

For application fees please see Council's website: www.thehills.nsw.gov.au

OFFICE USE ONLY

<input type="checkbox"/>	1 - 5 TREES
<input type="checkbox"/>	6 - 10 TREES
<input type="checkbox"/>	MORE THAN 10 (A fee applies for each additional tree)

Application Number:
Receipt Number:
Date:
Fee:
Account:	730.1000.3446

OWNER/AUTHORISED AGENT DETAILS

Name:		Inspection Address:	
Postal Address:			
Suburb:	Postcode:	Suburb:	Postcode:
Home phone:	Mobile:	Work Phone:	
Email:			

* Your permit will be emailed to you.

SITE PLAN (example on reverse)

Please provide a plan showing the position of any buildings on the property and the trees to be inspected. Trees are to be marked 1, 2, 3 etc. Additional information may be attached such as pest, arborist, plumbers or structural engineer's reports to support your request.

I wish to: Remove tree/s Prune tree/s Receive advice There are dogs on the property There are locked gates

ROAD FRONTAGE

REASON FOR APPLICATION:

.....

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Owner's signature:	Date
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I/We own the subject land and consent to Council officers entering the premises for the purpose of carrying out inspections in conjunction with this application, without first giving written notice.

PAYMENT OPTIONS:

In person at: Council Administration Building, 3 Columbia Court Baulkham Hills NSW 2153 (8.30am to 4.30pm, Monday-Friday)
 Castle Hill Library, Cnr Castle and Pennant Streets, Castle Hill
 Vinegar Hill Memorial Library, 29 Main Street, Rouse Hill Town Centre
No cash payments accepted at libraries. Cheque, Credit Card and EFTPOS accepted.

By post: PO BOX 7064, BAULKHAM HILLS BC 2153 (Cheque)
 Please make cheques payable to **The Hills Shire Council.**
 Cheques are subject to clearance.

THE HILLS SHIRE COUNCIL

3 Columbia Court Baulkham Hills NSW 2153
 PO Box 7064, Baulkham Hills BC 2153
 Phone 02 9843 0555 email council@thehills.nsw.gov.au
 Facsimile 02 9843 0409 www.thehills.nsw.gov.au

WHICH TREES DO I REQUIRE A PERMIT TO REMOVE?

All trees, whether native or exotic require a Permit for removal or pruning more than 10% of the overall canopy of a tree per growing season.

ARE THERE ANY EXEMPTIONS?

Yes, there are species that can be removed without Council consent. For a full list of exempt species and further information on exemptions please see The Hills Shire Council's Tree Management Guidelines available at www.thehills.nsw.gov.au

The removal/pruning of any other trees without approval from Council is a breach of the *Environmental Planning and Assessment Act 1979*. An offence against the Act attracts a penalty of up to \$1,100,000. Misidentifying a tree is not a defence against prosecution.

WHY WOULD A PERMIT NOT BE GRANTED TO REMOVE A TREE?

Permission will generally not be granted to remove trees because:

- A tree is shedding leaves, fruit, bark, cones or twigs.
- The applicant seeks to improve views.
- There are fears about healthy trees falling.
- A tree is causing overshadowing.
- Minor lifting of driveways and paths by tree roots has occurred.

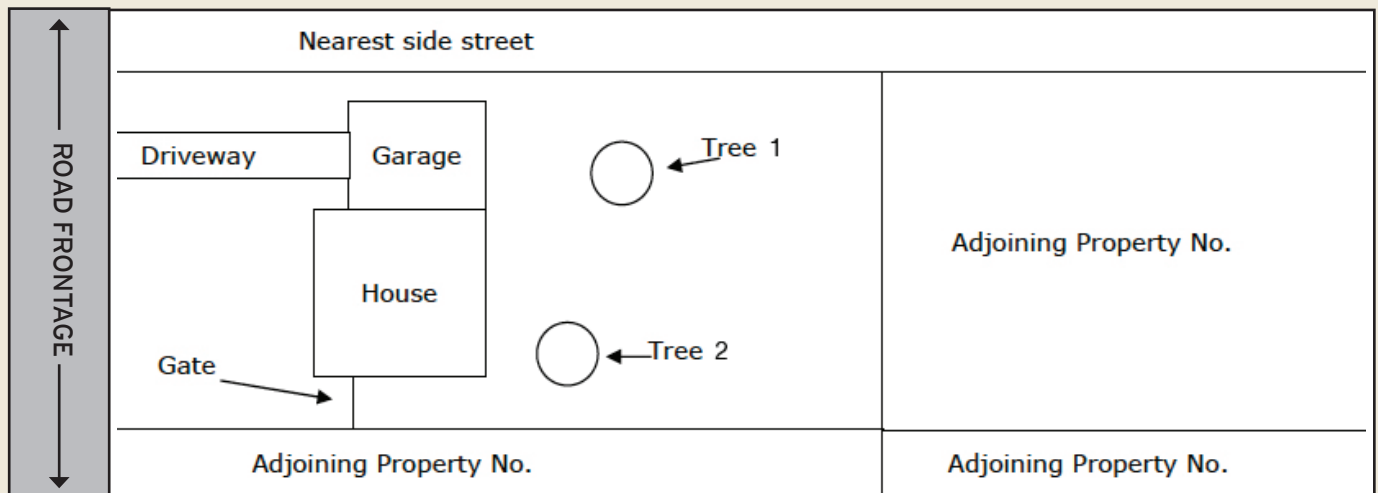
CAN I PRUNE MY TREE WITHOUT OBTAINING A PERMIT?

Yes. Pruning up to 10% of foliage per growing season is permitted without acquiring a Council Permit.

TREES ON COUNCIL LAND

For issues with trees on Council land, please contact Council's Contact Centre on (02) 9843 0555.

EXAMPLE SITE PLAN:



PRIVACY NOTIFICATION:

Note: You are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are:

- officers within the Council;
- data service providers engaged by the Council from time to time;
- any other agent/contractor of the Council; and
- other Statutory Authorities.

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIPA. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Privacy Officer on ph: 9843 0555.

TO BE COMPLETED IF PAYING BY CREDIT CARD:

Payments are accepted for Visa or MasterCard.

PLEASE TICK PREFERRED OPTION:

Option A - (to be completed if you are submitting credit card details with your application)
Council will not store your credit card details

Reason for payment: (please tick) Application: Other: (please specify)

Cardholder Name:

Credit Card Type: Mastercard Visa

Credit Card Number:

Expiry Date:

CCV:

Amount:

\$

DETAILS FOR MAILING OF RECEIPT:

Name:

House and Street Number:

Suburb:

Postcode:

Email:

Option B - (to be completed if you require a Council Officer to contact you for payments details)
A \$17.00 administrative processing fee applies to this option (includes GST)

Name of Person to contact:

Name of Company: (if applicable)

Phone No.:

OFFICE USE:

Date	Time	Officer	Details

CONDITIONS OF USE: If you have selected option "B" four (4) attempts will be made to contact you regarding your payment details, if after four attempts we are unsuccessful, your application/request will be returned.

PRIVACY NOTIFICATION: The personal information that Council has collected from you is personal information for the purposes of the Personal Information Protection Act (PIIPA) 1998. The intended recipients of the personal information are Officers within the Council data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected the information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PIIPA. Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter, contact Council's Public Officer on (02) 9843 0555. General information about the GIPA Act is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website www.oic.nsw.gov.au.

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