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**Lodgement Options**  
Mail: PO BOX 42 GUNNING NSW 2581  
In person: Crookwell Office, 44 Spring Street, Crookwell  
Gunning Office, 123 Yass Street, Gunning  
Opening Hours: 9am – 4pm Monday to Friday

# TREE REMOVAL PERMIT

**Issued under State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017**

Use this form to apply for **consent to remove / prune / lop trees and/or vegetation in Non-Rural Areas**. Please place a mark in the relevant boxes and fill out all appropriate blank Steps. Ensure you have submitted all relevant information to minimise delays. Once your application has been assessed you will be advised in writing of Council's determination

## STEP 1 LAND ON WHICH THE TREES ARE LOCATED

*Where the application involves multiple allotments all lot details must be provided.*

House No.	Street	
Suburb or Town		Postcode
Lot No.	Section (if applicable)	Deposited Plan (DP)

## STEP 2 DETAILS OF THE APPLICANT/S

*Anyone can submit an application 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 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.*

Name/ Company Name	
Contact Name (in the case of a Company)	
Postal address	
Email	
Mobile	Daytime Telephone

## STEP 3 PROPOSED REMOVAL/LOPPING/PRUNING TO BE CARRIED OUT

Remove: trees	Lop/prune: trees
Description of trees (ie. species, height and approximate age)	

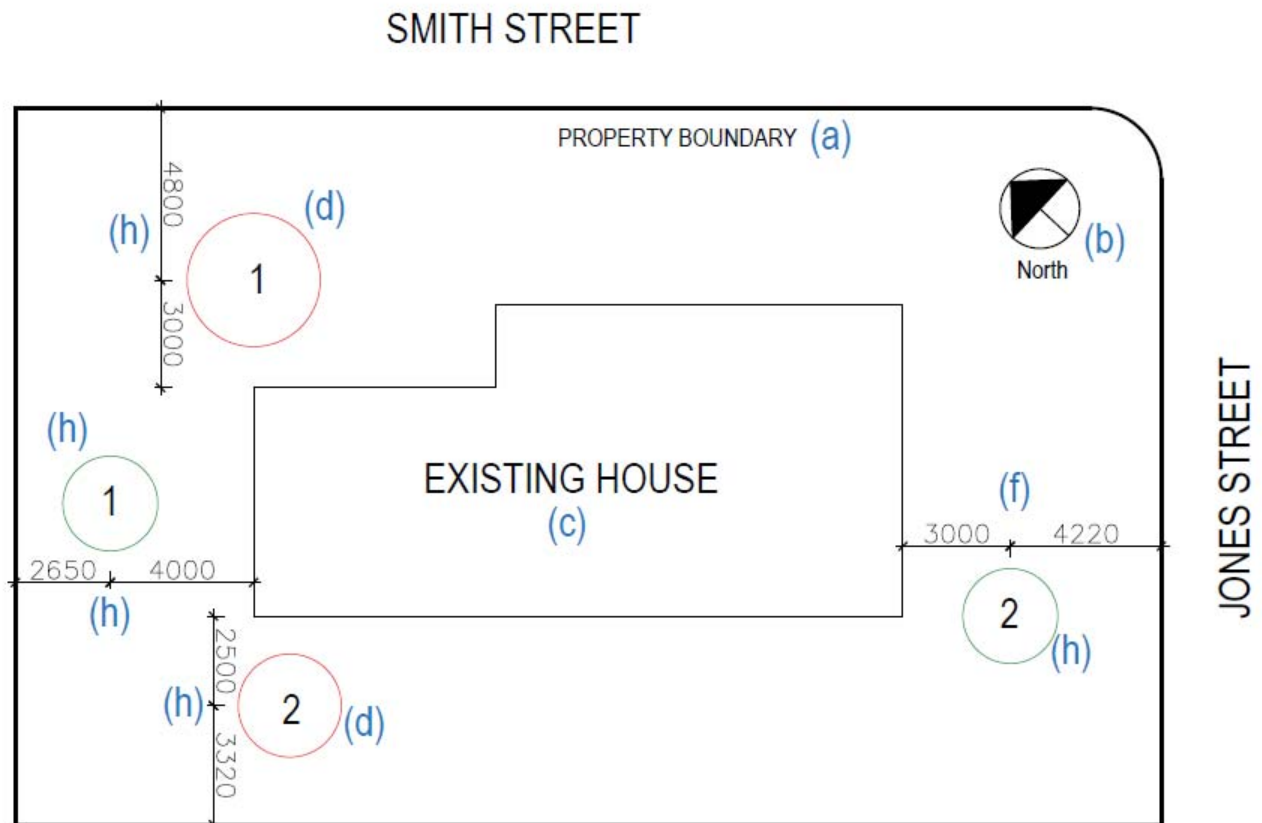
### Reason for Application: (Please tick appropriate box(s))

- The tree is within 3 metres of/or overhanging a dwelling
- The growth habit (crown or root) or mature size of the tree(s) is undesirable in a given situation The tree is interfering with, or may interfere with, the efficiency of a solar appliance
- The tree is causing damage to public or private utilities and services The tree is in an overcrowded situation
- The tree is in an unsuitable situation (i.e. under power line, on top of retaining wall or bank)
- Other (If so, please provide details below)

Details of other reasons for proposed tree removal

#### STEP 4 PLANS OF THE LAND AND TREES FOR REMOVAL/LOPPING/PRUNING

You need to provide a plan to Council showing location of nominated tree(s). You may also need to show boundaries of site, street name, house no., all buildings and structures, driveway and paths, overhead cables, fences, subject tree(s), north point and adjoining property buildings. Refer to the example below.



Trees for removal  
1. Eucalypt  
2. Pear

New trees to be planted  
1. Silver Birch  
2. Silver Birch

Lot 1 DP 1011100  
Dated 1/1/2018

#### TREE REMOVAL SITE PLAN

SCALE 1:200

Key features for sample site plan

- (a) Show all property boundaries and the street frontage
- (b) Provide a North Point
- (c) Show the footprint of the existing buildings on the property
- (d) Show the location of trees for removal
- (e) List number and species of trees for removal
- (f) Show the location of trees to be planted
- (g) List the number and species of trees to be planted
- (h) Show the dimensions between centre of trees and property boundaries and buildings
- (i) Provide a plan title and property address
- (j) Provide the lot number, DP number and date

#### STEP 5 REPLACEMENT TREES TO BE PLANTED (WHERE APPLICABLE)

List number, species and height of trees to be planted:

## STEP 6 PRIVACY POLICY

The information you provide in this application will enable us, and any relevant state agency, to assess your application under the Environmental Planning and Assessment Act 1979 and other applicable State Legislation. If the information is not provided, your application may not be accepted.

If your application is for designated development or notified development, it will be available for public inspection and copying during a submission period. Written notification of the application will also be provided to the neighbourhood. You have the right to access and have corrected information provided in your application.

Please ensure that the information is accurate and advise us of any changes.

## STEP 7 PRIVACY NOTIFICATION

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). The intended recipients of the personal information are officers within Council, data service providers engaged by the Council from time to time and any other agent of Council.

If you cannot provide, or do not wish to provide, the information sought, the Council may be unable to process your application.

You may make application for access or amendments 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 PPIPA.

## STEP 10 SIGNATURE OF ALL OWNER/S

### ALL OWNERS OF THE LAND TO FOR WHICH TREE REMOVAL PERMIT IS LODGED MUST SIGN THE APPLICATION

- If you are not the owner of the land, you must have all the owner/s sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority.
- If Council is the owner of the land, you will need to obtain owners consent prior to lodging the development application.
- If the land is Crown land, an authorised officer of Department of Industry – Crown Land, must sign the form

***As the owner/s of the above property, I/we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.***

Owner Signature	Owner Signature
Name	Name
Date	Date

## STEP 8 SIGNATURE OF ALL APPLICANT/S

*By signing this application, you are acknowledging that you have read the notes and instructions on this form, and have included all the requested information as it applies to this application.*

Signature	Signature
Name	Name
Date	Date

## PAYMENT OPTIONS

Council accepts payments by cash, cheque, money order, eftpos or credit card (Visa and Master only) at Council's Administration Office. All cheques are to be made payable to **Upper Lachlan Shire Council**. Should you wish to mail your application package to Council and wish to use the credit card facility, please download a Mail Order/Telephone Order credit card processing form which can be found at <https://www.upperlachlan.nsw.gov.au/planning/forms-checklists> or alternatively enclose a cheque or money order.

**2022/2023 FEE \$110.00**

**T 295**

**01.43001.1100.128**

## LODGEMENT CHECKLIST

- 3 copies of the tree removal plan** - including all details noted in Step 5
- Colour photograph/s of tree/vegetation proposed to be removed/lopped**
- Application fees** - required for all applications
- Tree Removal Permit Form**