



# Tree Management Application Form

For application fees, please see Council's website: [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

**OFFICE USE ONLY** Account: 730.1000.3446

Application Number	Date
Receipt Number	Fee

## PART 1: APPLICANT DETAILS

Name

Postal Address

Suburb

Postcode

Home Phone

Mobile

Work Phone

Email

\* Your permit will be emailed to you

I am the owner of the trees or have obtained owner's consent – please ensure Part 4 - Owner's Consent is completed

## PART 2: ADDRESS OF THE PROPERTY WHERE THE TREES ARE LOCATED

Inspection Address

Suburb

Postcode

## PART 3: TYPE OF TREE WORKS

1 - 3 Trees  More than 3 (A fee applies for each additional tree) Total number of trees to be assessed:

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

## SITE PLAN (EXAMPLE ON PAGE 3)

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 such as pest, arborist, plumbers or structural engineer's reports to support your request.

↑  
ROAD FRONTAGE  
↓

**PART 3 (CONTINUED): TYPE OF TREE WORKS**

Reason for application

**PART 4: OWNER'S CONSENT**

Please select type of owner(s):

<input type="checkbox"/> Land Owner (Torrens Title)	Please list registered owner(s) names and provide owners signature(s)
<input type="checkbox"/> Land Owner (Company) (complete Part 4a)	Please list registered (company) owner details including the A.C.N. with company director signature (list full name and position within company)
<input type="checkbox"/> Unit Owner (Strata Title) (complete Part 4a)	Please list registered owner(s) names and provide owners signature(s), and; Provide consent from body corporate with the common seal stamped on the form or attach a letter of authority on strata management letterhead giving you consent to lodge the application
<input type="checkbox"/> Legal Authority (complete Part 4a)	For Power of Attorney, Executor, Trustee and Body Corporate – please provide legal authority details/name and signature, and attach a copy of the applicable legal documentation.

**OWNER(S) DETAILS**

Name(s)

Address

Suburb

Postcode

Home Phone

Mobile

Work Phone

Email

Owner's signature

Date

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.

**Part 4a: Owners Consent – Company, Strata Title and Legal Authority**

Name(s) of legal authorities

Company / Strata Stamp or seal to be affixed if applicable

Position title / and company

Signatures

A.C.N.

Date

I/We own the subject land and consent to Council Officers entering the premises for the purposes of carry out inspections in conjunction with this application, without first giving written notice.

### PAYMENT OPTIONS

Council does not accept cash or cheque payments. Credit card and EFTPOS accepted.

### IN PERSON AT

**Council Administration Building**  
3 Columbia Court, Norwest  
8.30 – 4.30, Monday - Friday

**Council's Library Branches**  
See [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au) for  
branch locations and opening hours.

### BY PHONE

(02) 9843 0555

### LODGEMENT OPTIONS

**In person at Council Administration Building:** 3 Columbia Court Norwest 2153

**By email:** [council@thehills.nsw.gov.au](mailto:council@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 all exempt species and further information on exemptions please see The Hills Shire Council's Tree Management Guidelines for Private Trees available at [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

### 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
- Minor lifting of driveways and paths by tree roots has occurred
- A tree is causing overshadowing
- There are fears about healthy trees falling

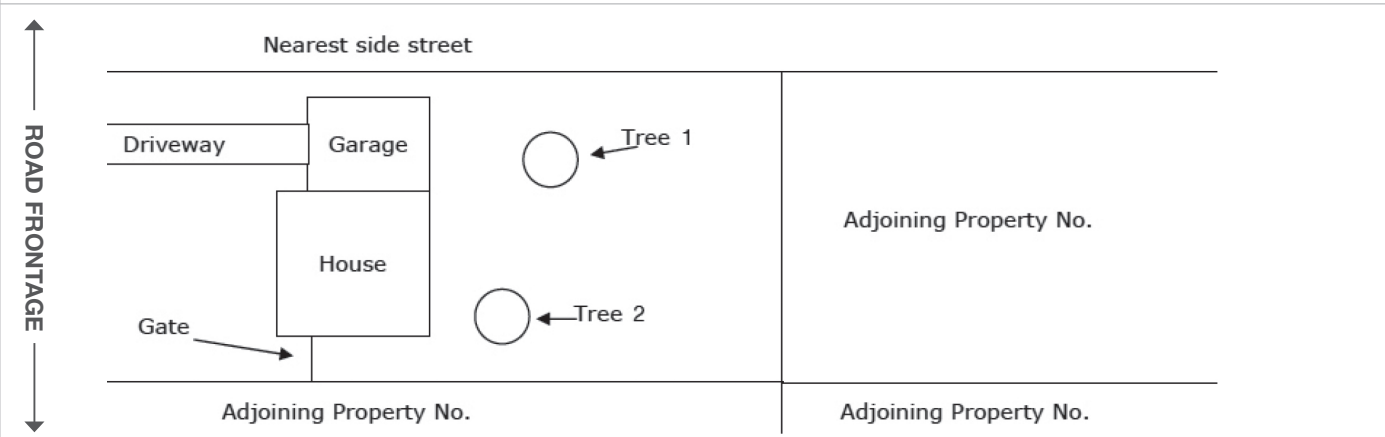
### CAN I PRUNE MY TREE WITHOUT OBTAINING A PERMIT?

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 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.