


# TREE AND VEGETATION MANAGEMENT APPLICATION FORM




**LODGEMENT OF APPLICATION: You can lodge for your application via:**


[customerservice@huntershill.nsw.gov.au](mailto:customerservice@huntershill.nsw.gov.au)

 **Email:** A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined on tax invoice.

Hunters Hill Council, 22 Alexandra Street, Hunters Hill.

 **Council:** 8.30am - 4.30pm, Monday – Friday.

**Payment by CHEQUE OR CARD**

 **Mail:** Hunters Hill Council, PO Box 21 Hunters Hill NSW 2110.

**Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply

## Which Application A or B (please tick applicable box)

<b>A</b>	For removal of "prescribed vegetation within a heritage conservation area or that is a heritage item or located on a heritage property.	Development Application	<input type="checkbox"/>
<b>Note:</b>	DA Notification cost of \$200 applies		
<b>B</b>	All management of 'prescribed vegetation' (removal and/or pruning) not covered by point A above.	Permit Application	<input type="checkbox"/>
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. <i>Prescribed Vegetation is listed under clause 2.3.3 of Hunters Hill Consolidated Development Control Plan 2013. The full clause is provided as Attachment 2. Trees are prescribed vegetation if they have a height of 4 metres or greater or a stem diameter of 200mm or more measured 1.4 metres above ground level (existing)</i></li> <li>2. <i>If your property is not a heritage item Hunters Hill Consolidated Development Control Plan 2013 lists 27 species of tree that can be removed or pruned without involving Council. For five of the listed exempt species the exemption only applies if the trees are 10 metres or less in height. The exemption list is provided as Attachment 1 to this form.</i></li> <li>3. <i>Before you visit Council with your application please read the section of this form, "Requirement for supporting information".</i></li> </ol>		

## Fees and Charges

Tree Removal	2021/22 Fee	Number of Trees
Application to remove 1 tree	\$94.00	
Second and each additional tree	\$34.00	
<b>Tree Pruning</b>		
Pruning of 1-5 trees	\$34.00	
Pruning of 6+ trees	\$44.00	
DA Notification (Standard Fee)	\$200.00	
Review of Determination (Tree Permit)	\$67.00	
<b>Total</b>		

Applicant details					
Title:		First Name:		Surname:	
Address:					
		Suburb:		Postcode:	
Contact Number:					
Email Address:					
Signature:					

Property details where tree(s) are located:			
Unit No:		House No:	
Street:			
Suburb:		Postcode:	
DP No:		Lot No:	
Strata Plan:		Map(s) Attached:	

Development Application			
Is there a current Development Application (DA) lodged with Council which includes the removal of the subject tree(s)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, this form must not be lodged.</b> This is part of the Development Application process. Has there been a previous development consent issued with a condition requiring the retention of the subject tree(s)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, this form must not be lodged.</b> An s.4.55 application is required to modify the conditions of consent. Please refer to the Duty Planner for clarification.			
Is the property identified as a Heritage Item or located within a Heritage Conservation Area under Schedule 5 of the Hunters Hill Local Environment Plan, 2013?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>If YES, this form must not be lodged.</b> Development consent is required for pruning or removal of the subject tree(s), in accordance with clause 5.9 (7) if the Hunters Hill Local Environment Plan, 2013. Please refer to the Duty Planner for clarification.			

Access to property			
Will council need you to be present to get access to the trees?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Is there a dog at the property? (If so, please ensure dog is restrained)	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Please Note:</b> If an appointment will need to be made, delays are possible			

**Consent of All Owner(s) - Essential**

Every owner of the vegetation must sign this form. *Where vegetation is on the boundary line between two neighbours, the consent of **both** property owners is required.* If the owner is a corporation, the form must be signed by the authorised director and the common seal must be stamped on this form. If the property is a unit under strata title or a lot in a community title, in addition to the owner’s signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairperson or secretary of the Body Corporate or the appointed managing agent. Also a copy of the Body Corporate Minutes consenting the proposal must be attached.

Owner:		Owner:	
Signature:		Signature:	
Date:		Date:	

*As owner of the vegetation to which this application relates I/we consent to this application. I/we also give consent for authorised Council Officers or its agents, solicitors or consultants to enter our land to carry out inspections relating to this application.*

**Company Seal: If applicable**  
*Where owner is a company or owner’s corporation, a seal and/or ACN & ABN must be provided.*

ACN:		ABN:	
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Council will not accept or register the application if the consent of the owner(s) has not been provided.

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 (e.g. Power of Attorney, executor, trustee, company director, etc...).

**Development Consent History (To be completed by the owners)**

To the best of your knowledge is there a current development consent applying to the subject property that may be relevant to the assessment of this application?

Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	DA20		Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>	DA20	
Signature:						Signature:					
Date:						Date:					

**Fees and Charges – Please retain your receipt as proof of lodgement of the application**

See Council’s [Fees & Charges](#)

**NOTE:** Submission and/or payment of this application does not guarantee approval. An approved permit must be obtained prior to any pruning/removal of trees and vegetation.

## REQUIREMENT FOR SUPPORTING INFORMATION

Please note after an initial assessment of your application has been undertaken you may be asked to submit an arboriculture Report prepared by an AQF Level 5 Arborist. Examples of where an arboriculture report may be considered necessary to support an application include the following situations and/or species:

- (i) *Bushland* or individual plants which are bushland remnants, in particular vegetation that occurs on properties or sites which adjoin Buffalo Creek Reserve or Boronia Park Reserve.
- (ii) Plant species that are listed as *rare*, *vulnerable* or *threatened* according to the Commonwealth *Environmental Protection and Biodiversity Conservation Act* or the NSW *Threatened Species Conservation Act*.
- (iii) Trees or vegetation on lands which the *Hunters Hill Local Environmental Plan 2012* defines as *biodiversity* or *high biodiversity significance*.
- (iv) Trees which are listed as a *heritage item*, or that are located upon a property which is listed as a *heritage item* according to the *Hunters Hill Local Environmental Plan 2012*.
- (v) Trees which are listed by the *Hunters Hill Significant Tree Register*.
- (vi) Requests under Section 8.2 of the *Environmental Planning and Assessment Act* for a review of the Council's determination regarding a previous application to remove or manage trees or vegetation.
- (vii) Removal, pruning, protection or transplanting of mature trees.

## PLEASE NOTE

- (i) If your application is for tree pruning and there are specific areas/limbs that you would like pruned, please outline these on this form so the assessor is aware of these when they are onsite conducting the inspection. In addition, photographs can be submitted to Council highlighting the area of the tree/specific limbs you are wanting to prune.
- (ii) If you have already sought advice from an arborist or a quote for pruning, please provide this supporting material as it will outline the scope of pruning works you are proposing.
- (iii) Any additional information provided with your application will help expedite the assessment process and help avoid delays.
- (iv) If you are unhappy with the determination for a Tree Permit Application please note that a Review of Determination Fee is charged

**Proposed Work**

Property Address – Where vegetation is located:

Tree removal only	<input type="checkbox"/>	Tree pruning only	<input type="checkbox"/>	Tree pruning and removal	<input type="checkbox"/>
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#	Species/Common Name	Work Proposed	Reason	Estimated Height
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1				
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2				
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3				
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4				
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5				
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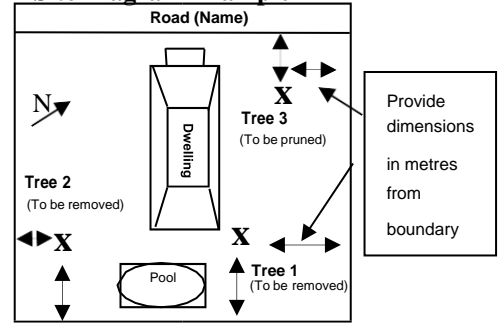
**Site Plan – Please draw below** The plan must show:

- A north point and road frontage
- Existing buildings and structures on the site
- The location of the subject vegetation
- The distance to the nearest boundaries from the vegetation to be pruned or removed
- Vegetation on the site diagram is to be numbered to correspond with the list on the previous page.

**Note:**

1. Council must notify your neighbours if you are lodging a Development Application. Your site diagram will form part of this notification. Please make sure **it is easy to read and use dark ink** so it photocopies clearly.
2. If you have a copy of an existing accurate survey plan, it is advised that you lodge a copy of the survey with this application form.

**Site Diagram Example**



**Site Plan**

Blank area for drawing the site plan.

<b>Checklist for Customer Service</b>				
Is it a heritage item?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is it in a conservation area?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Note:</b> If yes to any of the above customer needs to complete the 'DA-for pruning and removal of trees that is or forms part of a heritage items				
Are there any DAs on the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify DA no:				
The application has been checked and all the relevant information completed:				
CSO Name:		Signature:		

<b>OFFICE USE ONLY: Customer Service Officer</b>		
CSO Name:	CSO Signature:	Date:
Fee Paid:	Receipt No:	Event No:

<b>Checklist for Coordinator Tree Services</b>				
Are there DA conditions relating to retention/preservation of trees that form part of this tree pruning form?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Comments</b>				
Signature:		Date:		

## Excerpt from Hunters Hill Consolidated Development Control Plan 2013

### 2.3.3 Vegetation which is prescribed by this Plan

Management of Vegetation which is '*prescribed*' by this Plan requires a development consent or a permit from Hunter's Hill Council.

The following vegetation is *prescribed* by this Plan:

- (a) Any vegetation which has a height of 4 metres or more.
- (b) Any vegetation which has a stem diameter of 200mm or more, measured 1.4 metres above *ground level (existing)*.
- (c) *Bushland* or individual plants which are bushland remnants:
  - (i) On properties which adjoin Buffalo Creek Reserve or Boronia Park Reserve.
  - (ii) Including species that are listed as rare, vulnerable or threatened according to the Commonwealth *Environmental Protection and Biodiversity Conservation Act*, or the NSW *Threatened Species Conservation Act*.
- (d) Vegetation on lands which are defined by the *Hunters Hill Local Environmental Plan 2012* as having *biodiversity* or *high biodiversity significance*.
- (e) Trees which are listed as a *heritage item* by the *Hunters Hill Local Environmental Plan 2012*. (f) Trees which are listed by the *Hunters Hill Significant Tree Register*.

**Notes.** *Ground level (existing)* is defined by the *Hunters Hill Local Environmental Plan 2012*.

In this chapter, *bushland* is defined as vegetation which either is the remainder of natural vegetation upon the site, or vegetation which has been altered but remains representative of the site's natural vegetation in terms of structure and floristics.

A copy of the *Hunters Hill Significant Tree Register* may be obtained from the Hunter's Hill Council Administration Centre in Alexandra Street Hunters Hill, or downloaded at [huntershill.nsw.gov.au](http://huntershill.nsw.gov.au).



**Attachment 1**

If your property is not a listed heritage item the following species of trees may be pruned or removed without involving Council. Please note that for five of the listed species this is only the case if the trees are under 10 metres in height.

Table 2.1: Exempt species (extract from Hunters Hill Consolidated Development Control Plan 2013)

<b>Botanical name</b>	<b>Common name</b>
<i>Acacia baileyana</i>	Cootamundra Wattle
<i>Acacia podalyrifolia</i>	Mount Morgan Wattle
<i>Acacia saligna</i>	Golden Willow Wattle
<i>Acer negundo</i>	Box Elder
<i>Ailanthus altissima</i>	Tree of Heaven
<i>Cinnamomum camphora</i> (except where over 10m metres in height)	Camphor Laurel
<i>Celtis</i> spp. (except where over 10 metres in height)	Hackberry
<i>Cotoneaster</i> spp.	Cotoneaster
<i>Eriobotrya japonica</i>	Loquat Tree
<i>Erythrina</i> spp. (except where over 10 metres in height)	Coral Trees
<i>Ficus elastica</i>	Rubber Tree
<i>Gleditsia triacanthos</i>	Honey Locust
<i>Grevillea robusta</i>	Silky Oak
<i>Lagunana patersonii</i>	Norfolk Is. Hibiscus
<i>Ligustrum lucidum</i> and cvs	Large Leaf Privet
<i>Ligustrum sinense</i>	Small Leaf Privet
<i>Liquidambar styraciflua</i> (except where over 10 metres in height)	Liquidambar
<i>Musa cavendishii</i>	Banana
<i>Nerium oleander</i>	Oleander
<i>Olea europaea</i> ssp. <i>cuspidata</i>	African Olive
<i>Pinus radiata</i>	Radiata Pine
<i>Pinus eliottii</i>	Slash Pine
<i>Populus</i> spp. (except where over 10 metres in height)	Poplar
<i>Robinia pseudoacaia</i>	Black Locust
<i>Salix</i> spp.	Willow
<i>Schefflera actinophylla</i>	Umbrella Tree
<i>Syagrus romanzoffianum</i>	Cocos Palm