



Tree Management Application Form

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

OFFICE USE ONLY Account: 730.1000.3446

<input type="checkbox"/> 1 – 3 TREES	Application Number	Date
<input type="checkbox"/> More than 3 (A fee applies for each additional tree)	Receipt Number	Fee

OWNER/AUTHORISED AGENT DETAILS		
Name		
Postal Address		
Suburb	Postcode	
Inspection Address		
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: <input type="checkbox"/> Remove tree/s <input type="checkbox"/> Prune tree/s <input type="checkbox"/> Receive advice <input type="checkbox"/> There are dogs on the property <input type="checkbox"/> There are locked gates

REASON FOR APPLICATION	
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.	

PAYMENT OPTIONS:**In person at**

Council Administration Building, 3 Columbia Court
 Norwest 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, Norwest
 BC 2153 (Cheque)
 Please make cheques payable to The Hills Shire Council.
 Cheques are subject to clearance.

By email

council@thehills.nsw.gov.au
 Need to complete and attach the Credit Card Payment form.

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

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

Permission will generally not be granted to remove trees because:

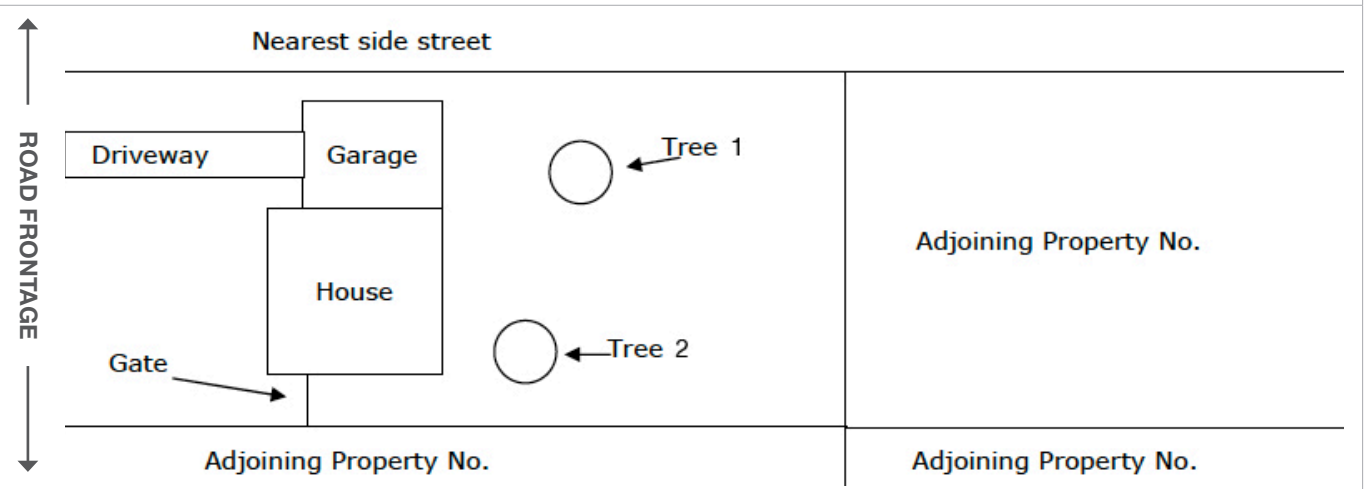
- A tree is shedding leaves, fruit, bark, cones or twigs.
- The applicant seeks to improve views.
- Minor lifting of driveways and paths by tree roots has occurred.
- A tree is causing overshadowing.
- There are fears about healthy trees falling.

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 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.