

VEGETATION REMOVAL APPLICATION

Application to prune / remove trees

If the land is zoned rural (RU1, RU2, RU6) contact Local Land Services for approval

1. Details of the Applicant

Preferred Method of contact ☐ Mail ☐ Email

Mr ☐ Miss ☐ Mrs ☐ Other ☐

Given name (or A.C.N)

Family name (or Company Name)

Unit/Street No.

Street Name

Suburb

Postcode

Daytime Telephone

Mobile

Email

2. Owner's Consent - Where there are 2 owners both signatures are required. (for Strata Buildings, the Consent of the Owner's Corporation [formerly the 'Body Corporate'] is required).

- For trees located on a shared boundary, consent of both owners is required.
- It is the applicants responsibility to notify the property owner before any overhanging pruning works are carried out, not council.

Mr ☐ Miss ☐ Mrs ☐ Other ☐

First Name

Family Name (or Company Name)

Unit/Street No.

Street Name

Suburb

Postcode

Date

Date

Date

Owner's Signature

Owner's Signature

Owner's Signature

Name

Name

Name

Position In Company

Position In Company

Position In Company

3. Address of where trees are located

Unit/Street No.

Street Name

Suburb

Postcode

4. Property Access

Is there a dog on the property? If yes refer to fact sheet ☐ Yes ☐ No

Will Council need you to be present to gain access to the tree(s)? ☐ Yes ☐ No

Do you wish to be present during the inspection? ☐ Yes ☐ No

Have you used tape or non-invasive methods to identify nominated trees on site? ☐ Yes ☐ No
Failure to do so may delay application process

Please note: If an appointment is required, this will need to be made, delays are possible

5. Tree Species, Proposed work and Reason for Request

	Tree Species	Removal/Prune	Reason for Request
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

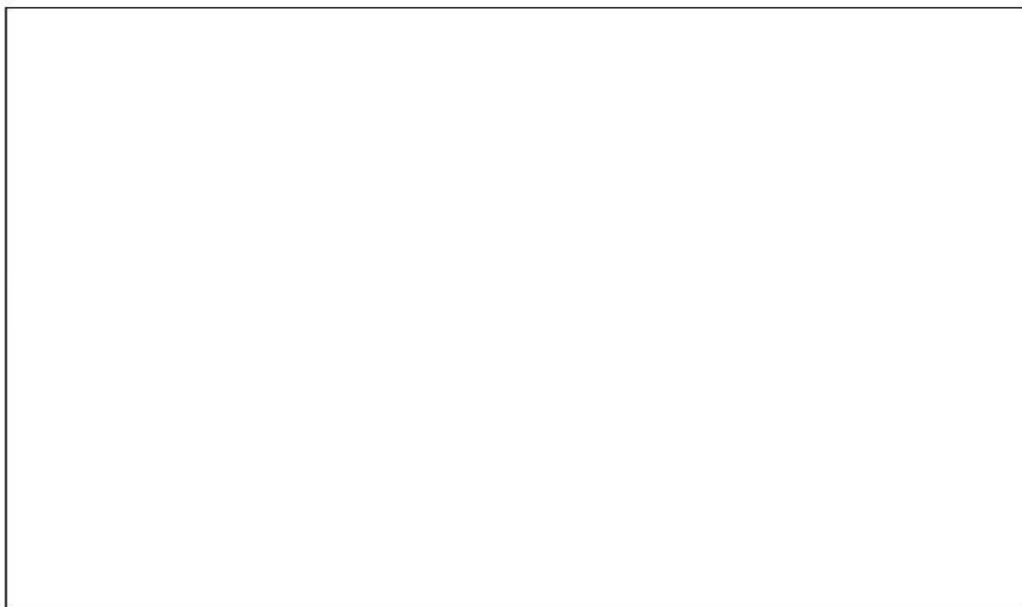
6. Site Plan – Must be completed as per sample site plan shown in Fact sheet

The plan must show:

- Existing building and structures on the site
- The location of the subject tree(s)

Note: Where there is more than one tree to be pruned/removed, the trees are to be suitably numbered to correspond to section 5.

