



# HOLROYD CITY COUNCIL

Council Chambers, 16 Memorial Avenue, Merrylands  
 Telephone: 9840 9840 Fax: 9840 9734  
 Email: hcc@holroyd.nsw.gov.au  
 www.holroyd.nsw.gov.au

All communications to be addressed to:

The General Manager  
 Holroyd City Council  
 PO Box 42 Merrylands NSW 2160

## GENERAL TREE WORKS APPLICATION

Applicant's Name ..... Postal Address ..... Contact Details .....	<b>Application Fees:</b> <b>1-5 Trees \$53.40</b> <b>6-10 Trees \$106.90</b> <b>11+ Trees \$158.00</b> <b>Pensioners \$12.45</b>  <b>New fees will apply from 1 July 2011</b>	<b>OFFICE USE ONLY</b> Fee: ..... Date Paid: ..... Receipt No: ..... Application No: .....
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**I WISH TO APPLY FOR COUNCIL APPROVAL FOR THE FOLLOWING TREE WORKS:**  
 (if insufficient space, please attach additional pages and supporting professional advice/information).  
 Refer to back page for EXAMPLE OF INFORMATION REQUIRED.

No.	Tree Species (as shown on plan below)	Work Requested	Reason/s for Application
1			
2			
3			
4			
5			

The tree/s is/are located at

House No. .... Street..... Suburb .....

Please draw Site Plan of Property\* (below) showing location of numbered Tree/s (as shown above), position of Building/s and Structures and Street Name and Property Frontage (if insufficient space please attach additional pages)

Legend/Notes

\* SITE PLAN OF PROPERTY

- ARRANGEMENTS FOR INSPECTION:** Do you have locked gates and/or dogs on-site? YES  NO

If you wish to be present during Council's assessment of your tree/s, please contact Council on Tel: 9840 9840 to arrange a suitable appointment time.

- ENTRY ONTO LAND:** This application gives consent for Authorised Council Officers to enter the applicant's property to conduct an assessment of the tree/s specified in this application.

If the tree is not on the applicant's property but on an adjoining property, Council requires you to submit a written approval from the owner agreeing to the proposed tree works and permitting access to the property where the tree is located. The property owner's signature is also required below.

Property Owner's Signature

Date

Applicant's Signature

## INFORMATION ON THE TREE MANAGEMENT ORDER

Holroyd City Council recognises the environmental , aesthetic and amenity values that trees provide to our city. Council has therefore adopted a Tree Management Order to promote good tree management and the replanting of new trees to maintain these important values.

The Tree Management Order applies to the whole of the Holroyd Local Government Area and with some exceptions prohibits the removal of any trees with a height over 3.6 metres without Council’s written consent. For the purpose of this Order, a tree is any woody and soft wooded perennial plant with a height of 3.6 metres or greater.

The Order promotes the correct pruning procedures as outlined in the Australian Standard AS 4373-2007 “Pruning of Amenity Trees” (obtainable from Standards Australia GPO Box 476 Sydney NSW 2001 Ph: 9237 6000 or [www.standards.org.au](http://www.standards.org.au))

### EXAMPLE OF INFORMATION REQUIRED

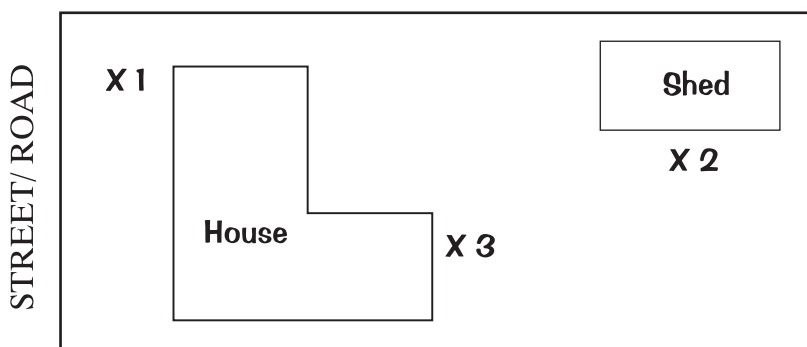
Your GENERAL TREE WORKS APPLICATION should be supported by written professional advice/information from the relevant specialist such as a Qualified Arborist, Plumber and/or Structural Engineer. Photographs of the tree/s or issue/s in question should also be included.

No.	Tree Species (as shown on plan below)	Work Requested	Reason/s for Application
1	Bottlebrush Tree	Prune	Branches are hitting gutters and window
2	Gum Tree	Remove	Tree has borers and is dropping dead branches
3	Camphor Laurel Tree	Remove	Tree’s roots cracking foundations and tree shading house

### PLEASE ATTACH MARKER TO TREE/S TO ASSIST IN IDENTIFICATION BY COUNCIL’S INSPECTING OFFICER

Please indicate on Site Plan of Property:–

1. The location/s of numbered Tree/s to be removed or pruned
2. The position of Building/s and Structures
3. The Street Name and Frontage



### ADVISORY GUIDELINES

#### 1. INSPECTION PERIOD

Council will conduct an on-site inspection and provide a written determination to your “General Tree Works Application” within four (4) weeks of the submission of this form.

#### 2. URGENT INSPECTIONS / DANGEROUS TREES

If you regard your application to be urgent due to your tree/s being recently storm damaged and/or dangerous, you may wish to contact Council to inspect your tree as soon as possible.

#### 3. APPEAL PROCESS

This form is **NOT** to be used to appeal a Council determination made in the last twelve (12) months. In the case of an appeal, the property owner should write to Council, clearly outlining the reasons for the appeal. The appeal should be supported by written professional advice in the form of a report, from the relevant specialist such as a Qualified Arborist, Plumber and/or Structural Engineer. See Council’s Tree Management Order (TMO) for further information on Tree Management issues.

For further information and enquiries regarding Council’s Tree Management Order, your Tree Application or to obtain a copy of the Order or associated Guidelines, please contact Council’s Customer Services Unit between 8am and 4.30 pm Monday to Friday on (02) 9840 9840.