

## VEGETATION MANAGEMENT APPLICATION / PERMIT TO PRUNE / REMOVE / TRANSPLANT TREES

**Made under Section 2.10 and 2.11 of the State Environmental Planning Policy (Biodiversity and Conservation) 2021. Please note that information provided with this application will be public information and will be published on Council's website.**

<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">                 Number of trees to be inspected*             </div>	<b>Application Fee</b> ..... <b>\$39.00</b> + <b>Inspection Fee (1 to 3 trees)</b> ..... <b>\$208.00</b> = <b>\$247</b> <i>(Pensioners are exempt from this inspection fee)</i>
<b>Additional Fees</b>	
Each additional tree ..... \$41.50 On-site appointment ..... \$76.50 Review of determination ..... \$91.00 Exempt or Complying Development Certificate application SEPP2008 ..... \$485.00 <i>(including inspection + permit) – Full copy of plans, including site survey and drainage plans to be submitted with this Vegetation Management Application showing tree/s to be trimmed/removed</i>	
<b>Offset Fee for Replacement Planting</b> (per tree replanted as determined by Council):	
Standard ..... \$2315.00 Pensioner ..... \$463.00	

\*Where Council consents to the removal of an existing tree, it will require the replanting of trees at a ratio of 3:1

**Address of Property Containing Tree/s:** \_\_\_\_\_

**Applicant: I confirm my consent to receiving my Notice of Determination in an electronic format via email.**

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Pension Concession:  YES     NO    Card No: \_\_\_\_\_

Applicant's Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 (Home/Work/Mobile)

**Multiple Owners** – Every owner of the land must sign this form, or provide authorisation under separate cover (e.g. multiple individuals or multiple companies).

**Individuals** – If you are signing on behalf of the owner, as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence under separate cover (e.g. Power of Attorney, Executor, Trustee etc.).

**Strata Title and Community Title** – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature the common seal of the Owners Corporation must be stamped on this form over the signature of the owner and signed by the Chairman of the Owners Corporation or the appointed managing agent.

**Company** – If the owner is a company, a separate letter is to accompany this application stating acknowledgement and consent to this application. This letter is to be signed by an authorised director in accordance with the Company's Memorandum and Articles of Association.

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Email(s): \_\_\_\_\_

As owner of the land to which this application relates, I consent to this application. I consent to authorised Council Officers entering the land to carry out inspections relating to this application. I confirm my understanding of replanting requirements at a ratio of 3:1. I also confirm my understanding that Council officers will determine the viability of replanting at this ratio on the land and whether access to the Offset Replanting Scheme is available (fees apply).

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Without owner's consent we will not accept the application. This is a strict requirement for all applications.**  
 If unsure of the ownership, please contact Council's Customer Service on 9777 1000 for assistance.

**NOTE TO ALL APPLICANTS AND OWNERS:**  
**Council has a policy that prohibits Council Officers from accepting any gift, benefit or hospitality.**


**CHECKLIST FOR APPLICANTS**

- 1. Has there been a Development Application for any works on this property within the last five years?  Yes  No
- 2. Is this application required as part of Exempt & Complying Development (SEPP 2008)?  Yes  No
- 3.
  - Is the tree located on a property listed as a [Heritage Item](#), within a [Heritage/Conservation Area](#), and/or on Council's [Natural Heritage Register](#)?  Yes  No
  - Are you seeking to remove one or more trees?  Yes  NoIf the answer is "Yes" to both questions, you must [lodge a Development Application](#) to obtain consent in accordance with [Part G - Vegetation Management of Willoughby Development Control Plan \(WDCP\)](#)
- 4. Is the property located in a designated Bushfire Prone Land?  
**If unsure, contact Council on 9777 1000.**  Yes  No
- 5. Site Plan showing property, tree/s to be inspected, other affected trees, all relevant structures, site boundaries, and north point are completed.  Yes  No
- 6. The trees to be inspected have been clearly marked on the site plan; and on site with tape, ribbon or numbered tag.  Yes  No
- 7. Do you require an on-site appointment with the inspecting officer? (An additional fee is required - see Fees on first page). Please note if there are dogs on the property or locked gates blocking access, an appointment will be required.  Yes  No
- 8. Is the property containing the trees located in West Ward, if so please indicate if the tree/s for removal are either Sydney Blue Gum or Blackbutt or both.  Yes  No
- 9. Replacement Planting Plan showing property and intended location of tree/s to be replanted completed.  Yes  No
- 10. **Has supporting information been attached as per [Vegetation Management Guidelines](#)?**  Yes  No

