



## Application to Prune or Remove Trees on Private Property

- All sections of the form **MUST** be completed.
- You **MUST** submit photos of each tree on your application (jpg or pdf files only. HEIC files not accepted).
- Arborist reports must comply with the guidelines on page 8 or will not be considered when assessing the application.
- When applying for trees on your property and the neighbouring property, submit two separate application forms.
- Do not use this form for Council trees or trees directly related to a Development Application/Complying development. Contact the Customer Service Centre or Council's Duty Planner for information.
- Read the Tree Assessment Guidelines on page 7 before submitting this form for assessment criteria information.

<b>PROPERTY ADDRESS OF THE TREES</b> (defined by the location of the trunk at ground level)			
Unit No.	House No.	Street	
Suburb		Postcode	Nearest cross street
Is access to the tree prevented by locked gate? Yes <input type="checkbox"/> No <input type="checkbox"/>		Is there a dog on the property? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>By submitting this application, you are granting permission to the inspecting officer to enter the property for the purpose of tree assessment, without the applicant being present.</b>			
<b>APPLICANT DETAILS</b> Contact information of the person/company/organisation/strata committee submitting the form.			
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____			
Given Name		Family Name	
Company/Organisation/Managing Agent Name			
Postal Address (the determination letter will be posted to this address)			Postcode
Email address			
Phone (Home/Business)		Mobile	
<b>Applicant's signature. X</b>			
<b>OWNER'S CONSENT</b> Owner's consent <b>MUST</b> be submitted – refer to requirements page 5.			
Name of Owner			
Email address		Phone	
<b>Owner's signature. X</b>			

OFFICE USE ONLY – RMTR

Receipt Number

### Ku-ring-gai Council

818 Pacific Highway, Gordon NSW 2072  
Locked Bag 1006, Gordon NSW 2072

Phone 02 9424 0000

Email krg@krg.nsw.gov.au

Valid 1 July 2024 to 30 June 2025

Website www.krg.nsw.gov.au

**Reasons for Tree Pruning or Removal**

- Submit detailed information and reasons for the proposed tree removal/pruning
- Photos of each tree **MUST** be submitted with the application form (jpg or pdf files only. HEIC files not accepted).
- Attach supporting reports - arborist report, plumbers report, or pest inspection report.
- Mark the trees at the property with a non-permanent ribbon/rope and number each tree to match the tree number on the form below to assist the Officer to find the trees at the property.

<b>Total Number of Trees</b> on this application (write number)	<b>REMOVE:</b> _____	<b>PRUNE:</b> _____
---	----------------------	---------------------

<b>Tree 1</b>	<b>Remove</b> <input type="checkbox"/> <b>Prune</b> <input type="checkbox"/> (Please tick)
Tree type / Species:	
Reason for removal/pruning:	

<b>Tree 2</b>	<b>Remove</b> <input type="checkbox"/> <b>Prune</b> <input type="checkbox"/> (Please tick)
Tree type / Species:	
Reason for removal/pruning:	

<b>Tree 3</b>	<b>Remove</b> <input type="checkbox"/> <b>Prune</b> <input type="checkbox"/> (Please tick)
Tree type / Species:	
Reason for removal/pruning:	

