

TREE PRESERVATION ORDER (TPO) APPLICATION TO PRUNE/REMOVE TREES ON PRIVATE PROPERTY

APPLICANT DETAILS			
Title:	Given Name(s)	Surname / Last Name	
Mr/Mrs/Ms/Dr Other:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Company name: <input style="width: 100%;" type="text"/>			
Contact Address:			
Unit	/	House Number	
<input style="width: 50px;" type="text"/>	/	<input style="width: 50px;" type="text"/> - <input style="width: 50px;" type="text"/>	
Street or PO Box: <input style="width: 100%;" type="text"/>			
Suburb: <input style="width: 100%;" type="text"/>		State: <input style="width: 50px;" type="text"/>	Postcode: <input style="width: 100px;" type="text"/>
*Daytime Phone: <input style="width: 100px;" type="text"/>	*Fax: <input style="width: 100px;" type="text"/>	*Mobile: <input style="width: 100px;" type="text"/>	
*Email: <input style="width: 100px;" type="text"/>	If you want the TPO assessment to be sent by e-mail please tick <input style="width: 20px;" type="checkbox"/>		
*Voluntary information only (assists with timely processing of your application). See Privacy and Personal Information Protection Act 1998.			

Details of Property Owner where tree/s are located (if different from Applicant)
Full Name or Company name: _____ Strata Plan No: _____
Primary Contact (if different): _____
*Daytime Phone H: _____ *W: _____ *Mob: _____
Signature: _____ <i>(I also acknowledge the accompanying Privacy and Personal Information Protection Act 1998)</i>

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998				
Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application in a timely manner. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry.				
DECLARATION				
The details provided by me are correct and I have read and understand the above 'Privacy' information.				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">_____</td> <td style="width: 50%; border: none;">_____</td> </tr> <tr> <td style="border: none;">(Applicant's Signature)</td> <td style="border: none;">(Date)</td> </tr> </table>	_____	_____	(Applicant's Signature)	(Date)
_____	_____			
(Applicant's Signature)	(Date)			

FEES AND PAYMENT
Method of lodgement
Applications with payment may be submitted in person at Civic Centre, Mosman Square, Mosman. Applications lodged by post should be addressed to The General Manager, PO Box 211, SPIT JUNCTION, NSW 2088 or DX 9301 MOSMAN. Applications received by fax will not be processed. For further information contact Council on 9978 4000 between 8.30am and 5.00pm Monday to Friday.
A fee of \$38 for applications involving 1-3 trees and \$57 for 4 trees or more is payable for lodgement of this application. (Pensioners will receive a 50% discount on production of a pension card). Only the <u>original</u> TPO application form with payment will be accepted. Payment may be made by cash, cheque or credit card (MasterCard, Visa and Amex accepted). All credit card payments attract a service fee inclusive of GST being 1% of the value of the transaction. If paying by credit card please provide the following details:
Card Number: _____ Amount: _____
Cardholder Name: _____ Expiry Date: _____
Signature: _____ Day Time Phone: _____

OFFICE USE ONLY
Receipt No.: _____ Date: _____ Amount: \$ _____

TREE DETAILS

Address where tree/s are located: _____

Do we require your presence for access to the site? YES NO (Delays may result if your presence is required)

Signature: _____

- a) Has a Tree Preservation Order application been submitted for the tree/s previously? YES NO
- b) Is there a completed development where the approved plans / consent conditions require the retention of the tree/s? YES NO
- c) Is there a current development approval where the approved plans / consent conditions require the retention of the tree/s? YES NO
- d) Is the site subject of a current development application or complying development certificate application? YES NO
- e) Were previous applications for pruning or removal Refused Approved Pending N/A
- f) Do you intend to submit a Development Application which would affect the tree/s? YES NO
- g) Has additional information (eg. an arborist's report) been supplied which supports the above claims? YES NO

Tree Details (as numbered on Block Plan below)

Total number of trees: _____

No. Species (if known)	Proposed works*	Reason for works**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

***Proposed work:** Prune (P), Remove (R) Transplant (T) Root Prune (RP)

****Reason for work:** Increase Views (V), Increase Solar Penetration (S), Construction or Excavation (C), Overcrowding (O), Pest Control (P), General Tree Care (G), Property Damage (D), Hazard Reduction (H), Other (T- please specify).

BLOCK PLAN: Please show each tree/s as numbered above, boundaries, streets, street names, house numbers, north and **direction of views** (if applicable)

GUIDELINES FOR APPLICATIONS

1. Is the tree:
 - a) over 5 metres high (2 metres high in heritage conservation areas)
 - b) has a trunk girth (circumference) greater than 450mm measured 300mm above ground level
 - c) not listed as an exempt species under Mosman Municipal Council Tree preservation Order 2003

If all answers are No – an application to prune/remove is not required. If any answer is Yes - go to 2.
2. If the tree is located on:
 - a) your property **go to 1**
 - b) land controlled by Strata Plan or Company Title? **go to 3**
 - c) a neighbouring property? **go to 4**
 - d) council owned or managed land? **go to 5**
3. If a Strata Plan or Body Corporate or Company Title controls property where tree is located a copy of the Minutes of the Strata Plan / Body Corporate meeting approving the proposed tree work must be attached to the application.
4. If the tree or branch to be pruned/removed is within the neighbour's boundary the owner of the tree must sign the application. If **no branches are overhanging**, the owner of the property affected by trees in a neighbouring property may apply for a permit under the Tree Preservation Order to prune that part of the tree overhanging the boundary. Although the owner of the tree is not required to sign the application a Council permit is required. Any such permit granted by Council does not authorise the applicant (or engaged contractor) to enter any neighbouring property in order to carry out the approved pruning works.
5. If the tree is located on Council owned or managed land you will need to complete a *Mosman Council Tree Preservation Order APPLICATION FORM to prune/remove trees on PUBLIC LAND* form which is available from Council's web site at www.mosman.nsw.gov.au/environment/trees or contact Council on 9978 4000.
6. Council aims to assess TPO applications within 10 working days.