LIVERPOOL CITY COUNCIL

APPLICATION FORM

Prune or Remove a Tree on a Private Property

Liverpool Local Environmental Plan 2008 Part 5, Clause 5.9 (3)

A

1 Applicant Details

Name

Company Name (if applicable)

Postal Address

Phone

Email

2 Owner Details

The same as Applicant Details
(Skip this part if 'Yes' is checked)

Yes ☐ No ☐

Name

Company Name (if applicable)

Postal Address

Phone

Email

3 Location

Street Address

Suburb

Lot Number

Deposited / Strata Plan Number

4 Proposed Work

Number of Tree(s) to be pruned

Number of Tree(s) to be removed

Reason for Pruning and/or Removing the Tree(s): (if appropriate, attach copies of supporting reports)

5 Required Documents

You are required to provide following information with this application:

☐ A site plan (Indicate trees to be removed/pruned, existing buildings, boundary fences and street frontage) or complete Part B of this form

6 Applicant's Consent and Declaration

I/we declare that all required documentation has been provided and is to an acceptable standard and are, to the best of my/our knowledge, true and correct.

Signature:

Date:

7 Owner's Consent and Declaration

Will it be necessary for the inspecting officer to make special arrangement for access into the property? Yes ☐ No ☐

Is there a dog on the property? Yes ☐ No ☐

Do you consent to receiving further information requests via email? Yes ☐ No ☐

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application.

I/we accept that all communication regarding this application will be through the nominated applicant.

Signature:

Date:

Owner(s) Consent Requirements

- 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 e.g. Registration of Power of Attorney, executor, trustee etc.
- Strata Title/Body Corporate – 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 following must be provided if any works are proposed on common property:
    - Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate

LIVERPOOL CITY COUNCIL

SITE PLAN SKETCH

Prune or Remove a Tree on a Private Property

Liverpool Local Environmental Plan 2008 Part 5, Clause 5.9 (3)

B

Site Plan Sketch

Indicate trees to be removed/pruned, existing buildings, boundary fences and street frontage. You may also attach a site plan to the application if preferred.

LIVERPOOL CITY COUNCIL

SITE PLAN SKETCH

Prune or Remove a Tree on a Private Property

Liverpool Local Environmental Plan 2008 Part 5, Clause 5.9 (3)

B

General Requirements

General information

- **No works to be commenced until permit is issued by Council**
- Council requires minimum ten (10) working days to assess the application and to provide approval following satisfaction of all Council requirements.

Processing and approval

- The immediate processing of requests is not guaranteed, and Council will not be responsible for the consequences caused by late applications or insufficient information.

Applicant's responsibility and compliance

- The owner is responsible for compliance with all the permit conditions including agents and subcontractors.
- A copy of the permit must be held at site and should be available for inspection.
- The applicant shall contact Council for amendments prior to the original approval expires. There after a new application is required.

Notes on Scheduled Fees

- Current Council fees and charges are available on Council's website (www.liverpool.nsw.gov.au/fees):
- All applicable fees and charges are payable in advance
- Fees collected for this permit will be used to fund tree planting projects within the Liverpool Local Government Area.

Refunds

- Request for refund of fees and charges should be made by the applicant in writing stating the reasons for the request, and

  Provide bank details for the refund, if approved.

How to lodge an application

All applications are accepted in following ways:

- Use a web-form at Council's ePathway Portal (https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/Web/Default.aspx); or
- Lodge at Liverpool CBD Customer Service Hub, Yellamundie, Lower Ground Floor, 52 Scott Street, Liverpool, NSW 2170.

Tree Preservation

Trees play a very important role and add many benefits to our environment by helping to enhance streetscapes, reduce climatic extremes, improve air quality, and provide habitat for wildlife.

Under the State Environmental Planning Policy (Vegetation in Non-rural Areas) 2017 (Vegetation SEPP) and the Liverpool Development Control Plan (Liverpool DCP), permission is required to remove certain trees and other vegetation as defined within these documents.

The Liverpool DCP defines a tree as being

(a) any perennial plant that has a:
- Height greater than 3.5m and/or
- Canopy spread of greater than 4m and/or
- Primary trunk diameter greater than 400mm when measured 1m above the existing ground level of the tree.

(b) Any tree that forms part of a heritage item or is situated within a heritage conservation area.

Trees that are exempt from requiring a permit for pruning or removal and other relevant information relating to tree management in Liverpool can be found at the following web link https://www.liverpool.nsw.gov.au/environment/trees or, you can call Council's Customer Contact Centre on 1300 36 2170.

The Vegetation SEPP works together with the Biodiversity Conservation Act 2016 to create a framework for the regulation of clearing of native vegetation in NSW. Further information can be found at the following web link: www.planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Vegetation-SEPP

OFFICE USE ONLY

Additional Information required? Yes ☐ No ☐

Pathway Application Type:

☐ TP: Tree Permit

Application Number:

Comments

Date Received:

Fees	Amount ($)	Receipt Number	Receipt Date
Application			
Assessment per tree to be removed			