

Property Details			
Unit No.:	House/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"/>	
<ul style="list-style-type: none"> <li>○ You are NOT required to be at the property at the time of inspection</li> <li>○ Trees are to be clearly marked</li> </ul> <p><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></p>			

Applicant Details	
Family Name:	
Given Name:	
Postal Address:	
Suburb:	Postcode:
Email Address:	Contact Number:
<b>Applicant/s Signature</b> (if not owner)	

Tree Description				
<b>This Section must be completed - For more than 3 trees, please attach an additional table</b>				
<b>Total Number of Trees:</b>				
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"/>	

## IMPORTANT NOTES TO ASSIST WITH ACCEPTANCE OF APPLICATION

- 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 or owners.
- You are **not** required to be at the property for the inspection. Access to the site should be available during business hours.
- All trees on this application need to be clearly marked, i.e., use ribbon or reflective tape – **do not** use screws or nails.
- Please ensure the **mandatory information** below is attached to this application:
  - Owner's consent (Tenants please contact your Agent to obtain owner's permission)
  - Site Plan
  - Photo of the tree
- Desirable additional documents:
  - Arborist report (Level 5)
  - Sewer plans if relevant
  - Any other relevant or additional information
- Fees paid are not refundable if permission is not granted.
- **Application processing is a minimum of 28 days from the date of acceptance of the application.**
- Approved applications are **VALID for 12 months**. Should you require an extension, please contact Customer Service on 9847 6666.
- **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 Owner/s Consent Details

- Authorised officer of a Strata or Company title property
- Body Corporate or Strata where the tree is located on common property
- Shared common property (between 2 properties) permission of both property owners
- Shared common property (between 3 properties or more) the permission of the Body Corporate is required, under its seal, on letterhead

Name of Property Owner/s:

Owner/s Signature:

Email Address:

Contact Number:

### OFFICE USE ONLY

DAs	Heritage conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Previous T/As
	Natural resources	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Vegetation significance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Date Received		Application Number		

## 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 above/additional table.

**Lodgement** – Additional information such as pest, arborist's or structural engineer's reports may accompany this application.

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

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

**In Person:** Hornsby Central **LIBRARY** – between 10am to 4:30pm Monday to Friday **ONLY**.

**Online:** [Council's Online Services](#) portal

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

## Fees

Tree Inspection Fees are GST exempt and non-refundable	Standard	Pensioner Discount (Blue Pension Card number to be supplied)
1 – 3 trees	\$205.50	\$103.00
4 – 9 trees	\$256.00	\$129.00
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	

## Application Summary

- Application processing is a **minimum 28 days** from the date of acceptance of the application.
- If posting your application, a cheque must accompany the application.
- Fees paid are **not refundable** if permission is not granted.
- A copy of the Determination will be sent to both the applicant and the owner.
- Tree permit is **valid for 12 months**. If an extension is required, please call Council.
- Tree Applications **will not be accepted** if the property is undergoing a Development Application or Complying Development.
- **By submitting this application, you are granting permission to the inspecting officer to enter the property for the purpose of tree assessment only, without the applicant or owner present.**