

PERMIT TO CLEAR VEGETATION (Trees)

State Environmental Planning Policy (SEPP) Part 3 Vegetation in Non-Rural Areas 2017

OFFICE USE ONLY

TP	<input type="text"/>	Amount Due	<input type="text"/>	Date	<input type="text"/>
CSO	<input type="text"/>	Rec No	<input type="text"/>	DA No	<input type="text"/>

Note: Council does not accept application without payment

Section 1 – Applicants Details

NOTE: All correspondence will be forwarded to this address or email, including any determination

Name	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>		Postcode <input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Signature	<input type="text"/>

Section 2 – Site Details

Address	<input type="text"/>	Suburb	<input type="text"/>
Legal Description (Lot & DP)	<input type="text"/>	Zone	<input type="text"/>

Section 3 – Please Identify Tree Type / Species

Information below is also to be completed before the application will be accepted. Failure to complete all the details will result in the application being delayed or rejected. Indicate number of trees effected, describe the extent of work (prune, removal, transplant, other) and reasons for works.

	Tree Type (species)	Remove ✓	Prune ✓	Reason
1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Notes:

Site Plan

- Show the position of all buildings, boundaries and other relevant structures within the box provided (if insufficient space, please attach a site plan)
- Indicate the approximate location of the tree/s listed
- Indicate the front and rear of property
- If necessary, identify tree/s by tying a piece of string to the trunk
- Indicate street frontage
- Indicate the approximate direction of north



Section 4 – Additional Information

Have you previously applied for permission to remove or prune this tree/s? Yes No

A Council Officer will need to inspect the tree/s on this site. Will access need to be arranged prior to the inspection? Yes No

Do you have unrestrained dogs? Yes No

Do you have locked gates? Yes No

Does this application relate to the removal of a tree/s for a proposed building? Yes No

If yes, please provide the DA number DA_____

Have you attached supporting information? Arborist Report Structural Engineer Report Other

Section 5 – All owners of the property must consent to this application

As the owner(s) of the property to which this application relates, I/we consent to this application being submitted, and we give authority for Council to enter the site to carry out inspections for this proposal.

Privacy and personal information protection notice: The personal information provided is collected for processing this application. The application lodged by you or information contained therein may be provided to members of the public in accordance with the provisions of the Government Information (Public Access) Act 2009. Supply of personal information is legally required and failure to supply could cause delay in your application.

Note: Each owner will need to sign in the space provided below or provide consent by the way of a separate letter. Where the owner is a company, the signature of two directors; a director and a secretary; or a single director where he/she is the sole director/secretary will be accepted. Please print the position held below the company name.

Name_____ Signature_____

Name_____ Signature_____

Name_____ Signature_____

Name_____ Signature_____

Check List for SEPP – Removal of a Tree or Vegetation

Part A

Click on the following link: <https://www.lmbc.nsw.gov.au/Maps/index.html?viewer=NVRMap>

Accept – click on “I want to” – choose “search address” – type in address of property – search. Subject land will appear in a Map. Is the subject land in a grey shaded area?

Complete Part B

No Is the land clearing for a development proposal?

Yes Apply to Council for a Development Application

No Apply to the Local Land Services for advice and assessment

Part B

Note: A permit is not required for any living tree in an urban area that is:

- a) Listed as an undesirable plant in section 5.2.3 of the DCP (See page 5 of this form)
- b) Of a height less than 8m, unless it is a Species of Local Conservation Significance as identified in section 5.2 of the DCP

	Information Required	Yes	No	Unknown
1	Is the tree height less than 8m?			
2	Is the native vegetation located in a wetland?			
3	Is the tree, irrespective of size, listed in a Register of Significant or Heritage trees?			
4	Is the clearing of vegetation a requirement for future development?			
5	Was the vegetation planted as a condition of development?			
6	Is the clearing of vegetation being carried out under the RFS 10/50 Code?			
7	Is the vegetation in the Conservation Area of the City? (See DCP, Section 3.3. refer map 3.3)			
8	Is the cleared vegetation part of an Aboriginal object or within an Aboriginal Place of significance?			

