

APPLICATION TO PRUNE / REMOVE / TRANSPLANT TREES

FEES (payable on application – Pensioners & Health Card holders are exempt from Inspection Fees)

Number of trees
to be inspected

Application Fee

\$29

Additional Fees:

Inspection Fee

1 to 3 Trees

\$41

=

\$70

Each Additional Tree

\$29

On Site Appointment

\$56

Review of Determination

\$67

Exempt or Complying Development

Certificate application (including

inspection + permit)

\$192

Address of Property Containing Tree/s:

Applicant's Name: _____ Applicant's Signature: _____

Pension Concession/Health Card: ☐ YES ☐ NO Card No: _____

Applicant's Postal Address: _____

Phone Nos: H _____ W _____ M _____

Property owner: As the owner of the land to which this application relates I consent to this application and authorise Council Officers to enter the property to carry out inspections related to this application.

Name: _____ Signature: _____ Date: _____

CHECKLIST FOR APPLICANTS

- Has there been any Applications for any works on this property within the last five years or is this application required as part of Exempt & Complying Development (SEPP 2008)? ☐ YES ☐ NO
- Is the property a listed Heritage Item; located within a Conservation Area; on Council's Natural Heritage Register; or designated Bushfire Prone Land? If unsure, check with Council on 9777 1000. ☐ YES ☐ NO
- The Site Plan overleaf showing the property, the tree/s to be inspected, any other affected trees, all relevant structures, site boundaries, and north point is completed. ☐ YES ☐ NO
- Two copies of all other documentation, reports or photographs relevant to the application are attached. ☐ YES ☐ NO
- The trees to be inspected have been clearly marked on the site plan overleaf; and on site with tape, ribbon, paint spot or numbered tag. ☐ YES ☐ NO
- Do you require an on site appointment with the inspecting officer? If so, an additional fee is required (see Fees above). ☐ YES ☐ NO
- If there are dogs on the property or locked gates blocking access, arrangements will need to be made to provide safe access for the site inspection. This may require an on site appointment with the inspecting officer (see Fees above). ☐ YES ☐ NO
- Payment of all necessary fees attached (see Fees above). ☐ YES ☐ NO

OFFICE USE ONLY: Application No: _____

Zoning: _____ Conservation Area: ☐ YES ☐ NO Notification: ☐ YES ☐ NO

Fee: \$ _____ Receipt No: _____ Date: _____

SITE PLAN (including northpoint eg:)

Note: For applications under Exempt & Complying Development SEPP 2008, please attach one copy of building plans and current site survey showing tree/s to be trimmed/removed.

 = Trees (show all trees on site)

 T1, T2 etc = Trees to be inspected

Address
Suburb

Tree ID Number onsite	Species and/or Common Name	Work requested	Reasons for request

Attach another page if necessary.

31 Victor Street, Chatswood NSW 2067
PO Box 57, Chatswood NSW 2057
Ph (02) 9777 1000 Fax (02) 9777 1038
Email: email@willoughby.nsw.gov.au
Web: www.willoughby.nsw.gov.au
ABN 47 974 826 099



CREDIT CARD AUTHORISATION

(MASTERCARD AND VISA ONLY)

Attention: _____

From: _____

Address: _____

_____ Postcode: _____

Phone: _____ Mobile: _____

Date: _____

I authorise Willoughby City Council to debit my credit card for the amount of \$ _____
for payment of _____

Credit card type: ☐ Mastercard ☐ Visa

Credit card number:

Expiry date:

Card holder's name: _____

Card holder's signature: _____

PLEASE NOTE:
A 1% Service Fee applies when
payment is made by Credit Card