

# REVIEW TREE MANAGEMENT APPLICATION

About this form Use this form to apply for a review of determination of your tree application decision. The Tree Management Policy aims to protect our tree assets for future sustainable management of the urban forest. Mature trees provide the most value to our urban forest canopy by means of: providing habitat, connectivity between parks and reserves, heating and cooling, street amenity, visual and sound screens. To review your current tree application decision additional information will be required in order to substantiate your claim. Part 7 of this form identifies the types of additional information that you may require to submit in addition to this form.

It should be noted that whilst you may submit that application to review, any tree works are subject to your current Permit conditions which are enforceable under the *Environmental Planning and Assessment Act 1979*. This form is required so that Council can protect and manage the urban forest within the City of Ryde and can ensure that the Tree Works:

- Comply with the *Environmental Planning and Assessment Act 1979*
- Comply with Part 9.5 Tree Preservation of the City of Ryde Development Control Plan 2014, the Local Environment Plan 2014 and any other relevant planning controls
- Have no long term adverse impact upon the Urban Forest canopy across the City of Ryde

- Have no adverse impact upon neighbouring properties, and the visual amenity and landscape character of the area.

**NOTE: For removal of trees on a heritage item or within a heritage conservation area a Development Application is required.**

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
**Phone** (02) 9952 8222  
**TTY** (02) 9952 8470  
**Fax** (02) 9952 8070

**Additional information:** FAQs are available online at: [www.ryde.nsw.gov.au/trees](http://www.ryde.nsw.gov.au/trees).

You can also discuss your proposal before lodging your Tree Management Application by contacting Customer Service on (02) 9952 8222.

## PART 1 : APPLICANT DETAILS

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

Company / Organisation If applicable	<input type="text"/>			
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other
Given Name	<input type="text"/>		Family Name	<input type="text"/>
Address	<input type="text"/>			
Suburb	<input type="text"/>		Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postal Address If different from above	<input type="text"/>			
Suburb	<input type="text"/>		Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Preferred contact	<input type="checkbox"/> Mobile	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	
Mobile	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Email	<input type="text"/>			
Previous Tree Management Number (eg TMA2013/123)	<input type="text"/>		Document Reference Number	<input type="text"/>

## PART 2 : LOCATION OF THE PROPERTY

Site where proposed Tree Works will be carried out

Address	<input type="text"/>			
Suburb	<input type="text"/>		Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Lot No.	<input type="text"/>		DP/SP	<input type="text"/>
Is access to the site available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, state why? eg dog, locked gates	<input type="text"/>

# PART 3 : OWNER'S CONSENT

Every registered owner of the land must sign this form

3.a) Type of owner(s)  Land owner (Torrens title)  Unit owner (Strata title)  Legal authority  Council  
 Land owner (Company title)  Common seal/ stamp required  Power of attorney  Executor  Trustee  Body corporate

3.b) Owners address same as location of the tree works?  Yes If yes, please proceed to number of owners (3.c)  No

Address   
Suburb  Postcode   
Preferred contact  Mobile  Phone  Email  
Mobile  Phone   
Email

3.c) Number of owners  3.d) Consent As owner of the land (or legal authority) to which this application relates, I consent to this application. I also consent for authorised 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

### 3.e) 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 (eg. 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

## PART 4 : DEVELOPMENT AND TREE APPLICATION DETAILS

Past and present development and tree application details for the site

- 4.a) Is this the first review application for the tree/s?  Yes  No If no, provide date of last application
- 4.b) Is there a current approved Development Application (DA) Consent for the property?  Yes If yes, provide DA Number, then proceed to question 4.e):   
 No
- 4.c) Has a Development Application been submitted for the property?  Yes  No If no, please proceed to Part 4.f)
- 4.d) Are the tree/s included in the Development Application (DA)?  Yes If yes, the Tree Works will be assessed as part of the DA.  No
- 4.e) Is this application for tree removal of tree/s required to be retained in the DA consent?  Yes If Yes, you will need to apply for a Section 96 amendment to your development application consent  No
- 4.f) Are the Tree Works necessary to enable you to apply for a Complying Development Certificate?\*  Yes 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 provide this information your application will be rejected.  
 No

