



Central Coast Council Tree Works Application Form

(Former **Wyong** Local Government Area)
Version – July 2019

This application form **cannot** be used:

1. To apply for tree removal that relates to any type of development, including Complying Development, or
2. To apply for a native tree that is within the pink shaded areas of the NSW State Government Biodiversity Values Map. Application will need to be made to the State Government Native Vegetation Panel - see map at <https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=BOSETMap>

Tree Works Application Form

1 TYPE OF TREE WORKS APPLICATION

Tree Works Application

Tree Removal
 Tree Pruning
 Tree Identification

2 APPLICATION DETAILS

Applicant(s) name

Lot

Section

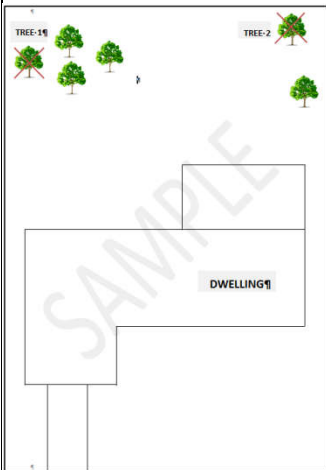
DP

Address of tree works

3 DETAIL OF TREES TO BE REMOVED/PRUNED

SPECIES Trees as numbered on site plan	REASONS
1	
2	
3	
4	
Estimated cost of tree works	\$

4 SITE PLAN (attach if necessary)



OFFICE USE ONLY

Application No: / /

Date: / /

Tree Works Application Form

5 APPLICANT'S DETAILS

Name(s)					
Postal Address					
Telephone		Facsimile		Mobile	
Email					
Signature of Applicant(s)	Date	/	/		

6 OWNER'S DETAILS

Name(s)					
Postal Address					
Telephone		Facsimile			
Signature of Owner(s)	Date	/	/		
The names and signatures of all owners should be shown in this section.					
If signing on behalf of the Company, please print your name and position.					
Name		Position			
Will Council Officer have free access to property to inspect tree and site (eg dog, locked gates)? <input type="checkbox"/> Yes <input type="checkbox"/> No					

7 POLITICAL DONATIONS

<input type="checkbox"/> Yes <input type="checkbox"/> No	Has any person with a financial interest in this application, made a political donation or gift as outlined in Local Government & Planning Legislation Amendment (Political Donations) Act 2008?
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COPYRIGHT INDEMNITY

The applicant hereby grants a royalty free, non-exclusive licence or will obtain the grant of such a licence to the Council to copy, reproduce, republish, transcribe or distribute the documents lodged with this development application for the purpose of notification of the development application, assessment of the development application and compliance with the provisions of the Government Information (Public Access) Act 2009. As far as is permitted by law the applicant hereby indemnifies the Council against any damages or claim arising from the exercise of such a licence.

PRIVACY NOTIFICATION

The information provided in this application and supporting documentation, is required to enable it to be assessed by Council and relevant State agencies. In accordance with the *Government Information (Public Access) Act 2009*, the application and supporting documentation will be placed on Council's website in full; with the exception only of the information provided above. Additionally, members of the public are entitled to access and take copies of the application and supporting documentation. Persons identified on the application may apply to Council to access or amend the information at any time.

OFFICE USE ONLY

Application No:	Date:	CSO name:
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Notes

1 TYPE OF TREE WORKS

A Tree Works Permit will be required for the ringbarking, cutting down, topping, lopping, pruning, removal, injuring or wilfully destroying of tree(s) that is ancillary to the consented use of the land.

2 APPLICATION DETAILS

It is important that the property is accurately identified by its legal description.

3 DETAIL OF TREES TO BE REMOVED/PRUNED

The removal/pruning of any trees must be justified by reason of representing a significant hazard or safety issue or other reason considered by Council to be valid, generally based on the health of the tree.

These details are very important in order to assess your application, and must be provided for each tree to which the application applies.

4 SITE PLAN

The plan must show the location of all trees on site, relative to the boundaries and any structures, with the trees proposed to be removed/pruned being numbered as detailed in section 3. The relevant trees are to be identified on site with coloured tape or paint.

5 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.

All correspondence and notice of determination 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.

6 OWNER(S)

The names and signatures of **all** owners should be shown in this section. (Written authority from the owner is required if a solicitor or agent is acting on behalf of the owner). Where the tree is located on the adjoining property, the application must be signed by the owner of that property.

If the property is owned by a Company, the application must be executed using the Company Seal or the appropriate director's signature. Any person signing on behalf of the Company must state the authority by which that person acts and print your name and position.

If signing on behalf of a Body Corporate, signatures required are as follows:

1. where the proposed development is within the internal walls of the unit, the unit owner only
2. where the proposed development is in a courtyard or on common property,
 - all unit owners, or
 - the common seal of the Body Corporate and signed by the secretary of the Body Corporate or
 - a copy of the meeting minutes approving the works and signed by the Secretary of the Body Corporate.

