

# TREE MANAGEMENT APPLICATION

## About this form

Use this form to apply for approval to carry out Tree Works.

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.

## 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

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

### Additional Information:

- Please read Part 9.5 of Development Control Plan 2014 and Section 4 of the Tree Management Technical Manual.
- You should also **include any additional information** in support of your application, such as an arboricultural report, structural engineering report, plumbing report, landscape design plan and/or photographs. This information may assist in substantiating your request.
- All 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.
- Your application will take longer to process if an appointment has to be made to access the site.
- Further information can be found at [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au)  
You can also discuss your proposal before lodging your Tree Management Application by contacting Customer Service on (02) 9952 8222.

## SCHEDULE OF FEES

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

<b>Residential dwellings (non strata)</b> <ul style="list-style-type: none"><li>• \$75 for 1 tree</li><li>• \$150 for 2 trees</li><li>• \$188 for 3 trees</li><li>• \$24.50 per additional tree (more than 3) on top of \$188 per property</li></ul>	<b>Pensioner discount</b> <ul style="list-style-type: none"><li>• \$37 for 1 tree</li><li>• \$74 for 2 trees</li><li>• \$94 for 3 trees</li><li>• \$12.60 per additional tree (more than 3) on top of \$94</li></ul>	<b>Commercial, strata and other properties</b> <ul style="list-style-type: none"><li>• \$149 for 1 tree</li><li>• \$298 for 2 trees</li><li>• \$376 for 3 trees</li><li>• \$101 per additional tree (more than 3) on top of \$376 per property</li></ul>	<b>Urgent Application fee</b> <ul style="list-style-type: none"><li>• Urgency Application - \$502 (for permit determination within 3 working days, in addition to the application fee)* subject to availability</li></ul>
<b>Review of decision</b>			
<ul style="list-style-type: none"><li>• \$28 for a Review (by an alternative Council officer)</li><li>• Eligible pensioner discount: \$14.10 for a Stage 1 Review (by an alternative Council officer)</li></ul>			

<b>1.a)</b> Is the property or any part of the property in a Threatened Vegetation Area?	Yes	No
<b>1.b)</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?	<p><b>Yes</b> If yes, you should be submitting a Development Application (DA) Form from <a href="http://www.ryde.nsw.gov.au/forms">www.ryde.nsw.gov.au/forms</a> unless the application is for removal of a tree posing an imminent risk to human life.</p> <p><b>No</b> If no, please proceed to C below</p>	
<b>2.c)</b> Is the tree listed on the City of Ryde Significant Tree Register?	Yes	No

Not sure? Please call Customer Service on 9952 8222.

## PART 2 : COMPLYING DEVELOPMENT AND TREE APPLICATIONS

<b>2.a)</b> Are the Tree Works necessary to enable you to apply for a Complying Development Certificate?	<p><b>Yes</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.</p> <p><b>No</b></p>
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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.

## PART 3 : URGENT TREE MANAGEMENT APPLICATION Applicable to trees that are posing an imminent risk to human life

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 \$502
- 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.

### 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 Parks
- The determination will be sent by email. If the email address supplied is incorrect or illegible, the determination will be posted by standard post.

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

Yes      No If no, you may not be eligible for this service

## 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

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact      Mobile              Phone              Email

Mobile

Phone

Email

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

Neighbouring

land

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

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact      Mobile              Phone              Email

Mobile

Phone

Email

## PART 6 : TYPE OF TREE WORKS

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

### 6.a) Number of trees in this application

6.b) TREE 1 : Proposed Tree Works	Pruning	Removal	Changing the soil level	
Tree species				
Location on the property	Front garden	Side garden	Back garden	Neighbour
Additional information attached				
Reason for the Tree Works				

6.c) TREE 2 : Proposed Tree Works	Pruning	Removal	Changing the soil level	
Tree species				
Location on the property	Front garden	Side garden	Back garden	Neighbour
Additional information attached				
Reason for the Tree Works				

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 (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

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.

<b>TREE</b>	<b>Proposed Tree Works</b>	<b>Pruning</b>	<b>Removal</b>	<b>Changing the soil level</b>	
	Tree species				
	Location on the property	Front garden	Side garden	Back garden	Neighbour
	Additional information attached				
	Reason for the Tree Works				

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