



## TREE MINOR WORKS PERMIT

Please note: Prior to completing this application form, refer to Appendix 1 of this form to ensure the correct application is being made.

### PART A – SITE DETAILS

Part B of this document will be made available on the Inner West Council Leichhardt website. Part A of this application form must be copied separately on to any disk containing electronic copy of documentation.

#### SITE DETAILS (Please list all properties subject to this application)

<b>Unit No/s</b>		<b>Street No/s</b>		<b>Street</b>	
<b>Suburb</b>				<b>Postcode</b>	
<b>Lot, DP, Strata Plan, Vol/Fol</b>					
<b>Site Area</b>			m <sup>2</sup>	<b>Frontage</b>	m

#### APPLICANT DETAILS

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

<b>Family / Company Name</b>			
<b>Given Name</b>		<b>Contact person (if company)</b>	
<b>Postal Address</b>			
<b>Phone No:</b>		<b>Mobile:</b>	
<b>Email:</b>			

#### OWNER/S CONSENT

Please print. ALL registered owners of the site must sign this form. Without owner consent Council will not accept the application. If the site is owned by a company the onus is on the company to ensure that the correct number of directors sign the application. It is also the company's responsibility, including sole director companies, to use the company seal, if the company rules stipulate its use, or alternatively provide authorisation by way of company letterhead. Strata bodies must use the strata seal, if the strata rules so stipulate, or provide authorisation on letterhead.

**Council will not accept this application without correct and complete owner/s consent.**

As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application			
<b>Family Name / Company Name / Strata Title:</b>	(If company, company seal to be affixed)		
<b>Given Name or Authorised Company Officer Name</b>		<b>Company ACN</b>	
<b>Postal Address</b>		<b>Postcode</b>	
<b>Phone No</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Signature/s and Print Name</b>	Authorisation by Company letterhead attached	Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>	

## CONFLICTS OF INTEREST

Does Inner West Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor?

Yes  No

If yes, please explain:

## DECLARATION

- I apply for approval to carry out the development or work described in this application. I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application
- I declare that any electronic data is not corrupted and does not contain any viruses
- I understand that Council will use the information and materials provided for notification and advertising purposes
- I understand that information provided with this application is being collected for the purpose of assessing the application and display on Council's online tracking system and any subsequent information submitted and correspondence from council will be made available on council's website for viewing by the general public.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges that this material will be made publicly available on Council's on-line DA tracking system, both during and after the assessment is completed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## PRIVACY STATEMENT

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.

## INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

### **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU**

- Lodge in person – Inner West Council's Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - Leichhardt, PO Box 45, Leichhardt NSW 2040
- Lodge by Email – leichhardt@lmc.nsw.gov.au
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council's website under About Council / Forms / General Forms. Make cheque payable to Inner West Council - Leichhardt.



# INNER WEST COUNCIL

## PART B – DESCRIPTION OF PROPOSAL

Please note that the information provided in this part will be public information and will be placed on Inner West Council's website.

### SITE DETAILS (Please list all properties subject to this application)

<b>Unit No/s</b>		<b>Street No/s</b>		<b>Street</b>	
<b>Suburb</b>				<b>Postcode</b>	
<b>Lot, DP, Strata Plan, Vol/Fol</b>					
<b>Site Area</b>			m <sup>2</sup>	<b>Frontage</b>	m
<b>Heritage Item</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not sure <input type="checkbox"/>
<b>Conservation Area</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Not sure <input type="checkbox"/>

### APPLICATION DETAILS

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

<b>Given Name</b>		<b>Family / Company Name</b>	
<b>Contact person (if company)</b>			

