



Tree Application

Part 1 – Application and site details

Site Details

Please list all properties subject to this application

Unit no/s Street no/s Street

Suburb Postcode

Lot, DP, Strata Plan, Vol/Fol

Heritage Item Yes No Not sure

Conservation Area Yes No Not sure

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.

Family / Company Name

Given Name

Contact Person (if company)

Postal Address

Telephone Fax

Mobile Email

Consent of Owner/s

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, of 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 applications relates, I/we/this company consent/s to the lodgement of this application

Family Name or Company Name or Strata Title

Given Name or Authorised Company Officer Name

Company ACN

Address

Mobile Fax

Email

Proof of authority to sign on behalf of company or strata/company seal or provide separate authorisation on company letterhead

Signatures and Print Name

Company seal

Authorisation by Company letterhead attached

Yes No

Conflicts of Interest

Does Leichhardt 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:

Part 1 – Application and site details continued

Declaration

I understand that information provided with this application (including the application form) and any subsequent information submitted and correspondence from Council may be made available on Council's website for viewing by the general public.

- § I declare that all the information in the application is to the best of my knowledge, true and correct
- § I also 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 the electronic data provided is a true copy of all plans and associated documents submitted with this application
- § I declare that the electronic data is not corrupted and does not contain viruses
- § I understand that Council will use the information and materials provided for notification and advertising purposes

Applicant Signature

Date

Access to this information is available to the public and in accordance with the *Local Government Act 1993* and *Freedom of Information Act 1989*. Council is to be regarded as the agency that holds the information. You may make application for access or amendments to information held by Council.

Instructions for Applicants

- § Lodging an application requires a completed application form, all relevant information and the payment of the required fee
- § Lodge in person – Council's administration building at 7-15 Wetherill Street, Leichhardt
- § Application will be checked at lodgement to ensure the required information is provided
- § Council's opening hours are 8.30am to 5.15pm Monday to Friday; applications have to be lodged by 4:30pm
- § Lodge by mail – mail to Leichhardt Council, PO Box 45, Leichhardt NSW 2040
- § Payment – By Mail – cheque only. In person – cash, cheque, EFTPOS, credit card (0.8% charge on credit card payments; no Amex or Diners)
- § Incomplete or illegible applications will not be accepted and will be returned to you

Part 2 – Description of proposal

Proposal

Provide a written description

Is the proposal Complying Work: Yes No

If yes, the original of this form must be lodged with Council and a copy must be kept on site. Work may commence three (3) days after lodgement; and must be complete within one (1) calendar month. Please attach a photograph of the tree before work has commenced to demonstrate compliance with the order.

Is the proposal for Consent Work: Yes No

If yes, then after receipt of application, you will be contacted by Council's Landscape Assessment Officer who will arrange a suitable time for an inspection. The Officer will determine if the work is appropriate. You should note that it is the intention of Council's Tree Preservation Order to preserve trees and the circumstances for removal would need to be significant. It may be necessary for you to supply, at your cost, an independent arborist and/or plumbing report. If the tree is significant in the local area, the Officer may request the surrounding residents be notified and an advertisement be placed advising the removal of the tree has been requested. There is an additional fee for advertising the application.

Part 3 – Checklist

Information to accompany application

- Location of all trees on site and affected trees on adjoining properties
- Type of species and estimated longevity
- Height, diameter and width of canopy of tree
- Location of all structures including those of neighbouring properties
- Impact on health of tree
- Impact of tree on structures and services
- Assessment of visual, amenity and ecological impact of tree removal
- If tree on adjacent property then owners consent from that property

Part 4 - Site Diagram

Please include:

- § Outline of structures (including those on adjacent lots) and the property boundaries
- § Location of service lines (if applicable)
- § Location of all trees that are the subject of this application and any other trees on the property
- § Approximate height, trunk diameter and canopy width of each tree that is the subject of this application

Part 4 – Office Use Only

Tree Application No:

Checked by Officer:

Tree Application Fee:

Date:

Total Fees Paid:

Time:

Receipt No:

File Created – Date/Time: