

FORM APPLICATION FOR TREE MANAGEMENT PERMIT



Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

Council Use Only	Amount Paid \$	Receipt No	TMO-201 ____/____
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SECTION 1 APPLICANT DETAILS

Company Name <i>(if applicable)</i>			
Applicant's Details	Surname	Mr / Mrs / Other	
	Given Names		
	Number and Street		
	PO Box/DX/Other		
	Suburb/Town	State	Postcode
	Phone	Mobile	
Declaration by Applicant(s)	<p>I/we are applying for consent to carry out works on trees on the property described below;</p> <p>I/we consent to this application and allow Council officers to enter the property for the purpose of inspecting the tree(s);</p> <p>I/we declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my/our knowledge, true and correct;</p> <p>I/we understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for further information by Council; and</p> <p>I/we understand that Council will use the information and documentation provided for notification and public exhibition purposes (if applicable), and will be made available for viewing on Council's website.</p>		
Signature (Applicant 1)		Date	
Signature (Applicant 2)		Date	

SECTION 2 OWNER AND SITE DETAILS – LOCATION OF TREE(S)

Property Address <i>(where tree/s is/are located)</i>	Number and Street		
	Suburb/Town	State	Postcode
Owner's Name and Contact Details <i>If the owner is a company or Strata/Owners Corporation, this application must be signed by a Director or authorised delegate Under Common Seal/Stamp</i>	Company Name <i>(if applicable)</i>		
	Surname	Mr / Mrs / Other	
	Given Names		
	Phone	Mobile	
Owners Consent	I/We _____ of _____		
Signature	As Owner(s) of the property subject to this application, give consent to the application and also for Council officers to enter the property for the purpose of inspecting the tree(s).		Company/Strata seal/stamp to be affixed if applicable
		Date	
LEGAL AUTHORITY: This is a very strict requirement for all applications. 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 (eg Power of Attorney, Executor, Trustee, Company Director, Strata Manager, etc).			

SECTION 2 OWNER AND SITE DETAILS – LOCATION OF TREE(S) *continued*

TREE LOCATION PLAN

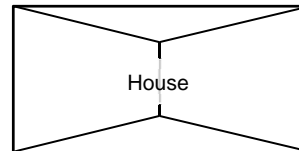
Instructions:

- Fill out location map to identify the location of the trees and other buildings on the affected property.
- Number trees ①-⑤ to correspond with Tree Details below.
- Ensure trees to be inspected are clearly marked at the property eg by tying a piece of string around each tree.

Notes:

- A total of five (5) trees only per application.
- A maximum of three (3) applications may be lodged with Council at any one time.
- If property is a complex, eg units, townhouses, caravan park or school – Please attach a separate detailed site plan.

Tree Location Plan (aerial view)



STREET FRONTAGE
(Front of Property)

TREE DETAILS	Number the trees to correspond with the Tree Location Plan above	PRUNE	REMOVE
TREE 1 Species type	①	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for pruning/removal			
TREE 2 Species type	②	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for pruning/removal			
TREE 3 Species type	③	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for pruning/removal			
TREE 4 Species type	④	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for pruning/removal			
TREE 5 Species type	⑤	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for pruning/removal			

SECTION 4	HOW TO PAY
Fee \$75.50*	<p>Payment of Application Fee must be made at the time of lodging this form, faxes will not be accepted. Fees are as per Council's Fees and Charges (GST exempt)</p> <p>Do you receive the WCC pension rate rebate? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Note: <i>If Yes, this fee is reduced by 50% (\$38.00*)</i></p>
Lodgement	<p>Option 1 – Take form with payment to Customer Service, Ground Floor, Council Administration Building, 41 Burelli Street, Wollongong</p> <p>Option 2 – Lodge application online via Council's website: www.wollongong.nsw.gov.au/onlineservices</p> <p>Option 3 – Mail form with payments to Wollongong City Council, Locked Bag 8821, Wollongong DC NSW 2500</p> <p>Payments sent by post should be by money order or cheque made in favour of Wollongong City Council.</p>

* Valid 1/7/2018 - 30/6/2019

✓ Please tick each box

Section 1 Applicant Details

- Applicant's details fully completed
- Signature

Section 2 Owner and Site Details

- Property/Site description completed
- Owner's details
- Consent of owner/owners obtained
- Owners Corporation/Company Seal - if applicable
- Legal Authority details included – if applicable
- Tree Location Plan completed as per form requirements
- Location of trees numbered on plan and correspond to tree details listed
- Site Plan attached for complexes eg units/townhouses, caravan park, schools, etc – if applicable
- Tree species type included (if known) otherwise state "unknown"
- Tree type checked against Tree Management Policy Exempt Tree List
- Reasons for pruning/removal completed for each tree listed
- All trees have been identified on the property eg by tying a piece of string/rope around each tree listed on the application

Section 3 Further Information

- Further Information Questions answered
- Details of previous tree permits provided – if applicable
- Development application/consent details provided – if applicable
- Dog information provided
- Question for access to inspect the trees completed
- Property 10/50 Vegetation Clearing Entitlement checked on RFS website

Correct Fees

- Payment of the appropriate application fee to be paid at the time of lodging the application form - faxes will not be accepted
- Payments by money order or cheque to be made in favour of Wollongong City Council

Applicants must ensure that all the check boxes have been ticked [✓] and that all the information requested is attached before lodging the application with Council. Please clearly write your name below, and then initial and date the form to confirm that all required information is attached.

Name of Applicant	Applicant's initials	Date / /
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COUNCIL USE ONLY	
Checked by	Date / /