### PROPOSED WORKS

<b>Proposal</b> Provide a written description	
<b>Tree Management Controls – Minor Works</b>	<p>Please identify the works proposed:</p> <ul style="list-style-type: none"> <li>▪ Canopy pruning of a prescribed tree which is not located within a property that is a heritage item or located in a heritage conservation area, where: <input type="checkbox"/></li> <li style="margin-left: 20px;">a. the tree is growing on the applicants' property; and</li> <li style="margin-left: 20px;">b. it is proposed to prune more than 10% but less than 20% of the canopy; and</li> <li style="margin-left: 20px;">c. all pruning will comply with AS 4373-2007 Pruning of Amenity Trees; and</li> <li style="margin-left: 20px;">d. the pruning will be undertaken by a suitably qualified person (minimum qualification AQF level 3 Arboriculture); and</li> <li style="margin-left: 20px;">e. canopy pruning of the tree has not been undertaken within the previous 24 months.</li> <li>▪ Removal of a dying or dead tree or a tree that is a risk to human life or property in the following circumstances: <input type="checkbox"/></li> <li style="margin-left: 20px;">a. The tree is located on the applicant's property;</li> <li style="margin-left: 20px;">b. The dead or dying tree is not required as the habitat of native fauna;</li> <li style="margin-left: 20px;">c. The minor works form is accompanied by <b>evidence</b> including photographs, a report from a suitably qualified arborist (minimum qualification AQF level 3 Arboriculture) and any other necessary expert that the tree is <b>dead or dying</b>; removal of the tree is the only reasonable option to avoid an <b>immediate threat</b> of injury to human life or property; and</li> </ul>

d. Council has notified the applicant that it is satisfied that the tree is dying, dead, not required as the habitat for native fauna or is a risk to human life or property.

**NOTES:**

- i) Canopy pruning as per above may be carried out 5 working days following the lodgement of this form to Council.
- ii) Removal of dead/dying trees or trees that are an imminent threat must be accompanied by documentation as specified under C4 of C1.14.4 of the Leichhardt DCP 2013 and must not be carried out until Council has issued formal notification that it is satisfied the tree is dead or dying, not required for habitat of native fauna or is a risk to human life.

**SITE DIAGRAM**

In the space provided below, please include:

- A diagram of the subject site, indicating street frontage, general location of any buildings, the location of all trees that are the subject of this application and any other trees on the property.
- Approximate height, trunk diameter, canopy width and species of each tree that is the subject of this application.
- Please number the trees which are subject to this application.

**OFFICE USE ONLY**

Checked by Officer:		Amount:	
Initial of CS Officer:		Receipt No:	
Cashier Code:		Date:	

## APPENDIX 1 – WORKS TO TREES ON PRIVATE PROPERTY – TYPE OF PERMIT REQUIRED

The below table is to be used as a guide only, and before making an application to Council for undertaking works to trees, please read Section C1.14 – Tree Management of Leichhardt Development Control Plan 2013.

Type of work	Heritage listing?	No approval required	Tree Minor Works Permit	Tree Permit	Development Application
Prune roots less than 10% of root system (roots no more than 100mm in diameter)	Non-heritage properties	√			
	Heritage conservation area or Heritage Item			√	
Prune Roots greater than 10% of root system	Non-heritage properties				√
	Heritage conservation area or Heritage Item				√
Prune less than 10% of canopy (once per growing season, branches no more than 100mm in diameter)	Non-heritage properties	√			
	Heritage conservation area	√			
	Heritage Item			√	
Prune between 10% - 20% of canopy	Non-heritage properties		√		
	Heritage conservation area or Heritage Item				√
Prune more than 20% of canopy	Non-heritage properties			√	
	Heritage conservation area or Heritage Item				√
Removal of “prescribed tree*” (not dead or dying)	Non-heritage properties			√	
	Heritage conservation area or Heritage Item				√
Removal of dead or dying tree	Non-heritage properties		√		
	Heritage conservation area or Heritage Item		√		

### NOTES:

\*A **prescribed tree** is:

- a *tree* of more than six (6) metres in height and having a trunk diameter of more than 200 millimetres when measured at a height of 1.4m from the ground, growing on privately owned land; or
- a *tree* that is or forms part of a Heritage Item or is within a Heritage *Conservation Area*; but
- excludes any *tree* listed as an exempt species as outlined within C1.14.2 of Leichhardt Development Control Plan 2013.