No If you have answered “no” to all of the above questions, proceed with application

Yes If you have answered “yes” or “unknown” to any questions, please see the Duty Planner for assistance

Guideline Information

Vegetation means a tree or other vegetation, whether or not it is native vegetation – See DCP 5.2

Notes for table above:

- a) A “yes” answer to Q2 requires the application to be referred to the Town Planners for assessment
- b) Q3 refers to the maps under the 2010 DCP
- c) Q4 refers primarily to land in the R5, RU2, RU4 and RU6 2010 zones

INFORMATION SHEET FOR PERMIT TO CLEAR VEGETATION (Trees)

Please read this information sheet carefully before filling out the Permit to Clear Vegetation (Trees) form.

Permit to Clear Vegetation (Trees) form:

- The permit form is to be signed by the property owner(s)
- A non-refundable permit fee applies
- If the tree is located on a common boundary, all parties that have joint ownership of the tree are to sign the permit form
- If the permit is in relation to any proposed or current development, building or subdivision application, you are still required to complete and lodge this permit form and pay the permit fee. The assessment will be carried out in conjunction with the relating Development Application
- A request to prune or remove a tree to eliminate the shedding of leaves or to enhance a view will not be considered
- In some situations Council may request an additional report by a suitable qualified arborist or structural engineer at the applicant's expense to support the permit

Neighbouring Trees:

Council may give consent to prune a neighbours' tree that is overhanging your property. Pruning can only be undertaken back to your property boundary. Council does not get involved in neighbour disputes. In such situations, the parties involved should contact the Community Justice Centre. Following is a link to their website:

http://www.cjc.justice.nsw.gov.au/Pages/cjc_what_is_mediation/com_justice_neighbours.aspx

Work Quality and Method:

Any approved tree works are to be carried out in accordance with the Australian Standards "Pruning Amenity Trees" (AS4373-2007) and "Protection of Trees on Development Sites" (AS4970-2009)

A Permit is not Required for the Following:

- Street tree, Park tree or Reserve tree not related to a DA
 - If the tree in question is a street tree, or located in a park or reserve, a request for assessment of the tree can be made online at Council (see links below), or by telephoning Customer Service on 1300 292 442.
- Dead Tree – these can be removed without approval

Street tree: (For requests for street tree pruning or removal, fallen branches, vandalism etc.)

<https://eservices.wagga.nsw.gov.au/P1/eRequest/SubmitRequest.aspx?f=%24P1.ECR.SUBMIT.MNT&Group=CRTrees&GroupCategory=CROnline>

Park or Reserve: (For any tree issues as above that are located in a park or reserve)

<https://eservices.wagga.nsw.gov.au/P1/WWCustom/GuestHome.aspx?r=WW.P1.WEBGUEST&f=WW.P1.EPR.GHOME.VIW>

Overhead Power Lines:

For trees impacting on electrical service wires within your property, contact Essential Energy on 13 20 80

Once lodged, your application will be given a Customer Reference Number

Your application will be assessed within twenty eight (28) working days

The trees listed below are undesirable plants/noxious weed species, and are identified by their botanical name (common names are provided as reference only). Cultivated varieties (cvs.) of the trees listed are not included for exemption.

Table 5.2.3 Undesirable plant species

BOTANICAL NAME	COMMON NAME
<i>Acacia baileyana</i>	Cootamundra wattle
<i>Acacia nilotica ssp.indica</i>	Prickly Acacia
<i>Ailanthus altissimus</i>	Tree of Heaven
<i>Cinnamomum camphora</i>	Camphor Laurel
<i>Cotoneaster spp.</i>	Cotoneaster species
<i>Crataegus monogyna</i>	Hawthorn
<i>Fraxinus oxycarpa</i>	Desert Ash
<i>Ligustrum lucidum</i>	Broad-leaf Privet
<i>Ligustrum sinense</i>	Small-leaf Privet
<i>Olea africana</i>	African Olive
<i>Melia azedarach</i>	White Cedar
<i>Nerium oleander</i>	Oleander
<i>Phoenix canariensis</i>	Canary Island Date Palm
<i>Pinus radiata</i>	Radiata Pine
<i>Prunus cerasifera 'Nigra'</i>	Flowering Cherry Plum
<i>Robinia pseudoacacia</i>	False Acacia
<i>Salix spp.</i>	Willows
<i>Schinus species</i>	Peppercorn Tree
<i>Syagrus romanzoffiana</i>	Cocos Palm
<i>Tamarix aphylla</i>	Athel Pine
<i>Washingtonia filifera</i>	Desert Fan Palm