



# HOLROYD CITY COUNCIL

Council Chambers, 16 Memorial Avenue, Merrylands  
 Telephone: 9840 9840 Fax: 9840 9734  
 Email: hcc@holroyd.nsw.gov.au  
 www.holroyd.nsw.gov.au

All communications to be addressed to:

The General Manager  
 Holroyd City Council  
 PO Box 42 Merrylands NSW 2160

## GENERAL TREE WORKS APPLICATION

Applicant's Name ..... Postal Address ..... Contact Details .....	<b>Application Fees:</b> <b>1-5 Trees \$55.00</b> <b>6-10 Trees \$110.10</b> <b>11+ Trees \$162.75</b> <b>Pensioners \$12.80</b>  <b>New fees will apply from 1 July 2012</b>	<b>OFFICE USE ONLY</b> Fee: ..... Date Paid: ..... Receipt No: ..... Application No: .....
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### I WISH TO APPLY FOR COUNCIL APPROVAL FOR THE FOLLOWING TREE WORKS:

(if insufficient space, please attach additional pages and supporting professional advice/information).  
 Refer to back page for EXAMPLE OF INFORMATION REQUIRED.

No.	Tree Species (as shown on plan below)	Work Requested	Reason/s for Application
1			
2			
3			
4			
5			

The tree/s is/are located at

House No. .... Street ..... Suburb .....

Please draw Site Plan of Property\* (below) showing location of numbered Tree/s (as shown above), position of Building/s and Structures and Street Name and Property Frontage (if insufficient space please attach additional pages)



Legend/Notes

\* SITE PLAN OF PROPERTY

- ARRANGEMENTS FOR INSPECTION:** Do you have locked gates and/or dogs on-site? YES  NO

Do you wish to be present during Council's assessment of your tree/s? YES  NO

If 'YES', a Council Officer will contact you soon to arrange a suitable inspection time and day.

- ENTRY ONTO LAND:** This application gives consent for Authorised Council Officers to enter the applicant's property to conduct an assessment of the tree/s specified in this application.

If the tree is not on the applicant's property but on an adjoining property, Council requires you to submit a written approval from the owner agreeing to the proposed tree works and permitting access to the property where the tree is located. The property owner's signature is also required below.

Property Owner's Signature

Date

Applicant's Signature

## INFORMATION ON THE TREE MANAGEMENT ORDER

Holroyd City Council recognises the environmental , aesthetic and amenity values that trees provide to our city. Council has therefore adopted a Tree Management Order to promote good tree management and the replanting of new trees to maintain these important values.

The Tree Management Order applies to the whole of the Holroyd Local Government Area and with some exceptions prohibits the pruning or removal of any trees with a height over 3.6 metres without Council’s written consent. For the purpose of this Order, a tree is any woody and soft wooded perennial plant with a height of 3.6 metres or greater.

The Order requires the use of correct pruning procedures as outlined in the Australian Standard AS 4373-2007 "Pruning of Amenity Trees” (obtainable from Standards Australia GPO Box 476 Sydney NSW 2001 Ph: 9237 6000 or [www.standards.org.au](http://www.standards.org.au))

### EXAMPLE OF INFORMATION REQUIRED

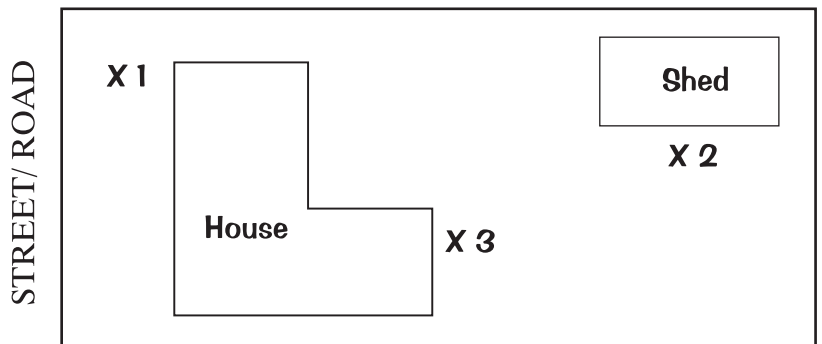
Your GENERAL TREE WORKS APPLICATION should be supported by written professional advice/information from the relevant specialist such as a Qualified Arborist, Plumber and/or Structural Engineer. Photographs of the tree/s or issue/s in question should also be included.

No.	Tree Species (as shown on plan below)	Work Requested	Reason/s for Application
1	Bottlebrush Tree	Prune	Branches are hitting gutters and window
2	Gum Tree	Remove	Tree is dropping dead branches
3	Camphor Laurel Tree	Remove	Tree’s roots cracking foundations

### PLEASE ATTACH MARKER TO TREE/S TO ASSIST IN IDENTIFICATION BY COUNCIL’S INSPECTING OFFICER

Please indicate on Site Plan of Property:–

1. The location/s of numbered Tree/s to be removed or pruned
2. The position of Building/s and Structures
3. The Street Name and Frontage



### APPLICATION PROCESS

#### 1. INSPECTION PERIOD

Council will generally conduct an on-site inspection and provide a written determination to your "General Tree Works Application” within four (4) weeks of the submission of this form.

#### 2. APPEAL PROCESS

This form is **NOT** to be used to appeal a Council determination made in the last twelve (12) months. In the case of an appeal, the property owner should write to Council, clearly outlining the reasons for the appeal. The appeal should be supported by written professional advice in the form of a report, from the relevant specialist such as a Qualified Arborist, Plumber and/or Structural Engineer. See Council’s Tree Management Order (TMO) for further information on Tree Management issues.

#### NOTE: PROBLEM WITH TREE

If you believe your tree has an urgent issue such as storm damaged branches or structural problem that requires immediate attention, you should contact a qualified Arborist (min AQF Level 3) to assess its health and condition. A General Tree Works Application can then be submitted to Council with a Report from the Arborist detailing any issues the tree may have.

For further information and enquiries regarding Council’s Tree Management Order, your Tree Application or to obtain a copy of the Order or associated Guidelines, please contact Council’s Customer Services Unit between 8am and 4.30 pm Monday to Friday on (02) 9840 9840.