

## ABOUT THIS FORM:

- Use this form to apply for a permit to prune or remove trees protected by the Hornsby Development Control Plan.
- An application must be submitted for each property on which you require a tree assessment.
- The application form must be signed by the property owner.
- The results of this application and any decision issued will be sent to the property owner.
- In general Tree Applications will not be accepted for any property that is simultaneously subject to a development application or for a complying development certificate.

## PROPERTY DETAILS

I seek Council consent to prune / remove tree/s on my property at:

Unit No.:	House or Lot No.:	Street:
Suburb:		Postcode:
Is access 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"/>

You are NOT required to be at the property when the inspection is carried out, however access to the site should be available and clear markings placed on the tree/s. 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.

## APPLICANT DETAILS

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		
Family Name:	Given Name/s:	
Postal Address:		
Suburb:	Postcode:	
Email Address:	Phone:	Mobile:

Applicant/s Signature (if Not Owner)

## OWNERS DETAILS

Name of Owner:		
Owner/s Signature:		
Email Address:	Phone:	Mobile:

## OFFICE USE ONLY

DAs	Heritage conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous T/As
	Biodiversity	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Vegetation significance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	10/50 Entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Rebate Applicable <input type="checkbox"/>
Date Received		Application Number	

## TREE DESCRIPTION

- This Section must be completed
- Please attach additional information for more than 3 trees.
- Additional information such as pest, arborist or structural engineer's reports may accompany this application.

### Total Number of Trees:

Tree	Tree Type/Species	Prune	Remove	Reason for Works
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	

## SITE DETAILS

Where is the tree located on the property:  Front garden  Side garden  Back garden

Are the tree/s:  Indigenous to Hornsby Shire  Within Heritage Conservation Area  Heritage Listed Property

Indigenous trees are species that are native to Hornsby Shire. A full list of indigenous species, including photographs and further information about Council's Tree Preservation Measures is available at Council's website at [hornsby.nsw.gov.au](http://hornsby.nsw.gov.au).

### Site Plan: (This section must be completed)

- Please show the position of the trees, buildings, swimming pools, driveways, boundaries and street names.
- Trees must be numbered and correspond with the table above.
- **For more than 3 trees**, please attach an **additional** site map.

## LODGEMENT

Applications can be lodged by returning the completed form together with **cheque** payment to:

**Mail:** Hornsby Shire Council  
PO Box 37  
HORNSBY NSW 1630

**Online:** Council's Online services portal at [www.hornsby.nsw.gov.au](http://www.hornsby.nsw.gov.au)

**Note:** A tree application cannot be lodged via email

## FEES

Tree Inspection Fees	Standard	Pensioner Discount *
1 – 3 trees	\$187.50	\$94.00
4 – 9 trees	\$234.00	\$117.50
10 trees or more	Please view Council's website at <a href="http://hornsby.nsw.gov.au">hornsby.nsw.gov.au</a> for fee schedule	

\* Pensioner concession card number must be supplied with application

### Notes:

1. These fees are GST exempt.
2. Payment must accompany this form in order for the application to be processed.
3. The processing time from the date of receipt of this form is 28 working days.
4. Fees paid are not refundable if permission is not granted.
5. Tree permit is valid for 12 months.
6. Applications to remove a tree will **NOT** be processed without the owner / agent's written consent.
7. Tree applications will not be accepted for any property that is simultaneously subject to a development application.
8. A credit card payment can only be accepted for applications submitted online via Council's website.

**This completes the Application to Prune or Remove Trees on Private Property**