

# FORM APPLICATION FOR TREE PERMIT



**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The information that Council is collecting from you via this application may be personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council. Any person may apply to inspect the application in accordance with the Government Information (Public Access) Act 2009. The supply of the information by you is voluntary and if you cannot, or do not wish to provide the information sought, 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 legislation. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

Council Use Only	Amount Paid \$	Receipt No	TP-202 ____ / ____
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## SECTION 1 APPLICANT DETAILS

Company Name (if applicable)			
Applicant's Details	Surname		Mr / Mrs / Other
	Given Names		
	Number and Street		
	PO Box		
	Suburb/Town	State	Postcode
	Phone	Mobile	
	Email		
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			Date

## SECTION 2 OWNER CONSENT AND TREE LOCATION DETAILS

Property Address (where tree/s is/are located)	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 (if applicable)		
	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		
<b>LEGAL AUTHORITY:</b> 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).			

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## SECTION 3 FURTHER INFORMATION

Section 3.1	<p>Is the tree located on Council land? .</p> <p>No      Yes    <i>If Yes, contact customer service 4227 7111 or lodge a customer request online. Council cannot grant approval through a Tree Permit application.</i></p>	
Section 3.2	<p>Is the tree species the same species listed on the exempt list?</p> <p>No      Yes – <i>If Yes, you do not need a permit to prune or remove this tree.</i></p>	
Section 3.3	<p>Is the tree more than 5 metres high and/or the trunk measures 30 centimetres in diameter at ground level?</p> <p>No      Yes – <i>If No, you do not need a permit to prune or remove this tree.</i></p>	
Section 3.4	<p>Do you want to prune branches that are more than 10 centimetres in diameter where they meet the trunk?</p> <p>No      Yes – <i>If No, you do not need a permit to prune this tree.</i></p>	
Section 3.5	<p>Is the property Heritage listed and/or a critical habitat or part of a critical habitat?</p> <p>No      Yes <i>If yes, contact Council for further advice.</i></p>	
Section 3.6	<p>Is the tree pruning or removal required as part of a Development consent for a house, house extensions, swimming pool, garage, granny flat or subdivision?</p> <p>No      Yes <i>If Yes, the tree(s) will be considered as part of the development application not through a Tree permit application.</i></p>	
Section 3.7	<p>Is the tree removal necessary to enable Exempt Development or obtain a Complying Development Certificate?</p> <p>No      Yes    <i>If Yes, call Council to speak with Council's Duty Planner for further advice. Council cannot grant approval through a Tree Permit application.</i></p>	
Section 3.8	<p>Is this application for the removal of tree(s) required to be retained in a previous Development Consent?</p> <p>No      Yes    <i>If Yes, you will need to apply for an amendment to the Development Consent. Call Council to speak with Council's Duty Planner. Council cannot grant removal through a Tree Permit application when a tree is subject to a development consent condition.</i></p>	
Section 3.9	<p>Are you in the 10/50 Vegetation Clearing Entitlement Area?</p> <p>No      Yes</p> <p><i>Note: The Rural Fire Service website has an online tool where you can find out if your property is in a 10/50 Vegetation Clearing Entitlement Area. To use this entitlement for tree removal/pruning, <b>you must read and understand the 10/50 Vegetation Clearing Code of Practice to ensure that you are only clearing in accordance with the Code.</b></i></p> <p><i>For more information, contact the Illawarra Rural Fire Service on 02 4230 8200 or visit <a href="http://www.rfs.nsw.gov.au">www.rfs.nsw.gov.au</a>.</i></p>	
Section 3.10	<p>Have you attached a tree location plan?</p> <p>No      Yes</p> <p><b>Council cannot lodge a tree permit application that does not include a tree location plan.</b></p> <p><b>NOTE:</b> <i>Maximum of 10 trees per application, subject to fee payment – See Section 5 below.</i></p> <ul style="list-style-type: none"> <li>You can hand draw your plan or use an aerial image to show the location of each tree and other buildings on the property.</li> <li>Ensure you number the trees to correspond with the application tree details below.</li> <li>An example Tree Location/Site Plan has been provided on the last page of this application form.</li> <li>Trees to be inspected must be clearly marked at the property by tying a piece of string or other identifying physical marking on each tree.</li> </ul>	
Section 3.11	<p>Is there a dog on the property?</p> <p>No      Yes    <i>If Yes, provide details</i></p>	<p>Is the dog (tick appropriate)?</p> <p>Friendly      Aggressive      Other _____</p>
Section 3.12	<p>Is access available to the property?      Yes      No    <i>If No, state Why? eg locked gates and provide your best daytime contact number</i></p> <p><i>If No, Council will contact you to arrange access to inspect the tree(s) once your application has been processed.</i></p>	

