

# APPLICATION FOR TREE PROTECTION

## LOCAL LAW PERMIT

under Tree Protection Local Law 2016

|                                |                            |                       |
|--------------------------------|----------------------------|-----------------------|
| <b>Office<br/>Use<br/>Only</b> | <b>APPLICATION NUMBER:</b> | <b>DATE RECEIVED:</b> |
|                                | <b>APPOINTMENT:</b>        |                       |

### 1. ADDRESS WHERE THE TREE(S) ARE LOCATED

|                 |  |
|-----------------|--|
| <b>Address:</b> |  |
|-----------------|--|

### 2. THE APPLICANT

|  |                 |                  |
|--|-----------------|------------------|
| <b>Name:</b>   |                 |                  |
| <b>Postal Address:</b>   |                 | <b>Postcode:</b> |
| <b>Home Ph:</b>  | <b>Work Ph:</b> | <b>Mobile:</b>   |
| <b>Email Address:</b>  |                 |                  |
| <b>Are you the owner of the land?</b> <input type="checkbox"/> Yes - <i>Go to step 4</i> <input type="checkbox"/> No - <i>Go to step 3</i> |                 |                  |

### 3. THE OWNER - Owner of tree(s)

|  |                  |
|--|------------------|
| <b>Name:</b>   |                  |
| <i>If Owner is a Company or Owners Corporation please state Contact Person and attach documentation of their consent to the application being made</i> |                  |
| <b>Contact Person:</b>   |                  |
| <b>Postal Address:</b>   | <b>Postcode:</b> |
| <b>Declaration:</b> I consent to the works for which this application seeks permission.  |                  |
| <b>Owner's Signature:</b> _____  |                  |

### 4. SITE INSPECTION

|   |  |
|---|--|
| <p>Council is not currently offering appointments with arborists to meet and discuss trees on site. This is in accordance with social distancing and to protect our community. Council arborists will be available to discuss applications and any concerns via phone or email.</p> <p>Please provide details of any access restrictions (dogs on site, locked gates, etc):</p> <p>_____</p> <p>_____</p> <p>If the tree cannot be accessed without someone present, please provide contact details:</p> <p>Contact Person: _____</p> <p>Contact No.: _____</p> |  |
|---|--|

## 5. TREE DETAILS

### TREE 1

|  |   |
|--|---|
| <input type="checkbox"/> Removal<br><input type="checkbox"/> Pruning - Significant Tree only<br><input type="checkbox"/> Works within 2m of a tree<br><input type="checkbox"/> Works within the Tree Protection Zone of a significant tree | <b>Common Name/Species:</b>   |
|  | <b>Trunk Circumference @ 1.5m above ground:</b><br><i>(Add up multiple stems)</i> |
|  | <b>Or Trunk Circumference at ground level:</b>                                    |

### TREE 2

|  |   |
|--|---|
| <input type="checkbox"/> Removal<br><input type="checkbox"/> Pruning - Significant Tree only<br><input type="checkbox"/> Works within 2m of a tree<br><input type="checkbox"/> Works within the Tree Protection Zone of a significant tree | <b>Common Name/Species:</b>   |
|  | <b>Trunk Circumference @ 1.5m above ground:</b><br><i>(Add up multiple stems)</i> |
|  | <b>Or Trunk Circumference at ground level:</b>                                    |

### TREE 3

|  |   |
|--|---|
| <input type="checkbox"/> Removal<br><input type="checkbox"/> Pruning - Significant Tree only<br><input type="checkbox"/> Works within 2m of a tree<br><input type="checkbox"/> Works within the Tree Protection Zone of a significant tree | <b>Common Name/Species:</b>   |
|  | <b>Trunk Circumference @ 1.5m above ground:</b><br><i>(Add up multiple stems)</i> |
|  | <b>Or Trunk Circumference at ground level:</b>                                    |

### TREE 4

|  |   |
|--|---|
| <input type="checkbox"/> Removal<br><input type="checkbox"/> Pruning - Significant Tree only<br><input type="checkbox"/> Works within 2m of a tree<br><input type="checkbox"/> Works within the Tree Protection Zone of a significant tree | <b>Common Name/Species:</b>   |
|  | <b>Trunk Circumference @ 1.5m above ground:</b><br><i>(Add up multiple stems)</i> |
|  | <b>Or Trunk Circumference at ground level:</b>                                    |

### TREE 5

|  |   |
|--|---|
| <input type="checkbox"/> Removal<br><input type="checkbox"/> Pruning - Significant Tree only<br><input type="checkbox"/> Works within 2m of a tree<br><input type="checkbox"/> Works within the Tree Protection Zone of a significant tree | <b>Common Name/Species:</b>   |
|  | <b>Trunk Circumference @ 1.5m above ground:</b><br><i>(Add up multiple stems)</i> |
|  | <b>Or Trunk Circumference at ground level:</b>                                    |

