

VEGETATION REMOVAL APPLICATION

Application to prune/remove trees

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

P&R Application	
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1. Details of the Applicant

Mr	Mrs	Miss	Other
Given Name or ACN			
Family Name or Company Name			
Unit/Street No		Street Name	
Suburb		Postcode	
Email			Contact No.

2. Owners Consent

All owners of the property are required to sign this section – for example, 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 by signing and affixing the Strata Plan Stamp/Seal).

- 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	Mrs	Miss	Other
First Name		Family Name or Company Name	
Unit/Street No		Street Name	
Suburb		Postcode	
Date		Date	
Owners signature		Owners signature	
Name		Name	
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?	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? Failure to do so may delay application process	Yes	No

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

No.	Trees 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 & Photos – Attach any photos of 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).

Offset Planting

If removal is approved, you will need to either; (please tick your preference)

Plant a replacement tree(s) on your property with a suitable replacement tree with a mature height of no less than 4 metres- **Replacement trees must be planted within 6 months of removal**. Please note that replanting does not have to be in the 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](#) or

Pay a fee of \$26 (per tree) for Council to replant the tree(s) on public land (refer to Council's fees and charges [here](#).)

The number of replacement plantings or fee required will be guided by the below retention value of the tree(s) being removed. This is determined through a recognised arboriculture assessment method undertaken by Council.

Offset Ratios Based on Retention Value

Retention Value	Offset Ratio	Example Requirement
Low	1:1	1 Replacement Tree
Medium	2:1	2 Replacement Tree
High	3:1	3 Replacement Tree
Very High	4:1	4 Replacement Tree

8. Disclaimer

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

- Is 5 metres or more in height
- Has a trunk diameter of 30 cm or more at natural ground level
- Is a hollow bearing tree where the hollow is being used for shelter, roosting or nesting
- It is a requirement of a Development Notice of Determination Consent that the vegetation is to remain.
- 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 a nominated tree(s) are a heritage item, the application must include a Tree Report prepared by an independent AQF Level 5 Arborist. The report must assess the tree's health, structural condition, and any factors relevant to the proposed pruning or removal.

9. Privacy Statement

Privacy Protection Notice

The information on this form is being collected by Shellharbour City Council for the purpose of processing your Vegetation Removal Application. Your personal information will be used by Council staff. If the requested information is not provided, Council may be unable to fulfill this request. All Council held information will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's Privacy Management Plan or contact Council on 4221 6111 for more information.

10. Declaration

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Owner's / Applicants Signature:		Date	
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11. I'm 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 Council's 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 a level 5 arborist report/ structural engineer depending on the reasons for this request. In some circumstances an appeal with the Land and Environment Court can be lodged.

Please visit the [website](#) for additional information.

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

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-Related Tree Works (DA/CDC)

Is the proposed tree work required for a current or future Development Application (DA) or Complying Development Certificate (CDC)?

Yes - This reasoning is not the correct pathway. Contact your certifier, lodge a DA, or request a DA pre lodgement meeting

Yes

No - Proceed with this application

No

13. Customer Service Checklist

Paid by: Cheque EFT Cash

Amount Receipt Number

Date Received by 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	1-5
Vegetation Removal Application	6-10
Vegetation Removal Application (Pensioner)	1-10