

## VEGETATION REMOVAL APPLICATION

### Application to prune / remove trees

#### 1. Details of the Applicant

Preferred Method of contact  Mail  Email

Mr  Ms  Mrs  Other

Given name (or A.C.N)  Family name (or Company Name)

Unit/Street No.  Street Name  Suburb  Postcode

Daytime Telephone  Mobile  Email

Contact Person  Applicant Signature  Date

#### 2. Owner's Consent - Where there are 2 owners both signatures are required. (for Strata Buildings, the Consent of the Owner's Corporation [formerly the 'Body Corporate'] is required).

**NB. For trees located on a shared boundary, consent of both owners is required. It is the applicants responsibility to notify the property owner before any overhanging pruning works are carried out, not council.**

Mr  Ms  Mrs  Other

First Name  Family Name (or Company Name)

Unit/Street No.  Street Name  Suburb  Postcode

Date  Date  Date

Owner's Signature  Owner's Signature  Owner's Signature

Name  Name  Name

Position In Company  Position In Company  Position In Company

#### 3. Address of where trees are located

Unit/Street No.  Street Name  Suburb  Postcode

**4. Property Access**

Is there a dog on the property?  Yes  No If yes refer to fact sheet  
Will Council need you to be present to get access to the tree(s)?  Yes  No  
Do you wish to be present during the inspection?  Yes  No  
**Please note:** If an appointment is required, this will need to be made, delays are possible

**5. Tree Species, Proposed work and Reason for Request**

	Tree Species	Removal/Prune	Reason
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

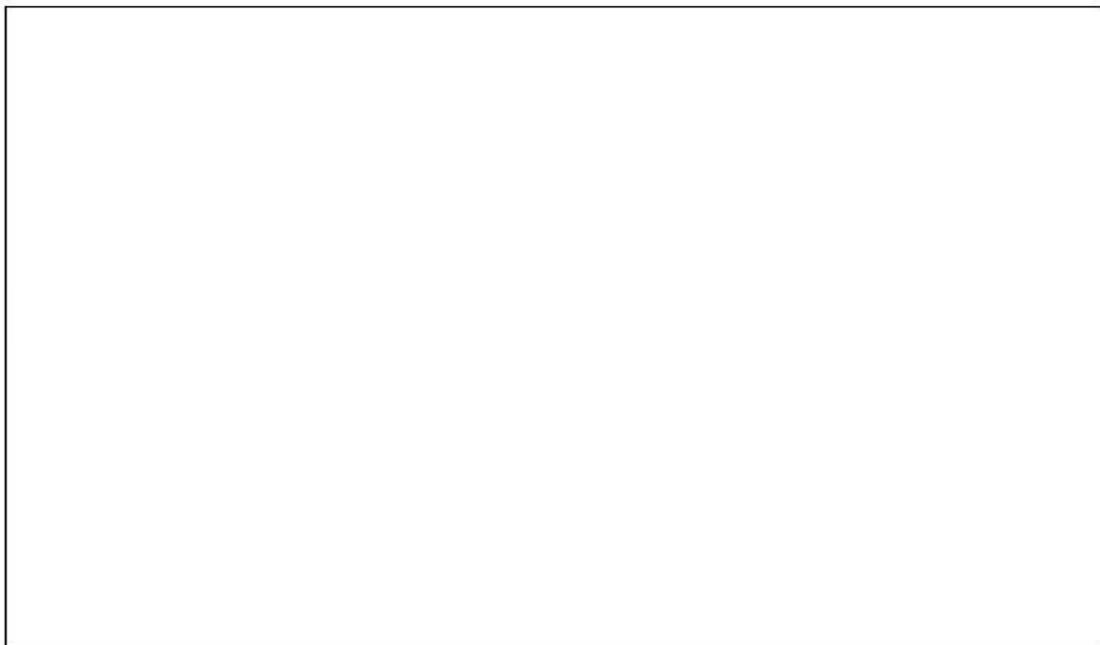
**6. Site Plan – Must be completed as per sample site plan shown in Fact sheet**

The plan must show:

- Existing building and structures on the site
- The location of the subject tree(s)

**Note:** Where there is more than one tree to be pruned/removed, the trees are to be suitably numbered to correspond to section 6

**Site Plan**



## 7. Standard Conditions

Approval is hereby given to you to carry out the tree work as itemised in the approval, subject to the approval conditions and standard conditions.

1. Waste material resulting from the removal or pruning is to be removed from the site so as not to create a harbourage for vermin or constitute a fire hazard
2. All pruning must be carried out to the Australian Standard 4373 'Pruning of Amenity Trees'
3. All trees must be replaced with a suitable replacement tree with a mature height of no less than 4 metres

For more information on dispute resolution go to Trees (Dispute Between Neighbours) Act 2006 or seek mediation through the Community Justice Centre

## 8. Privacy Statement

Under the Government Information (Public Access) Act 2009 we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

## 9. Declaration

I acknowledge that no work can be carried out until a permit has been issued by Council.