(Add additional sheets if there are further trees)

| Reasons for the application (select as relevant).                     | Detail supporting information. Supporting information should be included with your information. You may add additional pages. |
|---|---|
| <input type="checkbox"/> <b>Tree health/condition</b>                 |   |
| <input type="checkbox"/> <b>Inappropriate location</b>                |   |
| <input type="checkbox"/> <b>Safety concerns</b>                       |   |
| <input type="checkbox"/> <b>Damage to property/drains</b>             |   |
| <input type="checkbox"/> <b>Unreasonable nuisance</b>                 |   |
| <input type="checkbox"/> <b>Building works:</b>                       |   |
| <input type="checkbox"/> <b>New dwelling/extension</b>                |   |
| <input type="checkbox"/> <b>Multi-unit development</b>                |   |
| <input type="checkbox"/> <b>Landscaping</b>                           |   |
| <input type="checkbox"/> <b>Swimming pool/tennis courts/garage</b>    |   |
| <input type="checkbox"/> <b>Other reasons (<i>please specify</i>)</b> |   |
|   |   |
|   |   |

## 6. APPLICATION REQUIREMENTS

If your application is made on the basis of the following, please provide this information to enable proper consideration to be given to your application. If you do not provide the information or provide sufficient detail, Council will request you provide the information before the application is considered. This will delay processing of your application.

|   |  |
|---|--|
| Damage to property/drains   | <p>Evidence of damage, such as:</p> <ul style="list-style-type: none"> <li>• Closed circuit television footage of damage to underground pipes, collected by a suitably qualified person such as a licenced plumber.</li> <li>• A report from a suitably qualified and experienced structural engineer, detailing the extent of damage, the likely cause of the damage and detailing the range of options available in repairing the damage.</li> </ul> <p>Details of steps already taken to rectify the damage, if applicable.</p> |
| Construction of a new dwelling or extension to a dwelling                                     | A full set of fully-dimensioned plans of the proposed works, drawn in relation to title boundaries and showing the location of the subject tree and the extent of its TPZ having regard to the relevant Australian Standard.   |
| Works within 2 metres of canopy tree or within the tree protection zone of a significant tree | Plans detailing the proposed works requiring a permit, including details of excavation, fill, construction techniques and building materials.  |


Please note that regardless of the above, Council reserves the right to request further information under Clause 11(3) if the circumstances of your application so require.

## 7. PLAN OF PROPERTY

Sketch layout of the site indicating the following:

- a) location of trees proposed for removal/pruning
- b) location of trees and proximity of proposed works
- c) location of replacement trees
- d) key features including road, house, garage, driveway etc.

### Legend

 Tree(s) for removal/pruning/

## 8. APPLICATION CHECKLIST

Have you?

- Completed all sections of this form.
- Attached the plan of the property indicating the location of trees to be remove, trees to be pruned and trees to be affected by proposed works.
- Provided copies of supporting information, including expert evidence.
- Included payment details.
- Provided evidence of the owner's consent, if you are not the owner and the owner has not signed the application form

## 9. PAYMENT

- |   |                  |
|---|------------------|
| <input type="checkbox"/> Removal:                       | \$84.00 per tree |
| <input type="checkbox"/> Pruning of a Significant Tree: | \$42.00 per tree |
| <input type="checkbox"/> Works within 2m of a tree:     | \$84.00 per tree |

Payment total: \$ \_\_\_\_\_

Payment method:

- Online Payment Portal (see below)    Cheque    Cash (in person)

### How to pay via Online Payment Portal?

1. Submit your application to Council.
2. Once received, your application will be registered and allocated an application number.
3. You will be sent an emailed with your application number and a link to the payment portal.
4. You make a payment.
5. Council is notified payment has been received and further assessment of your application will commence.

## 10. DECLARATION

**I declare that all of the information contained in this application is true.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

*Please note it is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled if you provide false or misleading information*

## 11. SUBMISSION - send completed form and all supporting documents to:

[boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)

OR

**STATUTORY PLANNING  
DEPARTMENT CITY OF  
BOROONDARA  
Private Bag 1  
Camberwell VIC 3124**

### PRIVACY STATEMENT

The personal information requested on this form is being collected by Council to assist in the registration and processing of your application.

The personal information will be used solely by Council for that primary purpose or directly related purposes. Council must make this information available to comply with the Freedom of Information Act 1982.

If this information is not collected, Council will be unable to process your application.

The applicant understands that the personal information provided is for the registration, processing and assessment of the application and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.