



Information for online Tree Application to Prune or Remove Trees on Private Property

All tree applications are to be submitted online

****Posted & emailed applications are not accepted**

You **MUST** upload the following completed templates to your Online Application; **(MANDATORY)**

- **Owners consent** in compliance with the requirements.
- **Reasons for Tree Pruning or Removal** – detailing the proposed tree works and reasons.
- **Site map** - Draw a simple line site map (refer to template) from an aerial view with each tree marked with an X to show the location of the tree trunk (not the tree canopy). Label trees on the map 'tree 1', 'tree 2' to match with the Reasons for Tree Pruning/Removal template for each tree to be inspected. 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.
- **Photos of each tree** on your application. Maximum 4MB file size each. (jpg or pdf files only. HEIC files are not accepted).

Supporting information to upload to your Online Application (if available – not mandatory)

- **Arborist Report** compiled in compliance with Council's Guidelines for the Preparation of Arborist Reports document (refer to page 4). The Arborist Report is to be submitted **in addition** to the Reasons for Tree Pruning or Removal template.
- **Plumbers Report**
- **Structural Engineers report**

Application fee payment (MANDATORY)

You will receive an Invoice after submitting the application.

Inspection and assessment is completed after payment is submitted.

Further information

- **Mark and label the trees at the property** with a non-permanent ribbon/rope and number each tree to match the tree number on the reasons for tree pruning/removal form to assist the Officer to find the trees at the property. **(MANDATORY)**
- When applying for trees on your property and the neighbouring property, submit two separate applications.
- Do not use the private tree application for Council trees or trees directly related to a Development Application/Complying development, a Driveway Construction application or other development.
- Read the Tree Assessment Guidelines for assessment criteria information before finalising your decision to submit the tree application. Refer to page 3.

Submission checklist

Use this list to check you have prepared the required information to upload online

Owners consent <u>(MANDATORY)</u>
Detailed reasons for tree pruning/removal <u>(MANDATORY)</u>
Site plan showing; <u>(MANDATORY)</u> <ul style="list-style-type: none"> the location of the tree trunk on the property using an X & numbered to match the reasons for tree works information submitted. property boundary street names buildings driveways swimming pool any other useful information to assist the inspecting Officer to locate the trees for inspection
Photos <u>(MANDATORY)</u> Maximum 4MB each jpg or pdf files only. HEIC files cannot be viewed and are not accepted
Supporting information (optional). Arborist reports, plumbers report or structural engineers report or other supporting information.
<p>A separate application is required for trees growing on more than one property address. ie. if you are applying for a permit for trees on your property AND your neighbour's property, two separate applications must be submitted.</p> <p>Ownership and responsibility of a tree is defined by the <u>location of the tree trunk at ground level.</u></p> <p>For example-</p> <p>-application 1 (the tree is located on your property): you complete the applicant details and submit the property owners handwritten signature consent letter.</p> <p>-application 2 (the tree is located on your neighbours property): you complete the applicant details and submit the neighbouring property owners handwritten signature consent letter.</p>
Fee payment - <u>(MANDATORY)</u> You will receive an invoice after submitting the online tree application. Applications will be inspected and assessed after payment is received.



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.

Ku-ring-gai Council

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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.*

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Tree Application Fees

An Invoice will be provided after submitting the online application.
Applications will be inspected and assessed after invoice payment.

Application Fees

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

Notes:

1. Payment is required after submitting the online application. An invoice will be provided.
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 & maintained to form a hedge.
4. The pensioner rate applies only if the applicant & tree owner is the pension holder.

The fee amounts are for applications submitted between 1 July 2025 - 30 June 2026