.

**Owner/s signatures – All Owners are required to sign on the next page. Without these signatures, Council cannot accept this application. 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.**

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## Owners Details and Declaration Continued

**MANDATORY - Owner/s signature - ALL OWNERS ARE REQUIRED TO SIGN the application form**

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 029806 5050 or at **PHIVE**, 5 Parramatta Square, PARRAMATTA NSW 2150