

# Tree work permit application (removal or pruning on private land)



Use this form to request approval to prune or remove a tree under the *State Environmental Planning Policy (Biodiversity and Conservation) 2021* and the *Blacktown Development Control Plan* (clause 4.3)

## Prior approvals

- Are works related to a CDC?**
- No Continue completing this form
  - Yes If works are being undertaken as part of a complying development application, you do not need to complete this form.
- If you need further information, please contact your Private Certifier or our Greenspace Services team on 5300 6000.

## Your request

- Request type**
- General tree removal or pruning application
  - Urgent, within 48 hours (fees apply; maximum of 10 trees)
  - Extension of a tree permit by 3 months (only 1 extension per permit is allowed)

**Number of trees to be inspected** How many trees would you like inspected? \_\_\_\_\_

- Applicant declaration**
- I confirm that the information below is true and correct.
  - I understand that access to the property will be required and authorise Council staff to access the property for the purpose of completing the inspection necessary to process this request.
  - I have read 'Trees on private land' information on Blacktown City Council's website and agree to the terms under which this request will be assessed.

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**For help and to return this form** Administration Centre, 62 Flushcombe Road | PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown  
 [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au) 02 5300 6000 02 9831 1961

## 1 Applicant details

Please print as clearly as possible.

<b>Applicant or company name</b>		
<b>Postal address</b>		
<b>Phone</b>	<b>Email</b>	

## 2 Tree owner details

- I am the applicant and owner If ticked, use the space below only for additional owners' consent. If sole owner, go to Part 3 of this form.
- The owner(s) consent is below All owners of the tree(s) must sign. If the owner is a company or strata, its Common Seal must be stamped or the Managing Director must sign and indicate the ACN.

<b>Owner name 1</b>		
<b>Owner signature</b>	<b>Date</b>	____ / ____ / ____

Owner name 2

Owner signature

Date

/ /

Owner name 3

Owner signature

Date

/ /

### 3 Site details

Same as applicant details

If the tree is not located at the same address as mentioned in Part 1, please write the address in the section below.

#### Location of tree(s)

Address


Are there dogs or access issues?

Yes, please specify

No

#### Block plan

Complete this plan or attach a separate plan.

Trees must be individually numbered and clearly located on the plan provided.

STREET FRONTAGE

Tree no.	Remove or prune	Type of tree	Reason for application
1			
2			
3			
4			
5			

Attach details of any additional trees on a separate sheet.

Attach any relevant documentation, reports or photographs that you want considered in the assessment of this request.

## 4 Fees and payment

Fees apply. These include an application processing fee and a tree inspection fee (per tree).

Please refer to our *Goods and services pricing schedule* or the 'Trees on Private Land' section of our website for current prices.

Pensioners may be exempt from paying the abovementioned fees if they are the owner and occupier of the property the tree is located on. Satisfactory evidence must be provided. Pensioner exemptions are not applicable to Urgent requests.

We will issue an invoice for payment on receipt of your application form. Your request will not be processed (assessed) until the invoice is paid in full.

You can pay:



In person

We accept cash, eftpos, cheque or credit card at our Customer Service Centre, located in our Administration Centre at 62 Flushcombe Road, Blacktown



Post

You can post a cheque, made payable to: Blacktown City Council, to us at PO Box 63 Blacktown NSW 2148



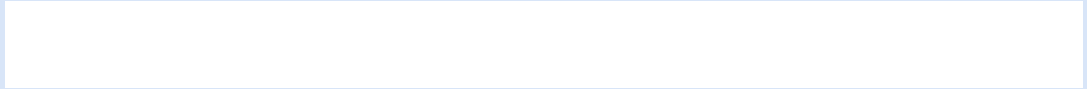
Your invoice will contain our Biller Code and your reference number



Online

Your invoice will contain a reference for payment and a link/web address to access our online payment portal. You can pay by debit or credit card. A surcharge may apply to payments made by credit card.

Please email  
my invoice to



## Privacy notice

We are collecting this information to process your request. Supplying this information is voluntary however a completed application is required for assessment to proceed.

We will store your personal information on our systems or in our office, where it will be used by our staff. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) for a copy of the plan.

## 5 Office use

### Inspection notes

Tree no.	Species	Comments	Determination

Inspecting officer name \_\_\_\_\_ Inspection date \_\_\_\_\_

### Payment details

Application no \_\_\_\_\_ Property no \_\_\_\_\_

Amount paid \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_