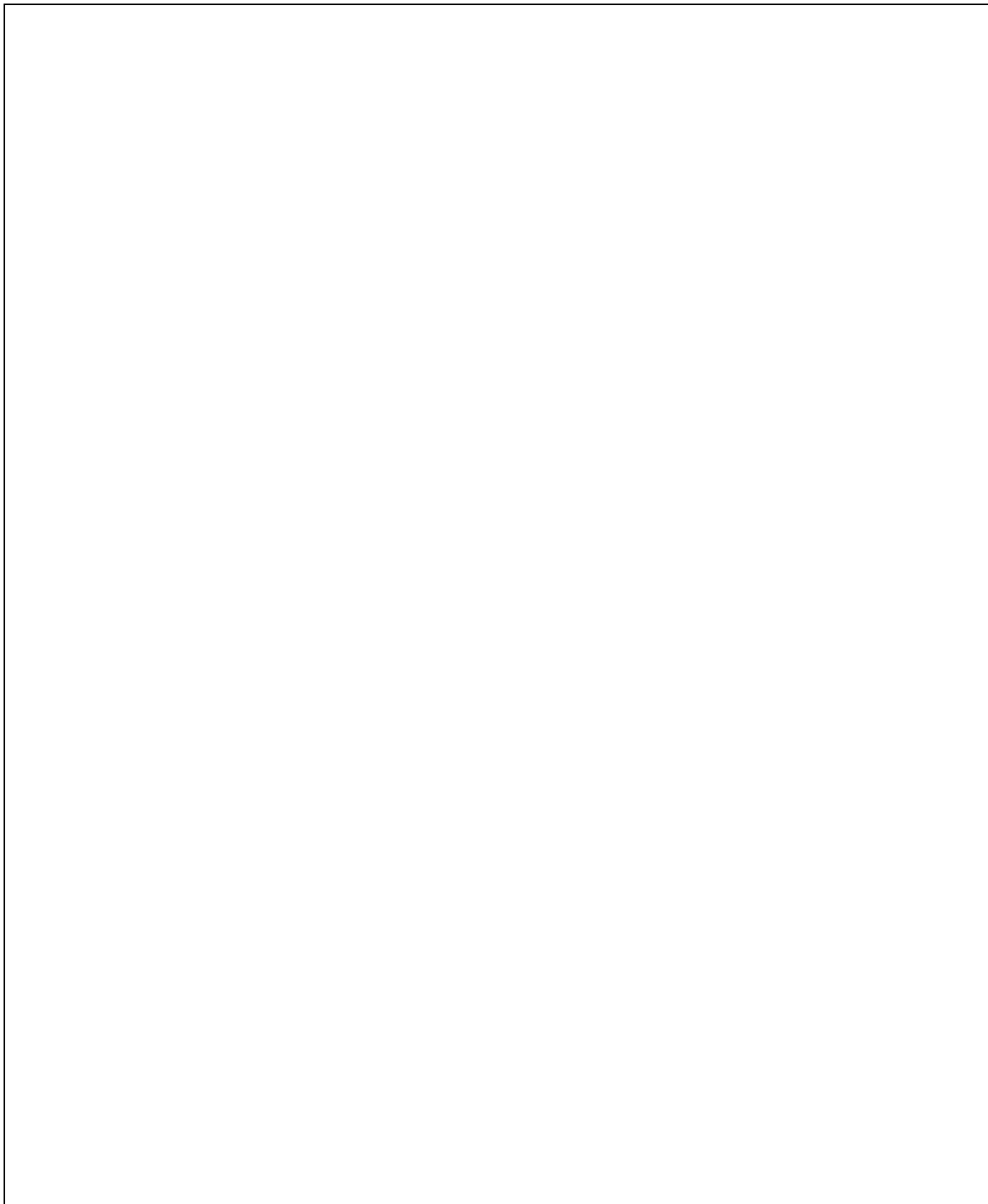
<b>Tree 4</b>	<b>Remove</b> <input type="checkbox"/> <b>Prune</b> <input type="checkbox"/> (Please tick)
Tree type / Species:	
Reason for removal/pruning:	

<p><b>Tree 5</b></p> <p>Tree type / Species:</p> <p>Reason for removal/pruning:</p>	<p>Remove <input type="checkbox"/> Prune <input type="checkbox"/> (Please tick)</p>
<p><b>Tree 6</b></p> <p>Tree type / Species:</p> <p>Reason for removal/pruning:</p>	<p>Remove <input type="checkbox"/> Prune <input type="checkbox"/> (Please tick)</p>
<p><b>Tree 7</b></p> <p>Tree type / Species:</p> <p>Reason for removal/pruning:</p>	<p>Remove <input type="checkbox"/> Prune <input type="checkbox"/> (Please tick)</p>
<p><b>Tree 8</b></p> <p>Tree type / Species:</p> <p>Reason for removal/pruning:</p>	<p>Remove <input type="checkbox"/> Prune <input type="checkbox"/> (Please tick)</p>

To apply for assessment of more than 8 trees, attach additional pages.