By signing you are giving consent to the applicant identified on this form, to lodge this application with Council.

7 POLITICAL DONATIONS

Persons who make a relevant planning application to Council are required to disclose reportable political donations & gifts made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined. (Refer Council's website under "Development")

1. Political donation means political donations to a party, elected member, group or candidate of \$1000 or more (or smaller donations totalling \$1000 or more),
2. "Gifts" means a gift within the meaning of Part 6 of the Election Funding & Disclosure Act 1981 and includes a gift of money or the provision of any other valuable thing or service for no consideration or inadequate consideration.

A person with relevant financial interest may include an applicant, landowner or someone who will obtain a financial gain from the application.

1 July 2018

NOTES FOR COMPLETING A TREE WORKS APPLICATION



PLEASE RETURN COMPLETED FORM WITH CORRECT FEES TO:

Mail:
The Chief Executive Officer
DX 7306, WYONG
PO BOX 20 WYONG NSW 2259

In person:
Council Chambers
2 Hely Street
WYONG NSW 2259

Note: Information regarding current fees and charges is available on Council's website from the 'Delivery Program and Operational Plan' page.

Wyong Development Control Plan 2013 Chapter 3.6 defines a tree as: *Long lived woody perennial plant greater than 3 metres in height with one or relatively few main stems or trunks.*

In preparing your application, you should refer to Council's DCP 2013 – Chapter 3.6 – Preservation of Trees or Vegetation, which is available from Council's website at www.centralcoast.nsw.gov.au/

The following excerpts are provided for general information only:

2.1 Exempt Tree and Vegetation Removal Works

Council consent may be assumed for removal and/or pruning of the following:

- a trees within three (3) metres of an approved building (measured one (1) metre above ground level and between the face of the wall and the part of the trunk nearest the building), providing the tree species is not:
 - i. a threatened species; or
 - ii. listed on Council's Significant Tree Register; or
 - iii. is or is part of a Heritage Item;
- b dead trees or pruning of dead branches;
- c tree species listed in Appendices 1 or 2;
- d branches directly overhanging the roofline of an approved building (in accordance with Australian Standard AS4373);
- e branches within 1 metre around electricity and/or telecommunication wires.

2.2 When consent is required to remove Trees

A **Tree Works Permit** will be required for the ringbarking, cutting down, topping, lopping, pruning, removal, injuring or wilfully destroying of tree(s) (see definition below) that is ancillary to the consented use of the land.

Development consent will be required from Council for the ringbarking, cutting down, topping, lopping, pruning, removal, injuring or wilfully destroying of vegetation and tree(s) that is not ancillary to the consented use of the land nor is part of a development application for a development permitted with the consent of Council in the zone that applies to the land.

A **tree** is a: Long lived woody perennial plant greater than 3 metres in height with one or relatively few main stems or trunks.

IMPORTANT INFORMATION

- An application for tree removal is not a guarantee that removal will be approved. Generally, consent will not be given to remove trees that are assessed as healthy and structurally sound by the Council tree assessment officer.
- Tree removal for the purpose of facilitating a development (For example; Dwellings, renovations, garages, pools, carports, vehicle access crossings and driveways) will be considered in the development application process, not via a Tree works application.
- Pruning of trees is more likely to be approved if appropriate rather than complete removal if pruning will effectively mitigate risk to an acceptable level as determined by Council tree assessment officers and in line with current best practice guidelines.
- Assertions of damage caused by trees must be supported by evidence which clearly demonstrates that a specific tree or trees are responsible for the damage.
- Council considers, in line with NSW Land & Environment Court rulings, that the generation of debris from trees of leaves [including conifer needles], twigs, buds, bark and fruit does not alone justify the removal of a tree.
- Assertions of fire risk must be supported by an appropriate supporting document from the NSW Rural Fire Service or other relevant authority.
- For land clearing, a development application should be submitted.
- Where trees are located on Council controlled land (i.e. nature strips or reserves) tree inquiries are to be directed to Council's Customer Service Centre.
- To maintain amenity, Council may require replacement plantings of local natives where tree removal is approved. Replacement trees can be planted in any suitable location of the property (unless otherwise advised by Council).
- When pruning a tree, as little as possible should be removed, consideration should be given to the species health, age, condition and location of the tree as well as the reasons for pruning. Pruning class or classes should be specified before pruning work is carried out. Pruning works must be carried out in accordance with the Australian Standard for Pruning of Amenity Trees (AS 4373:1996).
- **Consent is valid for a period of 2 years.**
- The application may be supported with additional material such as photographs or technical report(s).
- Applications are generally processed within 21 days, provided all the required information is given and there are no exceptional circumstances at the time such as severe storms.
- A Council Officer will inspect the trees. However, a specific date and time for inspections cannot be arranged in advance.