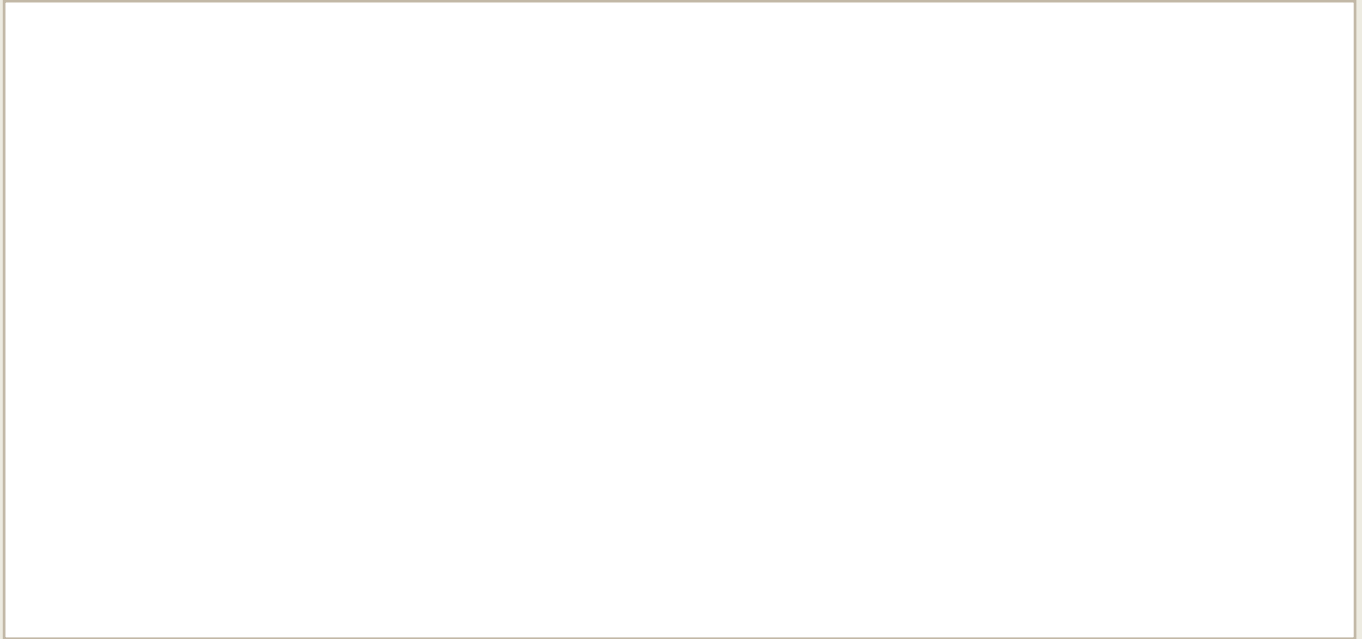
## PART 5 : TYPE OF TREE WORKS

Please select one or more types of Tree Works, provide details of the location and reasons for the works

- 5.a) Number of trees in this application\*
- 5.b)  I am aware that the following fees apply and are payable on lodgement for a review for a Tree Management Application. \$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: \$13.40.00 for a Stage 1 Review (by an alternative Council officer) and \$21.50 for a Stage 2 Review (by Council's Internal Review Panel)
- 5.c) TREE 1 : Proposed Tree Works  Pruning  Removal  Changing the soil level  
Tree species   
Location on the property  Front garden  Side garden  Back garden  
Additional information attached   
Reason for the Tree Works
- 5.d) TREE 2 : Proposed Tree Works  Pruning  Removal  Changing the soil level  
Tree species   
Location on the property  Front garden  Side garden  Back garden  
Additional information attached   
Reason for the Tree Works
- 5.e) TREE 3 : Proposed Tree Works  Pruning  Removal  Changing the soil level  
Tree species   
Location on the property  Front garden  Side garden  Back garden  
Additional information attached   
Reason for the Tree Works
- 5.f) Have you included your previous site plan/map?\*  Yes  No

## PART 6 : SITE PLAN

Provide a bird's eye view drawing below or attach your Site Plan to this application\* Please included the following: Indicate 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 7 : ADDITIONAL INFORMATION

Please include supporting documentation to substantiate your reasons to apply for a review. This information is required to assess potential factors to warrant the tree works/removal. This is information that would not have been used to assess the initial tree permit application and information that Council's Tree Management team may be unqualified to ascertain.

If you have not included this information Council will either **reject your application** or request missing information to be provided. This may prolong the review process. Please tick the appropriate box for the supporting documentation that you have included with this application:

- Poor Tree health: an independent arborist report that provides conclusive information regarding the condition of the tree. This must be prepared in accordance with the Tree Management Technical Manual.
- Qualified Plumbers Report: Damage to plumbing they must supply their business company and licence number with the report.
- Health: A letter from your GP stating that your condition is solely cause by the tree/s and that your health cannot be managed by other means.
- Structural Engineers Report: Structural damage to dwelling; damage of foot paths and driveways does not substantiate your claim to review was this can be managed in other means to retain the tree.
- Other: (Please specify): You must have supporting documentation of a qualified means to substantiate other reasons behind warranting the trees removal. Maintenance issues caused by the tree are not reasons to warrant the removal of a tree/s.

## PART 8 : REVIEW PROCESS INFORMATION

After your application is received and the fee paid, the process undergoes a few stages where your application and its supporting documentation are given a chance to be fairly assessed. These stages are as follows:

1. Assessed by alternate Tree Management Officer.
2. Collation of information regarding the matter for the assessment by a review panel. This panel consists of internal senior staff and an independent qualified consulting arborist.

The Panel may utilise a scorecard to determine the monetary value of the tree/s as a means of negotiating with you as the applicant.

3. Failing stages 1 and 2, the matter is then deferred to the Council to be resolved at a Works and Community Committee meeting. It is envisaged that in most instances an outcome can be resolved prior to reaching stage 3.

## PART 9 : DECLARATION

- 9.a) Have you or any person with a financial interest in the application made any donations in the last 5 years to any of Council's elected representatives or their political parties? \*  Yes If yes, Please complete a Political Donations and Gifts Disclosure Form  No

### Notes:

- Your application will take longer to process if an appointment has to be made to access the site.
- You must at this stage include additional information to support your application such as an arboricultural report, structural engineering report, plumbing report, landscape design plan or photographs.

- FAQs available online at: [www.ryde.nsw.gov.au/Trees](http://www.ryde.nsw.gov.au/Trees) provide advice on report requirements.
- 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.

### 9.b) 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.

Signature (s)

Date

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.

OFFICE USE ONLY

Receipt number

Amount paid

\$

Date received