I have read and fully understand all the information contained in this application and undertake that all information is true and correct.

I understand I must inform neighbouring properties prior to undertaking any pruning works if the trees are on a neighbouring property

I hereby give council permission for a Tree Management Officer to enter the property to undertake an inspection.

Owner's Signature:

Date:

## 10. Im not happy with the decision on the permit. What can I do?

If justification for removal is not found and the applicant is dissatisfied with Council's determination, a request for review of the determination can be addressed in writing within 6 months from the date of issue on the original permit. If a request for review is lodged this does not automatically grant approval

Any review must be supported by relevant documentation from an appropriately qualified consultant such as an arborist/ structural engineer, depending on the reasons for this request. In some circumstances and appeal with the Land and Environment Court can be lodged.

## 11. Checklist for Customer Service

Fees and Charges (GST exempt) (Please tick)

- |   |   |
|---|---|
| <input type="checkbox"/> 1-5 trees                              | \$ 54.00                                      |
| <input type="checkbox"/> 6-10 trees                             | \$ 81.00                                      |
| <input type="checkbox"/> 10 trees – rate per 10 trees inspected | \$107.00                                      |
| <input type="checkbox"/> Pensioner                              | \$ 34.00 (Fee applies to 1-5 trees inspected) |

P & R Application Number

- |                          |                      |
|--------------------------|----------------------|
| <input type="checkbox"/> | LEP 2000 – DA or TMO |
| <input type="checkbox"/> | LEP 2004 – DA        |
| <input type="checkbox"/> | LEP 2013 – TMP       |

Standard Processing (10 business days)

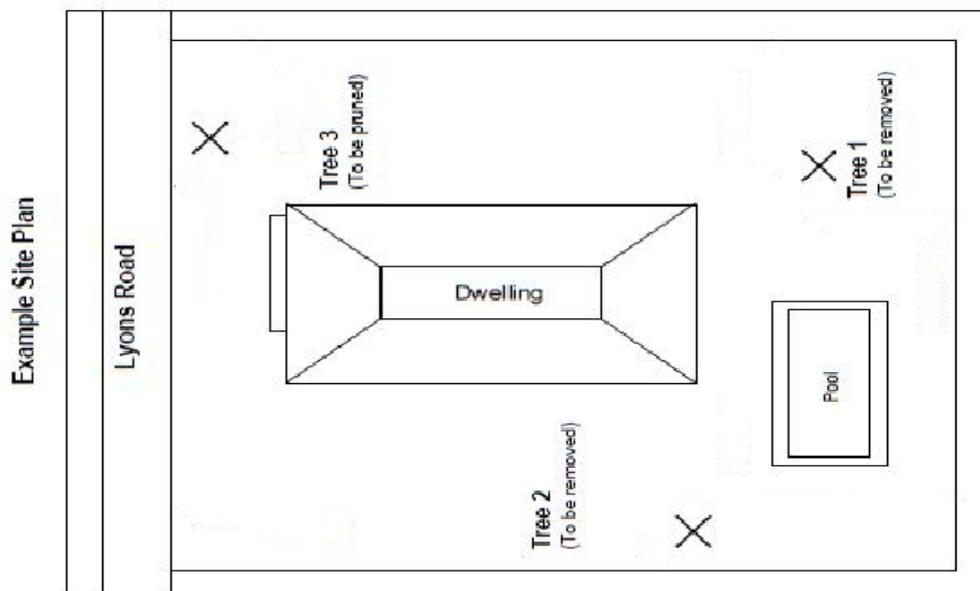
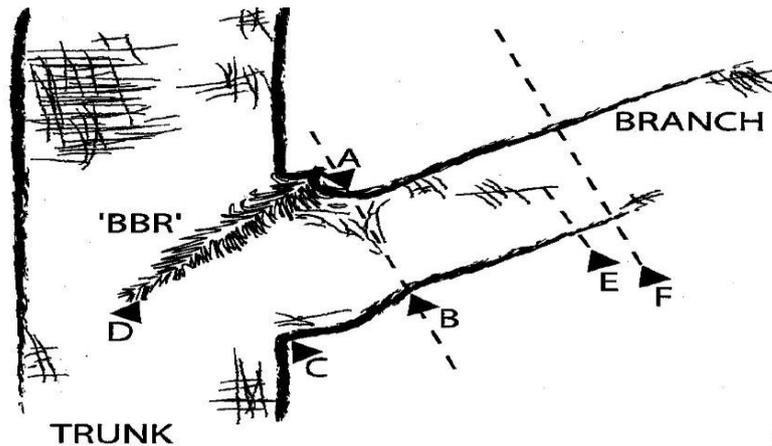
<b>Paid by</b> CHEQUE <input type="checkbox"/>	EFT <input type="checkbox"/>	CASH <input type="checkbox"/>
<b>Amount \$</b>	<b>Rec. No</b>	
<b>DATE</b>	Mail <input type="checkbox"/>	Counter <input type="checkbox"/>

Updated: 7 July 2016

## Correct Pruning of Trees

All pruning must be carried out to the **Australian Standard 4373-1996, Pruning of Amenity Trees**. The following is a basic guideline for pruning. For more detailed work consult with a tree professional.

1. Locate the branch bark ridge (BBR). It often looks like a 'V' shaped furrow in the bark where a branch joins the trunk or another branch.
2. Locate point 'A' just outside the 'BBR'.
3. Locate point 'B' just outside the branch collar. A branch collar is an obvious 'chinlike' protrusion at the base of the branch.
4. If the collar cannot be found draw an imaginary line 'AC'. Angle CAD is approximately the same as CAB. AB being the line where you want to make the final cut.
5. Cut under the branch out from AB, from the bottom of the branch up about a third of the way through 'E'.
6. Cut the branch off just outside 'E' at point 'F', this takes the weight off the branch so that the final cut does not tear.
7. Cut off remaining stub at 'AB' for the final cut. Ensure bark does not tear.



## Exempt tree list

### Tree Management Order under LEP 2000

The Shellharbour City Council Tree Management Order prohibits the ringbarking, cutting down, pruning, lopping, topping, removing, root pruning, injuring or wilful destruction of any tree which is:

- i. 3m or more in height
- ii. 300mm or more in trunk diameter at ground level
- iii. 3m or more in branch spread.

without the written consent of Council.

The following trees with a trunk diameter of 600mm or less at ground level, will be given exemption, upon positive identification by Shellharbour City Council.

These species are:

Salix species	Willow Tree
Populus species	Poplar Tree
Erythrina x sykesii	Coral Tree
Ligustrum species	Privet
Toxicodendron succedaneum	Rhus Tree
Ficus elastica	Rubber Tree
Nerium oleander	Oleander
Syagrus romanzoffianum	Cocos/Queen Palm
Cinnamomum camphora	Camphor Laurel
Schefflera actinophylla	Umbrella Tree
Cupressus macrocarpa "Brunniana"	Golden Cypress
Lagunaria patersonii	Itchy Pod Tree
Phoenix canariensis	Canary Island Date Palm
Domestic and commercial fruit trees that are not endemic species.	

The above 14 species with a trunk diameter greater than 600mm at ground level are subject to the Tree Management Order. The Tree Management Order does not apply to trees required to be pruned under the *Overhead Line Safety Regulation 1991*, Regulation 23 & 24.

*In accordance with Clause 8 of the Environmental Planning & Assessment Model Provisions 1980, Council gave notice that the above Tree Management Order had been adopted for Shellharbour City in the Government Gazette on 14 December 2001.  
A person who contravenes the Tree Management Order is guilty of an offence.*

## Exempt tree species under Shellharbour Development Control Plan 2013

Acer negundo	Box Elder Readily
Alnus acuminata	Evergreen Alder
Cinnamomum camphora	Camphorlaurel
Cupressus macrocarpa 'Brunniana'	Golden Cypress Pine
Erythrina x sykesii	Coral Tree Readily
Ficus elastica	Rubber Tree
Fruit Trees	
Grevillea robusta	Silky Oak
Harpephyllum caffrum	Kaffir Plum
Lagunaria pattersonii	Norfolk Island Hibiscus
Ligustrum lucidum	Large Leaf Privet
Ligustrum sinensis	Small Leaf Privet
Nerium oleander	Oleander
Olea Africana	African Olive
Phoenix canariensis	Canary Island Date Palm
Populus spp.	Poplar Trees Invasive roots
Pinus radiata Radiata	Pine
Robinia psuedoacacia	Black Locust
Syagrus romanzoffianum	Cocas or Queen Palm
Schefflera spp.	Umbrella Trees
Salix spp.	Willow Trees
Toxicodendron succedaneum	Rhus Tree

Note: The following relevant legislation must be consulted for the proposed removal of any vegetation, including street trees.

1. Native Vegetation Act 2003.
2. Fisheries Management Act 1994.
3. National Parks and Wildlife Act 1974.
4. Threatened Species Conservation Act 1995.
5. Environment Protection and Biodiversity Conservation Act 1999.