



Application to Prune or Remove Trees on Private Property

Before completing this form, read Council's website for information on Council's DCP.
www.kmc.nsw.gov.au/Services_facilities/Basics/Trees

IMPORTANT INFORMATION

- An application must be submitted for each property on which you require a tree assessment.
- Providing supporting documentation will assist Council in determining your application. eg. photos of the tree, a report on the condition of the tree from a qualified arborist, a building report from a structural engineer, a pest inspection report.
- Refer to the Tree Assessment Guidelines for Application to Prune or Remove Trees on Private Property.
- This is **not the correct application for tree works that are directly related to Development Applications or Complying Development**. Please Contact Council's Customer Service Centre for further information.

ADDRESS OF THE PROPERTY WHERE THE TREES ARE LOCATED

If a tree is jointly owned, (the trunk is on a shared boundary) consent from both property owners must be provided.

Unit No.	House No.	Street	
Suburb		Postcode	Nearest cross street
Is access to the tree prevented by locked gate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is there a dog on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	

By submitting this application, you are granting permission to the inspecting officer to enter the property for the purpose of tree assessment, without the applicant being present.

APPLICANT DETAILS The applicant is the person lodging the form. (Managing Agents see page 5)

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	
Company Name / Organisation	
Given Name	Family Name
Postal Address	
Suburb	Postcode
Email address	
Phone (Home/Business)	Mobile

Applicants signature (if not Owner)

OWNER DETAILS (For Strata properties, Company title, Body Corporate, Power of Attorney see page 5)

Name of Owner
Owner/s Signature
Email address

OFFICE USE ONLY

Request Reference:	Heritage Item / HCA	EEC
Receipt Number	RFS 10/50	Riparian Land
Records Document No	Blue Gum High	DA / CDC
Container	STIF	North TMO
	Biodiversity significance	South TMO

Ku-ring-gai Council

818 Pacific Highway, Gordon NSW 2072
 Locked Bag 1006, Gordon NSW 2072

Email kmc@kmc.nsw.gov.au
Website www.kmc.nsw.gov.au

Phone 02 9424 0000
Fax 02 9424 0001

Valid to 30 June 2018

TRIM 2017/167793

TREE DESCRIPTION

- Please **complete the table** below and **provide photos of each tree**.
- For application to remove more than 5 trees, please attach additional information; tree photos, arborist report, structural engineers or pest report.
- To assist in the identification of trees to be assessed, please mark the tree/s at the property with a ribbon/rope or non-permanent marking and number each tree to correspond with the information below.

Total Number of Trees (insert total)	REMOVE:	PRUNE:
---------------------------------------------	----------------	---------------

Tree 1 Remove Prune (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 2 Remove Prune (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 3 Remove Prune (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

Tree 4 Remove Prune (Please tick)

Have you submitted photos of the tree? Yes No

Tree type / Species:

Reason for Works:

SITE PLAN

- Provide a bird's eye view (aerial view) site plan/drawing of the property and mark the location of the trees (draw an **X** or a **circle** to show the location of the tree trunk)
- Include the direction North, property boundaries, street names, position of buildings, driveways, swimming pool and any other useful information to assist the inspecting Officer to locate the trees on your application.
- Trees must be labelled 'tree 1', 'tree 2' and correspond with the table on page 2

LODGEMENT

Applications can be lodged by returning the completed form, photos and attachments together with payment to:

In Person: Customer Service Centre, 818 Pacific Highway Gordon
 Email: kmc@kmc.nsw.gov.au
 Post: Ku-ring-gai Council
 Locked Bag 1006
 GORDON NSW 2072

FEES**Current until 30 June 2018**

Application Fees	Standard	Pensioners*
Tree removal application fee (one tree or one hedge ³)	\$84.00	\$40.00*
Tree pruning application fee (one tree or one hedge ³)	\$42.00	\$18.00*
Fee for each additional tree or one hedge ³ (pruning or removal)	\$13.00	\$13.00*

***Pension Concession Card must be produced**

Notes:

1. Payment must accompany this form in order for the application to be processed.
2. Fees paid are not refundable if permission is not granted.
3. A hedge is a group of 2 or more trees that are planted to form a hedge.

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**APPLICANT TO RETAIN THIS INFORMATION SHEET
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OWNER'S CONSENT – REQUIREMENTS	
Type of Owner/ Applicant	Required Documentation to be submitted with your application
Land Owner (Torrens Title)	Signature on page 1 of the form. Digital signatures are NOT accepted.
Land Owner (Company title)	Provide a letter that authorises you as a representative of the Company to lodge an Application to Prune or Remove Trees for the property. The letter must be on the Company letterhead.
Unit Owner (Strata)	Minutes of the recent Strata Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property.
Body Corporate	Minutes of the Body Corporate Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property.
Power of Attorney	Copy of the Power of Attorney documentation
Executor	Copy of the documentation that authorises the Executor
Council	If the tree is located on Council land, this application form is not the correct procedure to apply for tree works. Contact Council's Call Centre on 9424 0000.
Managing Agents	Current copy of the Managing Agent Agreement

Applications that do not provide the required Owner's Consent documentation are **invalid**, resulting in delays in the assessment of the application.

Processing of your application is unable to be progressed until the requested information is received.

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Tree Assessment Guidelines for Application to Prune or Remove Trees on Private Property

APPLICANT TO RETAIN THIS INFORMATION SHEET
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1 General

Council's Tree Management Policy requires tree work decisions to have a focus on retaining and protecting trees, unless there is strong justification for removal.

