

# DEVELOPMENT APPLICATION FORM FOR TREE REMOVAL ON HERITAGE PROPERTIES

## About this form

Use this form to apply for approval to remove a tree that is located within a property that is heritage listed or is located within a heritage conservation area. This form is required so that Council can protect and manage the urban forest within the City of Ryde and can ensure that any tree removal from a heritage listed property or within a heritage conservation area:

- Complies with the *Environmental Planning and Assessment Act 1979*
- Complies with Part 9.6 Tree Preservation of the City of Ryde Development Control Plan 2014, the Local Environment Plan 2014 and any other relevant planning controls
- Complies with the City of Ryde Urban Forest Technical Manual
- Will have no long term adverse impact upon the Urban Forest canopy across the City of Ryde
- Will have no adverse impact upon neighbouring properties, and the visual amenity and landscape character of the area

## How to lodge this form

This form is in ten 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 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

**Additional information:** An Application Guide and 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 Development Application by contacting Customer Service on (02) 9952 8222.

**NOTE:** For pruning of trees or urgent removal of trees posing an imminent risk to human life on a heritage item or within a heritage conservation area, a Tree Permit Application is required.

## PART 1 : APPLICANT DETAILS

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

<b>Company / Organisation</b> If applicable	<input type="text"/>		
<b>Title*</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms
	<input type="checkbox"/> Miss	<b>Other:</b> <input type="text"/>	
<b>Given Name*</b>	<input type="text"/>	<b>Family Name*</b>	<input type="text"/>
<b>Unit / Suite No.</b>	<input type="text"/>	<b>House No.*</b>	<input type="text"/>
<b>Street Name*</b>	<input type="text"/>		
<b>Suburb*</b>	<input type="text"/>	<b>Postcode*</b>	<input type="text"/>
<b>Postal Address</b> If different from above	<input type="text"/>		
<b>Suburb</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
<b>Preferred Contact*</b>	<input type="checkbox"/> Mobile	<input type="checkbox"/> Business	<input type="checkbox"/> Home
<b>Mobile</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>	<b>Home Phone</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>		

## PART 2 : LOCATION OF THE PROPERTY

Site where proposed Tree Works will be carried out.

<b>Unit / Suite No.</b>	<input type="text"/>	<b>House No.*</b>	<input type="text"/>
<b>Street Name*</b>	<input type="text"/>		
<b>Suburb*</b>	<input type="text"/>	<b>Postcode*</b>	<input type="text"/>
<b>Lot No.*</b>	<input type="text"/>	<b>DP/SP*</b>	<input type="text"/>
<b>Is access to the site available?*</b>	<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  
 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**

Unit / Suite No.  House No.\*   
 Street Name\*   
 Suburb\*  Postcode\*   
 Mobile  Fax   
 Business Phone  Home 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 : PROPERTY DETAILS

Significant tree, threatened vegetation and heritage zoning details for the site

**4.a) Are you applying for a tree to be removed? \***  Yes  No If no, you should be submitting a Tree Permit Application Form for pruning work from [www.ryde.nsw.gov.au/Forms](http://www.ryde.nsw.gov.au/Forms)

**4.b) Is the property or any part of the property in a Threatened Vegetation Area? \***  Yes  No

**Not sure?** Please review [www.ryde.nsw.gov.au/\\_Documents/Parks/Threatened+Vegetation.pdf](http://www.ryde.nsw.gov.au/_Documents/Parks/Threatened+Vegetation.pdf) or call Customer Service on 9952 8222.

**4.c) Is the property or any part of the property a heritage item?\***  Yes If yes, please proceed to 4.e)  No

**4.d) Is the property within a heritage conservation area?\***  Yes  No If no, you should be submitting a Tree Permit Application Form from [www.ryde.nsw.gov.au/Forms](http://www.ryde.nsw.gov.au/Forms)

**Not sure?** Heritage items are identified in Schedule 5 of the City of Ryde Local Environment Plan 2014 and are shown on the Heritage Map. You can also check whether your property is within one of the five heritage conservation areas by viewing the Heritage Map at [www.ryde.nsw.gov.au/\\_Documents/Parks/Heritage+and+Conservation.pdf](http://www.ryde.nsw.gov.au/_Documents/Parks/Heritage+and+Conservation.pdf) or call Customer Service on 9952 8222.

**4.e) Have you provided an Arborist report for the application?\***  Yes  No If no, you will need to submit an Arborist Report with your application. The minimum requirements for an Arborist report are located in Section 4 of the Urban Forest Technical Manual and can be downloaded from [www.ryde.nsw.gov.au/Trees](http://www.ryde.nsw.gov.au/Trees)

**4.f) Have you provided a quote for the proposed works from a Qualified Arborist?\***  Yes  No If no, you will need to submit an Arborist Report with your application. The minimum requirements for an Arborist report are located in Section 4 of the Urban Forest Technical Manual and can be downloaded from [www.ryde.nsw.gov.au/Trees](http://www.ryde.nsw.gov.au/Trees)

## PART 5 : DEVELOPMENT AND TREE APPLICATION DETAILS

Past and present development and tree application details for the site

**5.a) Is there a current approved Development Application (DA) Consent for the property?\***  Yes If yes, provide DA Number, then proceed to question 5.d):   
 No

**5.b) Has a Development Application been submitted for the property?\***  Yes  No

**5.c) 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

**5.d) 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 4.55 amendment to your development application consent  No

## 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 : Tree species for proposed removal\*

Location on the property\*

Front garden

Side garden

Back garden

Associated information attached\*

Arborist Report

Quote from Qualified Arborist

Reasons for the proposed tree removal\*

6.c) TREE 1 : Tree species for proposed removal\*

Location on the property\*

Front garden

Side garden

Back garden

Associated information attached\*

Arborist Report

Quote from Qualified Arborist

Reasons for the proposed tree removal\*

6.d) TREE 1 : Tree species for proposed removal\*

Location on the property\*

Front garden

Side garden

Back garden

Associated information attached\*

Arborist Report

Quote from Qualified Arborist

Reasons for the proposed tree removal\*

### Notes:

- Your application will take longer to process if an appointment has to be made to access the site.
- If you are applying to carry out Tree Works on more than 3 trees, please complete and attach the Multiple Trees Attachment which can be downloaded from: [www.ryde.nsw.gov.au/forms](http://www.ryde.nsw.gov.au/forms)
- You may wish to include additional information to support your application such as a 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 Urban Forest Technical Manual. Council will only accept reports from arborists with Australian Qualification Framework level 5 in Horticulture (Arboriculture) or equivalent.
- All quotes for tree removal works must comply with the provisions of Section 4 of the Urban Forest Technical Manual. Council will only accept quotes from arborists with Australian Qualification Framework level 3 Horticulture (Arboriculture) or equivalent.

## PART 7: ATTACHMENTS CHECKLIST

OFFICE USE ONLY

You are required to attach the following to this application:

<b>7.a) SITE PLAN</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.b) ARBORIST REPORT</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.c) QUOTE FROM QUALIFIED ARBORIST</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.d) STATEMENT OF ENVIRONMENTAL EFFECTS</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7.e) MULTIPLE TREES ATTACHMENT (if applicable)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
<b>7.f) ADDITIONAL ATTACHMENTS (Please list)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

## PART 8: DECLARATION

**8.a) Have you or any person with a financial interest in the application made any donations in the last 2 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

**8.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\*