

# DEVELOPMENT APPLICATION TREE WORKS



To be used where the tree forms part of a heritage item or is within a heritage conservation area or forms part of an Aboriginal object or is within an Aboriginal place of heritage significance.

**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

### Property details

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

**Note:** Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council **cannot** accept this application.

## Heritage Significance

The tree/s form part of or are located within: - Please tick (✓)

State Heritage Item	yes <input type="checkbox"/>	no <input type="checkbox"/>
Local Heritage Item	yes <input type="checkbox"/>	no <input type="checkbox"/>
Heritage Conservation Area	yes <input type="checkbox"/>	no <input type="checkbox"/>
Aboriginal Place of Heritage Significance	yes <input type="checkbox"/>	no <input type="checkbox"/>
Aboriginal Object	yes <input type="checkbox"/>	no <input type="checkbox"/>

**Note** State Heritage Listed properties will 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>)



You can log onto [cityofparramatta.nsw.gov.au](http://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.

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## Integrated development (S4.47 of EPAA) - Please tick (✓)

Is this application for Integrated Development?

yes	<input type="checkbox"/>
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no	<input type="checkbox"/>
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Integrated development is development that requires licences or approvals from other Government Departments. If this is an Integrated Development, please select from the appropriate boxes below.

- Item or place under an Interim or Permanent Conservation Order or Interim Heritage Order - **Heritage Act 1977**
- An Aboriginal place declared (under the **National Parks and Wildlife 1974**) over the land, or any Aboriginal relics on the land
- Within 40 metres of a watercourse - **Water Management Act 2000**  
Impact on marine vegetation such as removal of seagrasses, mangroves, sea lettuce or blackfish - **Fisheries Management Act 1994**
- Rural Fires Act 1997

## Application History

Has a previous application been submitted for these trees?

yes	<input type="checkbox"/>
-----	--------------------------

no	<input type="checkbox"/>
----	--------------------------

If yes, was it part of a:

• Development Application

yes	<input type="checkbox"/>
-----	--------------------------

no	<input type="checkbox"/>
----	--------------------------

• Tree Permit Application

yes	<input type="checkbox"/>
-----	--------------------------

no	<input type="checkbox"/>
----	--------------------------

• Building Certificate Application

yes	<input type="checkbox"/>
-----	--------------------------

no	<input type="checkbox"/>
----	--------------------------

## 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 access 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"/>
----	--------------------------

Contact name/number:

Are there any **dogs** or **locked gates** which would prevent access to where the trees are located?

yes	<input type="checkbox"/>
-----	--------------------------

no	<input type="checkbox"/>
----	--------------------------

If **yes** please specify below:

Please Specify:

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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.

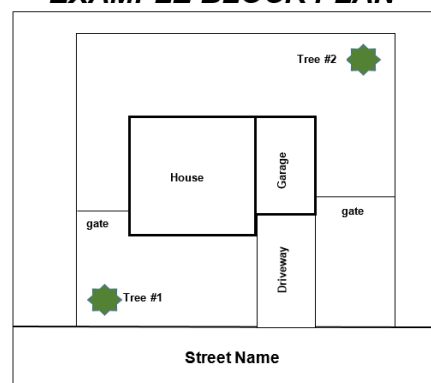
**Applications must include detailed justification for works on the following page.**

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

### **NOTE:**

To lodge your application please go to [www.planningportal.nsw.gov.au](http://www.planningportal.nsw.gov.au) and upload this form upon lodgement. All Development applications for tree works **must** be lodged via the NSW planning portal. Council will not accept development applications for tree works that are not lodged via the NSW planning portal.

For more information relating to development applications for tree works please visit our website: [www.cityofparramatta.nsw.gov.au](http://www.cityofparramatta.nsw.gov.au)

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## Statement of Environmental Effects - Tree & Work description details

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

**Total number of trees:**

## Supporting Documentation

Please attach any relevant documentation or reports to justify your reasons above, which may assist Council with assessing this application, including:

- Heritage Impact Statement;
- Landscape Plan prepared by a qualified Landscape Designer or Landscape Architect;
- Arborist's Report by an AQF Level 5 Consulting Arborist;
- Structural Engineer's Report;
- Plumber's Report, Sewer Diagram;
- Photographs.

The applicant of this Development Application - Tree Works, confirms that the express consent of all copyright owners of the documents supporting the application has been obtained for the purposes of the City of Parramatta Council, complying with access requests for information under the Government Information (Public Access) Act 2009.

yes

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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:

(mandatory as all correspondence will be sent via 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

no

Applicant/s signature

Please print name/s:

## 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 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.

**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

### Owner/s signature - ALL OWNERS ARE TO SIGN

Name:	<input type="text"/>	Signature:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>
	<input type="text"/>		<input type="text"/>

## 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

### 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 9806 5050 or at PHIVE, 5 Parramatta Square, Parramatta NSW 2150

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## Owner(s) Consent Requirements (Please where applicable)

Stamp or Seal—Identifying authority for lodgement

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- Owner(s)** - all owners are to sign (please note additional requirements for other types of ownerships below)
- Company / Organisation** - If the owner is a company, owner's consent is to be provided in **two (2)** of the following ways:
  - Signatures of 2 directors or a director and a company secretary (unless it has a sole director).
  - Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
  - Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. If there is no common seal, a company letterhead is acceptable.

In addition to an up to date ASIC Company Extract and other relevant supporting documentation.

- Joint wall / Fence** - When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).
- Signing on owners behalf** - If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).
- Strata title / Body corporate** - If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided if any works are proposed on common property:
  - The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
  - A letter on strata management letterhead.
  - Minutes signed by body corporate chairman.
- New owner(s)** - If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:
  - A copy of the Certificate of Title.
  - A letter from your solicitor confirming settlement.
  - Previous owner(s) to provide owner(s) consent.

**Please note that it can take a minimum of 8 weeks for Council to be notified of a change of ownership.**

Lodge the application online via the NSW Planning Portal