2 Criteria considered strong justification for tree removal or pruning

The following criteria are considered to provide strong justification for tree removal:

- 2.1 Where there is substantial evidence the tree is structurally unstable, and therefore, is a high likelihood of tree failure, and a high degree of hazard particularly where, but not limited to, trees located in proximity to a high target area (such as a dwelling, or regularly used external area), and remedial actions to mitigate hazards are not feasible or practical.
(An Arborist report and testing may be required for significant trees)
- 2.2 Where the tree is in poor and declining health with a Safe Useful Life Expectancy of less than 5 years with no reasonable options to mitigate or reverse the decline in health of the tree.
- 2.3 Where the tree is causing substantial and continuing structural damage to a dwelling or substantial structure, and remedial actions other than tree removal are not feasible or practical. (Evidence such as a structural engineering assessment may be required to support these criteria).
- 2.4 Where the tree is proven to be directly causing substantial personal ill health, such as severe allergies. This must be supported by specific expert medical evidence linking the health condition to the tree, and where all other reasonable medical or other solutions have been explored.

3 Considerations which may be justification for tree removal or pruning

The following considerations may be sufficient reason for approval of tree removal or pruning dependant on an assessment of the overall merit of the application and the significance of the tree:

- 3.1 Tree assessed as in general declining health or has poor form (eg. poor vigour, poor shape, heavily suppressed by other trees), vigour or structure with no feasible means to redress health or form issues.
- 3.2 A tree which has structural defects which, while not being hazardous, may render the tree only suitable for retention in the short term, particularly where the tree is not deemed significant and replacement may result in a better environmental outcome.
- 3.3 The tree produces fruit or other matter which may be hazardous to people and opportunities for remedial actions are not feasible, practical or reasonable, dependent on the type and frequency of actions required, the significance of the tree its location and the degree of potential hazard.
- 3.4 Pruning to improve form and vigour, or to alleviate a nuisance issue in a manner consistent with *Australian Standard for Pruning of Amenity Trees, AS4373 2007* and with other accepted horticultural practices.
- 3.5 Tree located in an unsuitable position where for example predictable typical growth potential will result in major damage to a dwelling or substantial structure and there are no practical means to mitigate such future damage.

4 Criteria not generally considered justification for tree removal or pruning

The following are common reasons for tree removal or tree pruning which would generally not be considered substantive by themselves, and would generally only be considered where they are proven to have significant health, safety, and hazard or property damage implications or where trees are in poor health (noted in 3.1 or 3.2)

- 4.1 Flower, leaf or fruit fall causing nuisance
- 4.2 Increase general natural light
- 4.4 Enhance views
- 4.4 Allow for a proposed development. Note: vegetation removal would be considered under the development assessment process, and is not a valid reason for removal under the DCP KLEP Part 13 Tree & Vegetation Preservation.
- 4.5 Reduce shade created by a tree
- 4.6 Reduce fruit, resin or bird/bat droppings on vehicles
- 4.7 Insect/animal nuisance

- 4.8 Minor lifting of driveways, paths and paving
- 4.9 Damage to fences due to branch failure
- 4.10 Minor damage to roof structures, outbuildings, garden structures, walls
- 4.11 Damage to underground services (such as sewer lines, water services) and where there are feasible alternatives to mitigate or solve problems and retain the tree, and the tree is significant
- 4.12 Construction of fences
- 4.13 Tree does not suit the existing or proposed landscape
- 4.14 Unsubstantiated fear of tree failure
- 4.15 To allow for landscape works
- 4.16 Tree removal for Fire hazard/hazard reduction, where land is not within the bushfire prone lands as defined by Council's Bushfire Prone Land Map. (Removal of Trees or other vegetation on bushfire prone lands for reasons of fire hazard would be dealt with by way of an application to Council for a hazard reduction permit under *Rural Fire Act*. Bushfire issues alone are not considered a reason for removal in lands not classified as bush fire prone).
- 4.17 Dropping of dead wood - deadwood may be removed as an exemption under the Order.
- 4.18 Tree too large or high
- 4.19 Pruning to reduce height except where a hedge.

5 Trees in Heritage Conservation Areas (HCA) or on Heritage Items

- 5.1 Works to trees considered by Council as not being of a minor nature or for the maintenance of the tree, or would adversely affect the item or HCA within those areas under the KLEP will require development consent. In such cases a development application will be required.
- 5.2 Information concerning minor works is available on Council's website.

Definitions:

Substantial evidence to indicate tree hazard and decline

Evidence of Tree hazard to include but not restricted to:

- Obvious instability of root plate, such as evidence of soil heave, loss of structural roots and root decay
- poor structural integrity of trunk due to significant wood decay, large cavities, internal cracking
- poor large branch attachments such as severe bark inclusions
- poor attachment of regrowth after lopping/storm damage

Evidence of Tree decline to include not restricted to:

- large areas of dieback of canopy, and poor live crown ratio (eg. <30%),
- dead and decaying wood in trunk
- sparse live canopy
- substantial epicormic growth on branches and trunk
- substantial insect attack
- multiple areas of wood decay lesions in branches and trunk

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METHODS OF PAYMENT

Credit Card* - complete the Credit Card Payment section below and submit with your application form.

Pay in person - at Council's Customer Service Centre, 818 Pacific Highway Gordon.
You can pay by cheque, credit card* or EFTPOS.

Cheque - Attach to your application form and post to:
Ku-ring-gai Council, Locked Bag 1006, Gordon NSW 2076

*A Merchant fee will apply if paying by Credit card.

CREDIT CARD PAYMENTS

Applicant Details	Full Name on Card
	Mailing Address
	Phone Number
Card Details	Card Type: Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/>
	Credit Card Number
	Expiry Date
Amount to be debited	\$
Signature	Cardholders Signature
Date	Date
Your privacy	The personal information you have supplied on this form is legally required and assists Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At any time you have access to view or correct any information you have supplied.
Office Use Only	CSO Initials: Date:
	Receipt No: