How to lodge this form
This form is in eight parts. Please ensure all fields have been filled out. Fields marked with an asterisk * must be completed otherwise Council will be unable to process your application. Council will either reject your application or request the missing information be provided.

The determination of your application will be delayed. Once completed, forms can be submitted:
- **In person** Customer Service Centre, 1 Pope Street, Ryde NSW
- **Via post** Locked Bag 2069, North Ryde NSW 1670
- **By email** cityofryde@ryde.nsw.gov.au
- **By fax** (02) 9952 8070

How to lodge this form
This form is in eight parts. Please ensure all fields have been filled out. Fields marked with an asterisk * must be completed otherwise Council will be unable to process your application. Council will either reject your application or request the missing information be provided.

The determination of your application will be delayed. Once completed, forms can be submitted:
- **In person** Customer Service Centre, 1 Pope Street, Ryde NSW
- **Via post** Locked Bag 2069, North Ryde NSW 1670
- **By email** cityofryde@ryde.nsw.gov.au
- **By fax** (02) 9952 8070

The following fees apply and are payable at the time of lodgement of your application.

**Residential dwellings (non strata)**
- $71.50 for 1 tree
- $143 for 2 trees
- $179 for 3 trees
- $23.50 per additional tree (more than 3) on top of $179 per property

**Pensioner discount**
- $35.50 for 1 tree
- $71 for 2 trees
- $89.50 for 3 trees
- $12.00 per additional tree (more than 3) on top of $89.50

**Commercial, strata and other properties**
- $142 for 1 tree
- $284 for 2 trees
- $358 for 3 trees
- $96.00 per additional tree (more than 3) on top of $358 per property

**Urgent Application fee**
- Urgency Application - $478 (for permit determination within 3 working days, in addition to the application fee)* subject to availability

**Review of decision**
- $26.50 for a Stage 1 Review (by an alternative Council officer) and $43.00 for a Stage 2 Review (by Council’s Internal Review Panel)
- Eligible pensioner discount: $13.40 for a Stage 1 Review (by an alternative Council officer) and $21.50 for a Stage 2 Review (by Council’s Internal Review Panel)
**PART 1: PROPERTY**

1.a) Is the property or any part of the property in a Threatened Vegetation Area?  *

1.b) Is the property or any part of the property a heritage item or within a heritage conservation area and are you applying for a tree to be removed?

2.c) Is the tree listed on the City of Ryde Significant Tree Register?

Not sure? Please call Customer Service on 9952 8222.

**PART 2: COMPLIING DEVELOPMENT AND TREE APPLICATIONS**

2.a) Are the Tree Works necessary to enable you to apply for a Complying Development Certificate?

   SEPP Exempt and complying Development 2008 is a State Government initiative. Please refer to the NSW Planning & Environment Additionally City of Ryde Council’s web page and customer service have information that may assist you. 
   
   Please note: if your tree application is to allow for a CDC, Trees that are not exempt under the SEPP will only be assessed in accordance with DCP 9.5 Tree Preservation, health condition and current infrastructure impact.

2.b) If yes, you must comply with Section 2 of the Tree Management Technical Manual. Please attach to this application development plans and supporting information including an assessment of the retention value of the trees. The information must demonstrate that you have considered alternative design, development layout and tree sensitive construction techniques to allow for the retention of trees on the property. If you do not submit this information your application will be rejected.

**PART 3: URGENT TREE MANAGEMENT APPLICATION**

Council recognises that an application to remove a tree that is posing an imminent risk to human life should be determined in an express manner.

Council’s Urgent Tree assessment service aims to determine the application in 3 working days of receiving your application.

- NB: Urgent Tree application are subject to an additional fee of $478
- Urgent Tree applications are still subject to Council assessment.
- The Urgent Tree assessment service applies to applications:
  - For the removal of trees that are posing an imminent risk to human life only
  - For residential dwellings (non-strata)
  - Where access to the site is available without making an appointment (no dog, locked gates etc.); and
  - Where a valid email address has been supplied under Part 4.

3.a) Is the tree/s posing an imminent risk to human life?*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

If no, you may not be eligible for this service

**Notes:**

- All arboricultural reports must comply with the provisions of Section 4 of the Tree Management Technical Manual. Council will only accept reports from arborists with Australian Qualification Framework level 5 in Horticulture (Arboriculture) or equivalent.
- The provision of arboricultural reports are not mandatory requirements, however they are preferable and will assist in fast turnaround.
- Any submission that includes an arborists report and Council deems the tree is dangerous, the applicant may request a refund which is subject to determination by Manager of Operations Support.
- The determination will be sent by email. If the email address supplied is incorrect or illegible, the determination will be posted by standard post.
PART 4 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

Company / Organisation
If applicable

Title* □ Mr □ Mrs □ Ms □ Miss Other:

Given Name* Family Name*

Unit / Suite No. House No.*

Street Name*

Suburb* Postcode*

Postal Address If different from above

Suburb Postcode

Preferred Contact* □ Mobile □ Business □ Home

Mobile

Business Phone

Home Phone

Email

Type of owner(s)* □ Land owner (Torrens title) □ Unit owner (Strata title) Common seal/stamp required

□ Land owner (Company title) □ Legal authority □ Power of attorney

□ Council □ Neighbouring land

□ Executor □ Trustee □ Body corporate

4.a) Are you the owner of the Tree(s)? □ Yes □ No If no – If you are applying for the removal of a tree from a neighboring property the removal of the tree requires the tree owners consent Part 8 c).