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## SECTION 4 TREE DETAILS

TREE DETAILS	Number the trees to correspond with the Tree Location Plan	PRUNE	REMOVE
<b>TREE 1</b> Species type	1		
Reasons for pruning/removal			
<b>TREE 2</b> Species type	2		
Reasons for pruning/removal			
<b>TREE 3</b> Species type	3		
Reasons for pruning/removal			
<b>TREE 4</b> Species type	4		
Reasons for pruning/removal			
<b>TREE 5</b> Species type	5		
Reasons for pruning/removal			
<b>TREE 6</b> Species type	6		
Reasons for pruning/removal			
<b>TREE 7</b> Species type	7		
Reasons for pruning/removal			
<b>TREE 8</b> Species type	8		
Reasons for pruning/removal			

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## SECTION 4 TREE DETAILS *continued*

TREE DETAILS	Number the trees to correspond with the Tree Location Plan	PRUNE	REMOVE
<b>TREE 9</b> Species type	9		
Reasons for pruning/removal			
<b>TREE 10</b> Species type	10		
Reasons for pruning/removal			

## SECTION 5 HOW TO PAY

Fee	<p>1-2 trees \$109.00<sup>#</sup></p> <p>Each additional tree 3-10 \$50.00 per tree<sup>#</sup></p> <p>Do you receive the WCC pension rate rebate? No Yes</p> <p>Pensioner Rebate Rate 50%* of application fee depending on number of trees</p> <p>*Subject to receiving pensioner rebate from Council</p> <p>Payment of Application Fee must be made at the time of lodging this form, faxes/emails will not be accepted. Fees are as per Council's Fees and Charges (GST exempt) # Valid 1/7/2025 - 30/6/2026</p>
Lodgement	<p><b>Option 1</b> – Take form with payment to Customer Service, Ground Floor, Council Administration Building, 41 Burelli Street, Wollongong</p> <p><b>Option 2</b> – Mail form with payment 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> <p><b>Option 3</b> – Lodge an online application via Council's website: <a href="https://wollongong.nsw.gov.au/trees">https://wollongong.nsw.gov.au/trees</a></p>

***Have you attached your tree location plan?  
See Section 3.10 above.***

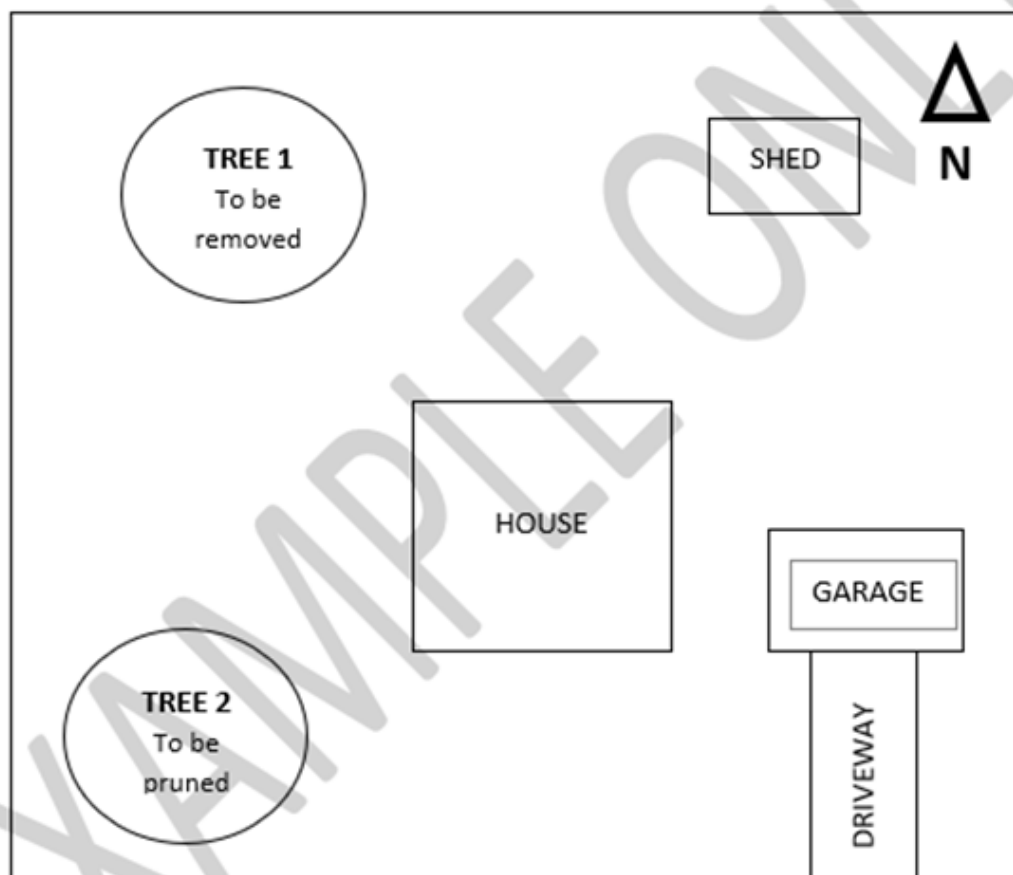
**EXAMPLE SITE PLAN**

Please draw/create your own Tree Location/Site plan to suit your property's layout.

Address of land: 1 Pretty Street, Wollongong

Tree 1: Wattle – to be removed

Tree 2: Eucalyptus – to be pruned



1 Pretty Street, Wollongong