

Permit to Clear Vegetation (Trees)

State Environmental Planning Policy (Biodiversity and Conservation) 2021 – Part 2.2 Vegetation in Non-Rural Areas 2021 (SEPP)

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

- This form relates to trees on private property only. For Street (Public) Trees please [Submit a Street Tree request](#).
- 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.
- A request to prune or remove a tree to eliminate the shedding of leaves or to enhance a view will not be considered – removing trees is generally not considered unless they are diseased, dying or dangerous.
- 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.

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

Note: Your application will be assessed within **twenty-eight (28) working days.**

A Permit is Not Required for the Following:

Dead trees: these can be removed without approval (this only applies to lots less than 0.2ha in size).

Street trees: for requests for street tree pruning or removal, fallen branches, vandalism etc.

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.

[Submit a Street Tree request](#) | [Submit a Park or Reserve request](#)

Undesirable plants as listed in section 5.2.3 of the [DCP 2010](#).

Trees of a height less than 8m, unless it is a Species of Local Conservation Significance as identified in Table 5.2.2 in Section 5.2 of the [DCP 2010](#).

Overhead power lines: for trees impacting on electrical service wires within your property, contact Essential Energy on 13 20 80.

Neighbouring trees: Council does not get involved in neighbour disputes. In such situations, the parties involved should contact the [Community Justice Centre](#). Refer to [DCP 2010](#), Section 5, Section 5.2 for exempt pruning.

Section 1 – Applicant Details

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

Name:

Company:

Address

.....

Email:

Phone:.....

Signature

Section 2 – Site Details

Address

Suburb:

Legal Description (Lot & DP): Zone:

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 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Notes:

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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.

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

Note: Trees SHOULD be included on a development application. This process is not intended to fast track the process and may delay your application. Additional fees may also apply.

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 it could cause a 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:

Name: Signature:

Office use only

TP: Amount Due: Date:

CSO: Rec No:..... DA No:

Note: Council does not accept application without payment

Checklist 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 the Terms & Conditions → click on “Start” → choose “search address” → type in address of property → Search → The subject land will appear in a Map. Is the subject land in a grey shaded area? If **YES**, complete **Part B**.

If **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 2010
- b) Of a height less than 8m, unless it is a Species of Local Conservation Significance as identified in table 5.2.2 in Section 5.2 of the [DCP 2010](#).

| | 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 2010 , Section 3.3. refer Map 3.3) | | | |
| 8 | Is the cleared vegetation part of an Aboriginal object or within an Aboriginal Place of significance? | | | |

If you have answered “**NO**” to all the above questions, proceed with application.

If you have answered “**YES**” or “**UNKNOWN**” to any questions, or if you would like further information please contact Council’s Tree Planning and Management Supervisor on telephone 1300 292 442.

Guideline Information

Vegetation means a tree or other vegetation, whether it is native vegetation or not – See [DCP 2010](#), Section 5.2.

Notes for table above:

- a) Q3 refers to the maps under the [DCP 2010](#).
- b) Q4 refers primarily to land in the R5, RU2, RU4 and RU6 2010 zones.