Note: Any conditions relating to the removal of a tree on neighbouring land will be issued to the tree owner.

PART 5 : ADDRESS OF LOCATION OF THE PROPOSED TREE WORK

5.a) Is the tree located at the same address as the applicant?

□ Yes If yes, go to part 6.a) □ No If no, please complete this section

Tree Owner’s Name*

Unit / Suite No. House No.*

Street Name*

Suburb* Postcode*

Mobile

Fax

Business Phone

Home Phone

Email
PART 6 : TYPE OF TREE WORKS

6.a) Number of trees in this application

6.b) TREE 1: Proposed Tree Works

<table>
<thead>
<tr>
<th></th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree species</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location on the property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front garden</td>
<td>Side garden</td>
<td>Back garden</td>
<td>Neighbour</td>
</tr>
<tr>
<td>Additional information attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for the Tree Works</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.c) TREE 2: Proposed Tree Works

<table>
<thead>
<tr>
<th></th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tree species</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location on the property</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front garden</td>
<td>Side garden</td>
<td>Back garden</td>
<td>Neighbour</td>
</tr>
<tr>
<td>Additional information attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reason for the Tree Works</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If this application is for more than 2 Trees, please complete Page 6 – Additional Tree Details

6.d) Is access to the site available?

- Yes
- No If no, state why? Eg dog, locked gates

6.e) Do you wish to attend site inspection?

- Yes Available time between 8.30am - 4pm (Mon – Fri)
- No

Please note there will be a delay in processing your application if site access needs to be arranged.

PART 7 : SITE PLAN

Provide a birds’ eye view drawing below or attach your Site Plan to this application. Please include the following: Indication the direction north, property boundaries, street names, nearest side street, position of dwellings and buildings, driveways, swimming pool, location of the tree/s on the property and label “Tree 1,” “Tree 2” etc, and any other useful information.
PART 8: DECLARATION

8.a) Declaration*

- I am applying for approval to carry out the Tree Works described in this application
- I declare that all the information in the application is, to the best of my knowledge, true and correct
- I understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested.
- I acknowledge that if the information provided is misleading any approval granted may be void.
- I am aware that fees apply and are payable on lodgement with this Tree Management Application.

8.b) Number of property owners

8.c) Consent*

As owner of the land (or legal authority) to which this application relates, I consent to this application. I also give consent to authorized City of Ryde officers to enter the land to carry out inspections relating to this application

Name of owner 1*

Signature*

Date*

Name of owner 2

Signature

Date

Name of all other owners

Signatures

Date

8.d) Legal authority

Without ALL the owner’s consent, we will not accept the application. This is a very strict requirement for all applications. If you are signing on the owner’s behalf as the owner’s legal representative or as a Body Corporate, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc.). If the owner is a company, this form must be signed by 2 directors or a director and company secretary and the common seal must be stamped on this form if applicable. If the company has a sole director a separate letter stating sole director status on company letterhead to be provided.

Name(s) of legal authorities

Position title / and Company

Signatures

Date

Company / Strata Stamp or seal to be affixed if applicable

Personal information collected from you is held and used by Council under the provisions of the Privacy and Personal Information Protection Act 1998. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the Government Information Public Access Act 2009 (GIPA Act). If you require further information please contact Council’s Customer Service Centre on 9952 8222.
### PART 9: ADDITIONAL TREE DETAILS

This page may be copied for any additional trees.

<table>
<thead>
<tr>
<th>TREE</th>
<th>Proposed Tree Works</th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Tree species**
- **Location on the property**
  - Front garden
  - Side garden
  - Back garden
  - Neighbour
- **Additional information attached**
- **Reason for the Tree Works**

---

<table>
<thead>
<tr>
<th>TREE</th>
<th>Proposed Tree Works</th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Tree species**
- **Location on the property**
  - Front garden
  - Side garden
  - Back garden
  - Neighbour
- **Additional information attached**
- **Reason for the Tree Works**

---

<table>
<thead>
<tr>
<th>TREE</th>
<th>Proposed Tree Works</th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Tree species**
- **Location on the property**
  - Front garden
  - Side garden
  - Back garden
  - Neighbour
- **Additional information attached**
- **Reason for the Tree Works**

---

<table>
<thead>
<tr>
<th>TREE</th>
<th>Proposed Tree Works</th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Tree species**
- **Location on the property**
  - Front garden
  - Side garden
  - Back garden
  - Neighbour
- **Additional information attached**
- **Reason for the Tree Works**

---

<table>
<thead>
<tr>
<th>TREE</th>
<th>Proposed Tree Works</th>
<th>Pruning</th>
<th>Removal</th>
<th>Changing the soil level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Tree species**
- **Location on the property**
  - Front garden
  - Side garden
  - Back garden
  - Neighbour
- **Additional information attached**
- **Reason for the Tree Works**