

APPLICATION TO PRUNE/REMOVE/TRANSPLANT TREES under the Willoughby Tree & Bushland Preservation Order

FEES (payable on application - Pensioners & Health Card holders exempt from Inspection Fees)

Application Fee:	\$23
Inspection Fee:	
1 to 3 Trees	\$33
Each Additional Tree	\$23
On Site Appointment Fee:	\$48
Review of Determination Fee:	\$58
Exempt or Complying Development Certificate application (inc inspection + permit)	\$160

OFFICE USE ONLY:

Application No: _____

Zoning: _____

Conservation Area YES NO

Notification YES NO

Fee: \$ _____

Receipt No: _____ Date: _____

Total number of trees to be inspected _____

Address of Property Containing Tree/s:

Applicant's Name: _____

Applicant's Signature: _____

Pension Concession/Health Card: YES NO

Card No: _____

Applicant's Postal Address: _____

Phone Nos: H _____ W _____ M _____

Property owner: As the owner of the land to which this application relates I consent to this application and authorise Council Officers to enter the property to carry out inspections related to this application.


Name: _____ Signature: _____ Date: _____


CHECKLIST FOR APPLICANTS

1. **Has there been a Development Application for any works on this property within the last five years or is this application required as part of Exempt & Complying Development (SEPP 2008)?** YES NO
2. Is the property a listed Heritage Item; located within a Conservation Area; on Councils Natural Heritage Register; or designated Bushfire Prone Land? **If unsure, check with Council on 97771000.** YES NO
3. The Site Plan overleaf showing the property, the tree/s to be inspected, any other affected trees, all relevant structures, site boundaries, and north point is completed. YES NO
4. **Two copies** of all other documentation, reports or photographs relevant to the application are attached. YES NO
5. The trees to be inspected have been clearly marked on the site plan overleaf; and on site with tape, ribbon, paint spot or numbered tag. YES NO
6. Do you require an on site appointment with the inspecting officer? If so, an additional fee is required. (see Fees above) YES NO
7. If there are dogs on the property or locked gates blocking access, arrangements will need to be made to provide safe access for the site inspection. This may require an on site appointment with the inspecting officer (see Fees above). YES NO
8. Payment of all necessary fees attached (see Fees above) YES NO

SITE PLAN (including northpoint eg:)

NOTE: For applications under exempt & Complying Development Sepp 2008, please attach one copy of building plans and current site survey showing tree/s to be trimmed/removed.

 = Trees (show all trees on site)

 T1, T2 etc = Trees to be inspected

Address

Suburb

Tree ID Number on Site Plan	Species and/or Common Name	Work Requested	Reasons for request

Attach another page if necessary.

31 Victor Street, Chatswood NSW 2067
PO Box 57, Chatswood NSW 2057
Ph (02) 9777 1000 Fax (02) 9777 1038
Email: email@willoughby.nsw.gov.au
Web: www.willoughby.nsw.gov.au
ABN 47 974 826 099



CREDIT CARD AUTHORISATION (MASTERCARD AND VISA ONLY)

Attention: _____

From: _____

Address: _____

_____ Postcode: _____

Phone: _____ Mobile: _____

Date: _____

I authorise Willoughby City Council to debit my credit card for the amount of \$ _____

for payment of _____

Credit card type: Mastercard Visa

Credit card number:

Expiry date:

Card holder's name: _____

Card holder's signature: _____

**PLEASE NOTE:
A 1% Service Fee applies when
payment is made by Credit Card**