### **Location of the Trees - Property Site Map**

- A site map **MUST be submitted** showing the location of the tree trunk and property boundary.
- Draw a simple map of the property, from an aerial view (NOT an aerial photo).
- Mark the location of the trees with an X to show the location of the tree trunk (not the tree canopy).
- The site map **MUST** include the property boundary, street names, buildings, driveways, swimming pool and any other information to assist the inspecting Officer to locate the trees for inspection.
- Label trees on the map 'tree 1' and 'tree 2' to match with the table on page 2 & 3 for every tree to be inspected.



## Owners Consent requirements

Applications that do not provide the required Owner's Consent are **invalid**, and **cannot be accepted**. Processing of your application is unable to be progressed until the requested information is submitted.

Type of Applicant or Owner	Required Documentation to be submitted with your application
Land Owner (Torrens Title)	A handwritten signature <b>must</b> be provided on page 1 of the form or a letter attached. Digital signatures are NOT accepted.
Company or Organisation is the Owner or applicant	Provide copy of ASIC Company Registration summary statement that confirms you are authorised to act on behalf of the Company. Or;- Provide a letter that authorises you as a representative of the Company or Organisation to lodge an Application to Prune or Remove Trees for the property. The letter must be on the Company or Organisation letterhead with a handwritten signature. Digital signatures are NOT accepted.
Managing Agent is the applicant	Current copy of the Managing Agent Agreement <b>MUST</b> be submitted with the application. The entire document must be provided. Extracts will not be accepted.
Unit Owner or Strata is the applicant	Minutes of the recent Strata Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property. The entire Minutes document must be provided. Extracts will not be accepted.
Body Corporate is the applicant	Minutes of the Body Corporate Committee Meeting that details the Committee has discussed and agreed with the proposed tree works and resolved to lodge an Application to Prune or Remove Trees for the property. The entire Minutes document must be provided. Extracts will not be accepted.
Power of Attorney	Copy of the Power of Attorney documentation The entire document must be provided. Extracts will not be accepted.
Executor	Copy of the documentation that authorises the Executor The entire document must be provided. Extracts will not be accepted.

## Submission checklist

Use this list to check you have submitted the required information

<b>Owners consent</b> submitted (refer to page 5) - <b>Owner's consent <u>MUST be submitted</u></b>	<input type="checkbox"/>
<b>Site plan</b> drawing showing; <ul style="list-style-type: none"> <li>the location of the tree trunk on the property using an X</li> <li>property boundary</li> <li>street names</li> <li>buildings</li> <li>driveways</li> <li>swimming pool</li> <li>any other useful information to assist the inspecting Officer to locate the trees for inspection</li> </ul>	<input type="checkbox"/>
<b>Photos</b> , (jpg or pdf files only. HEIC files not accepted) and supporting information & reports attached. Arborist Reports must comply with page 8 or will not be considered when assessing the application.	<input type="checkbox"/>
<b>Detailed reasons</b> for tree works supplied on page 2 or attached on a separate page and submitted with the application form.	<input type="checkbox"/>
<p>Ensure to use a separate application form for trees growing on more than one property address.</p> <p>ie. if you are applying for a permit for trees on your property AND your neighbour's property, two separate application forms must be submitted.</p> <p>For example-</p> <p>-application 1 (the tree is located on your property): you complete the applicant details on page 1 and supply the property owners handwritten signature consent or attach a consent letter.</p> <p>-application 2 (the tree is located on your neighbours property): you complete the applicant details on page 1 and supply the neighbouring property owners handwritten signature consent or attach a consent letter.</p>	<input type="checkbox"/>
<b>Provide contact details</b> to ensure Council can contact you regarding your application. <ul style="list-style-type: none"> <li>- Postal address</li> <li>- Email address</li> <li>- Daytime contact phone number</li> </ul>	<input type="checkbox"/>
<b>Fee payment submitted</b> The application fee <b>MUST</b> be submitted with the form. Refer to page 9.	<input type="checkbox"/>

## How do I submit the application form to Council?

Applications can be submitted to Council by returning the completed form, photos and attachments together with payment:

**In Person:** Customer Service Centre, 818 Pacific Highway Gordon

**Email:** krg@krg.nsw.gov.au

**Post:** Ku-ring-gai Council  
Locked Bag 1006  
GORDON NSW 2072

### **Ku-ring-gai Council**

818 Pacific Highway, Gordon NSW 2072  
Locked Bag 1006, Gordon NSW 2072

**Phone** 02 9424 0000

**Email** krg@krg.nsw.gov.au

**Valid 1 July 2024 to 30 June 2025**

**Website** www.krg.nsw.gov.au



## Tree Assessment Guidelines to Prune or Remove Trees on Private Property and Council Managed Land

Ku-ring-gai's Urban Forest Policy requires a focus on retaining and protecting trees, unless there are strong reasons for removal.

### 1 The following are NOT considered reasons for tree removal or pruning

- 1.1 There is substantial evidence the tree is healthy and has no major structural issues
- 1.2 Flower, leaf, sap or fruit fall
- 1.3 Increasing natural light
- 1.4 Enhancing views
- 1.5 Proposed development. Tree removal is considered under the development assessment process and not in a Tree Removal Application Form
- 1.6 Reduce bird or animal droppings
- 1.7 Lifting of driveways, paths and paving where there are alternatives to solve problems and retain the tree
- 1.8 Insects and animals eg. possums jumping from tree to roof or cockatoos damaging the property or scale insects causing sooty mould or spiders in the tree
- 1.9 Damage to minor structures such as fences, roof structures, outbuildings, garden structures, walls, driveways
- 1.10 Damage to underground services such as sewer and water pipes and where there are alternatives to solve problems and retain the tree
- 1.11 Fence construction
- 1.12 Tree does not suit the existing or proposed landscaping
- 1.13 Unsubstantiated fear of tree failure
- 1.14 Tree removal for bushfire hazard reduction, unless identified by NSW Rural Fire Services as a bushfire threat.
- 1.15 Tree too large or high
- 1.16 Pruning to reduce height (hedges excluded)
- 1.17 Termite infestation where the structural stability of the tree is not affected

### 2 The following may be considered reasons for tree removal or pruning

- 2.1 Where there is likelihood of tree failure and remedial actions are not feasible or practical. An arborist's report and testing may be required as supporting documentation. The report must comply with Council's report guidelines that are available on the Council's trees webpage.
- 2.2 Where the tree is causing substantial and continuing structural damage to a dwelling or substantial structure (excluding footpaths, retaining walls, driveways and fences) and remedial actions are not feasible or practical. A structural engineering assessment may be required.
- 2.3 Where the tree is in poor condition or structure, or declining health with a life expectancy of less than 5 years. There are no tree management options. An arborist's report and testing may be required.
- 2.4 A tree located in an unsuitable position where its future growth will result in major damage to a dwelling or substantial structure and there are no practical options to prevent damage.
- 2.5 Pruning to improve tree's health and structure.
- 2.6 Where the tree is proven to be directly causing substantial ill health, such as severe allergies. This must be supported by specialist medical evidence linking the health condition to the tree and where all other reasonable management options have been explored.



## Guidelines for the Preparation of Arborist Reports

To ensure the Arborist report is accepted by Council and considered as part of the tree assessment, the report **must** be compiled in accordance with these Guidelines.

Council requires the consulting Arborist, who prepares the report to have a minimum qualification of **Australian Qualification Framework Level 5 (AQF5) in Horticulture (Arboriculture)**.

The report is to consider the location of the property in reference to Council's Tree and Vegetation Development Control Plan (Part 13).

### **The following information is required in the preparation of a report:**

- The address of the site containing the trees and the date of the inspection.
- Who the report was prepared for and the aims of the report.
- Methods and/or techniques used in the inspection.
- A plan to scale of the site accurately showing the location of the trees, north point and any services, buildings or structures or adjacent trees relevant to the assessment.
- A table for each tree assessed showing the number of the tree as shown on the plan, species name, height, trunk diameter, and canopy spread, health condition and estimated useful life expectancy, significance of the tree in the landscape.
- A discussion of the data collected – this may include detailed information regarding wounds, cavities, cracks, splits, structure, root zone or pests and diseases.
- Supporting evidence such as photographs or test results where appropriate.
- Proposed replacement plantings, landscaping and soil remediation
- Sources of information referred to in the report.
- A discussion of all the options available – why they are recommended or why they are not recommended. For example, are there suitable options for tree management that would allow the tree to be retained.
- Recommendation as to the preferred option and the reasons therefore.
- Sonic Tomography must be verified through resistograph testing to confirm accuracy of data.
- The report must contain the name, address and telephone number, qualifications and accreditations and experience of the person or company carrying out the inspection and reporting.
- The report must contain a disclosure by the arborist of any pecuniary interests at the property or development and any works that the report recommends.

If a tree risk assessment is being undertaken, the consulting Arborist must undertake the assessment using an industry recognised Tree Risk Assessment Methodology ie. TRAQ or QTRA and a copy of the assessment sheets completed at the time of inspection and copy of the Arborist's current accreditation in TRAQ or QTRA are to be attached to the report.

The above list is not exhaustive. There may be other site considerations necessary to ensure adequate information is supplied to Council.

Council will consider the level of detail and relevance of information contained in any report. However, Council may not agree with the findings or recommendations in the report.

**Trees on Council Managed Land.** If you are required to provide an arborist report for trees on Council managed land for a Driveway Levels Application, Road Opening Permit Application etc, the consulting arborist/project arborist must be engaged from Council's list of pre-approved consulting arborists or the Institute of Australian Consulting Arboriculturists (IACA).

Only provide a report for Council managed trees if requested by Council.

The list of pre-approved consultants will be provided by Council when required. Any report is to adhere to the requirements listed above and comply with AS 4970.2009 Protection of Trees on Development Sites.

➤ *TAFE NSW and Ku-ring-gai Council regards graduates who hold a Certificate 3 (AQF3) qualification, as a Tree Worker/Contractor and not a Consulting Arborist for report preparation and writing.*

### **Ku-ring-gai Council**

818 Pacific Highway, Gordon NSW 2072  
Locked Bag 1006, Gordon NSW 2072

**Phone** 02 9424 0000

**Email** krg@krg.nsw.gov.au

**Valid 1 July 2024 to 30 June 2025**

**Website** www.krg.nsw.gov.au



## Tree Application Fees - How to Submit Payment

Payment of the application fee **MUST BE SUBMITTED** when lodging the application form.

### Application Fees

	Standard	Pensioner*
Tree removal basic application fee (one tree or hedge <sup>3</sup> )	\$88.00	\$42.00*
Tree pruning application fee (one tree or hedge <sup>3</sup> )	\$44.00	\$20.00*
Fee for each and every additional tree or hedge <sup>3</sup> (pruning or removal)	\$13.00	\$13.00*

#### Notes:

1. Payment **must** accompany this form for the application to be processed.
2. Fees paid are not refundable if permission is not granted.
3. A hedge is a group of 2 or more trees that are planted to form a hedge.

\*Pension Concession Card **must** be produced

The fee amounts are for applications submitted between 1 July 2024 - 30 June 2025

## Methods of Payment

**Credit Card\*** - complete the Credit Card Payment section below and submit with your application form.

**Pay in person** - Ku-ring-gai Council Customer Service Centre, 818 Pacific Highway Gordon.  
Payment by cash, cheque, debit card, credit card\* or EFTPOS.

**Cheque** - Attach to your application form and post to:  
Ku-ring-gai Council, Locked Bag 1006, Gordon NSW 2076

\*A merchant fee will apply if paying by Credit card.

## Credit Card Payment Form

<b>Applicant Details</b>	Full Name on Card
	Mailing Address
	Phone Number
<b>Card Details</b>	Card Type:      Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/>
	Credit Card Number
	Expiry Date
<b>Amount to be debited</b>	\$
<b>Signature</b>	Cardholders Signature
<b>Date</b>	Date
<b>Your privacy</b>	The personal information you have supplied on this form is legally required and assists Council officers when determining your application. Failure to provide some details may result in rejection or delays. The details provided are not publicly available. At any time you have access to view or correct any information you have supplied.