OFFICE USE ONLY: Application No: \_\_\_\_\_

Zoning: \_\_\_\_\_ Conservation Area:  Yes  No Notification:  Yes  No

Fee: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

**SITE PLAN** (including northpoint eg:  )



= Trees (show all trees on site)



T1, T2 etc = Trees to be inspected

Address
Suburb

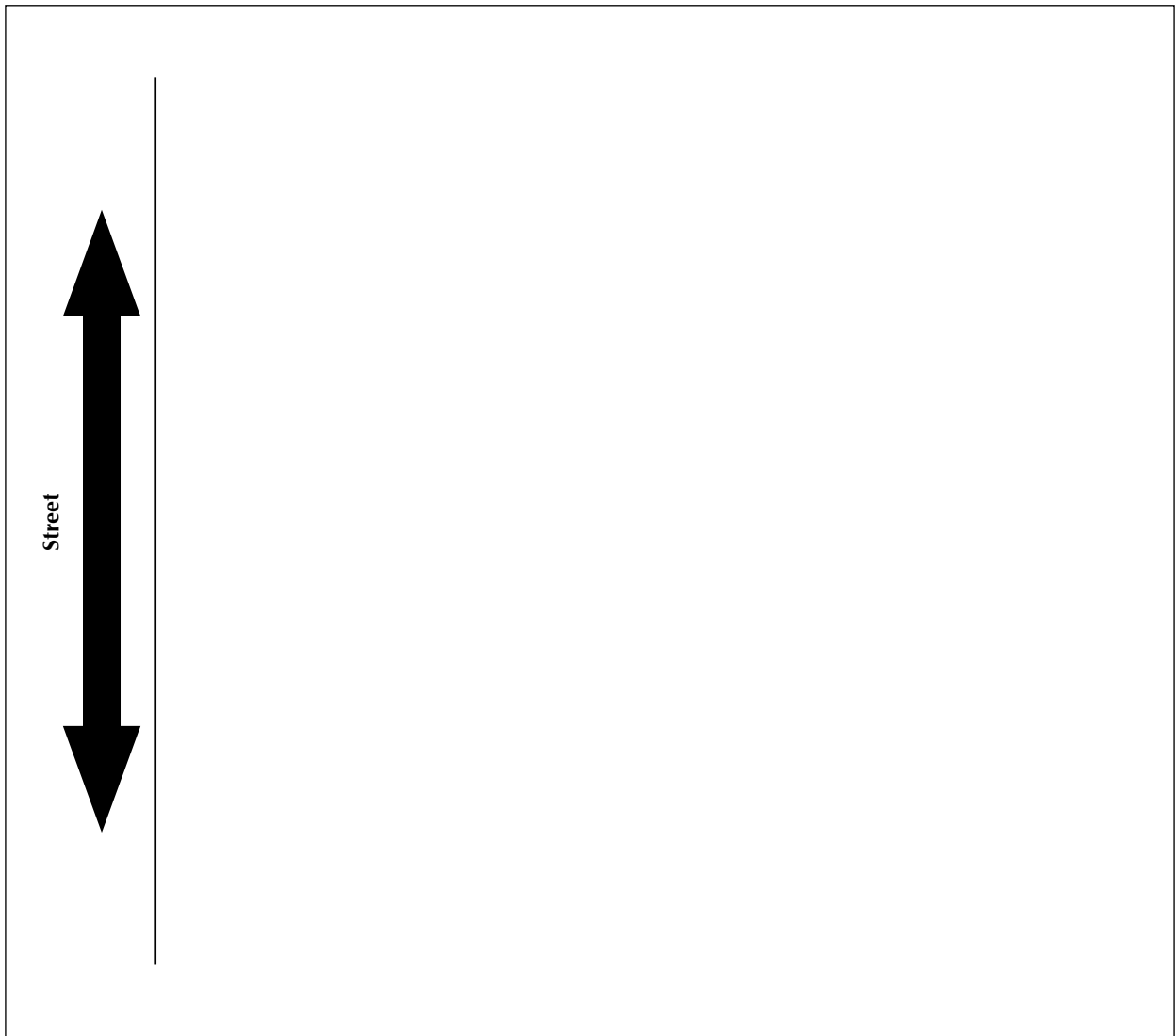
Tree ID Number onsite	Species and/or Common Name	Work requested	Reasons for request

Attach another page if necessary.

**\*Where Council consents to the removal of an existing tree, it will require the replanting of trees at a rate of 3:1. The owner of the property is responsible for all replanting requirements and fees associated with the removal.**

Is replacement planting on your property proposed?  Yes  No

If yes, provide location of site structures and number of each new tree in the diagram below.



Provide the tree number from the diagram above and provide the proposed species in the table below.

Tree Number	Common or botanical name, if known