Site Plan



Site photos: Attach any photos of the tree(s) and areas of concern

7. Standard Conditions

Approval is hereby given to you to carry out the tree work as itemised in the approval, subject to the following:

1. Council approvals for pruning or removal are valid for two years from date of response, meaning that works must be carried out within this timeframe or additional approval will be required.
2. Waste material resulting from the removal or pruning is to be removed from the site so as not to create a harbourage for vermin or constitute a fire hazard.
3. All pruning must be carried out to the Australian Standard 4373 'Pruning of Amenity Trees'.
4. All pruning and removal works must be carried out by a Cert. 3 Qualified Arborist (AQF Level 3).
5. All trees must be replaced with a suitable replacement tree with a mature height of no less than 4 metres. Please note replanting does not have to be in same location as the removed tree. It can be moved to a more suitable location on your property and must not be species listed as an exempt species in [Section 21.1 of Council's DCP](#).

For more information on dispute resolution go to Trees (Dispute Between Neighbours) Act 2006.

8. Disclaimer

Declared Vegetation: Vegetation is declared in accordance with the SEPP, if it meets any one or more of the following criteria:

- a) Is 5 metres or more in height
- b) Has a trunk diameter of 30 cm or more at natural ground level
- c) Is a hollow bearing tree where the hollow is being used for shelter, roosting or nesting
- d) It is a requirement of a Development Notice of Determination Consent that the vegetation is to remain.
- e) Any vegetation listed as a threatened species as defined under clause 1.6 of the Biodiversity Conservation Act 2016 (BC Act) or other relevant legislation. For further information please refer to Chapter 21 of the Shellharbour Development Control Plan [Shellharbour Development Control Plan \(DCP\)](#)

Where the nominated tree(s) are identified as heritage items, the application must be accompanied by a Tree Report prepared by an independent Arborist with a minimum Level 5 qualification under the Australian Qualifications Framework. The report must provide a detailed assessment of each tree's health, structural condition, and any other relevant factors that support the proposed works. This requirement applies to both pruning and removal requests.

9. Privacy Statement

Under the Government Information (Public Access) Act 2009 we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

10. Declaration

- I acknowledge that no work can be carried out until a permit has been issued by Council.
- I have read and fully understand all the information contained in this application and undertake that all information is true and correct.
- I understand I must inform neighbouring properties prior to undertaking any pruning works if the trees are on a neighbouring property
- I hereby give council permission for a Tree Management Officer to enter the property to undertake an inspection.

Owner's / Applicants Signature:

Date:

11. Im not happy with the decision on the permit. What can I do?

If justification for removal is not found and the applicant is dissatisfied with Councils determination, a request for review of the determination can be addressed in writing within 6 months from the date of issue on the original permit. If a request for review is lodged this does not automatically grant approval.

Any review must be supported by relevant documentation from an appropriately qualified consultant such as an arborist/ structural engineer, depending on the reasons for this request. In some circumstances and appeal with the Land and Environment Court can be lodged.

If you are not satisfied with Council's decision, a request for a review of the determination can be addressed in writing within 6 months from the date of the original request. Please visit the below link for additional information: <https://www.shellharbour.nsw.gov.au/environment/trees/review-tree-removal-decisions>

12. Land Zoning and Development Application Information

Land Zoning

☐ Residential (R2, R3, R5)

☐ Employment (E1, E2, E3, E4) or Business/Industrial (B1-B5, IN1, IN2)

☐ Conservation (C2, C3, C4)

Is the land on the Biodiversity Values Map? If yes, contact Environment Fees and Charges (GST exempt)

☐ Yes ☐ No

Development Application Information

Is there a current Development Application either under review or approved for the property? ☐ Yes ☐ No
If Yes, Please provide Development Application Number:.....

13. Customer Service Checklist

Paid by: Cheque ☐ EFT ☐ Cash ☐

Amount: Receipt Number:

Date: Received: Mail ☐ Counter ☐

14. Fees and Charges

For a listing of applicable fees to accompany this application please refer to Council's Fees & Charges which can be downloaded [here](#).

Vegetation Removal Category	Trees
Vegetation Removal Application	<input type="checkbox"/> 1-5 Trees
Vegetation Removal Application	<input type="checkbox"/> 6-10 Trees
Vegetation Removal Application (Pensioner)	<input type="checkbox"/> 1-10 Trees