



# Permit Application to Prune/ Remove Trees & Vegetation

Under Part 3 of State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (VSEPP) and Clause 2.4 of Camden Development Control Plan 2019

## About this form

Use this form to obtain approval to prune/remove trees and vegetation as prescribed by VSEPP & DCP 2019. Please refer to general application information on the back page for a list of exemptions and conditions governing what vegetation can be removed. **Fees Apply.**

## Part 1 – Office Use Only

Receipt Number	Receipt Date	Total Fee Paid	Permit Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer Service Officer	Signature:	Date	Attachments Y/N
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## Part 2 – Property Description

Number of trees or m2 of vegetation to be inspected  _____	Unit No.	House No.	Street	Suburb
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Lot No.	Deposited / Strata Plan No.		
	<input type="text"/>	<input type="text"/>		

## Part 3 – Applicant Details

All contact regarding applications will be made through the applicant. If you wish to authorise another person/company to be the contact a separate written statement must be provided stating their name and contact details

Title	Given Name(s)	Family Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Unit No.	House No.	Street	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name (if applicable)	Contact Phone Number	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Part 4 – Owners Consent

**Every** owner of the land must sign this form.

If the owner is a company, the form must be signed by an authorised director, **and the common seal must be stamped on this form.** If the property is under strata title or a lot in a community title then in addition to the owner's signature, the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate or the appointed managing agent.

Title	Given Name(s)	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name (if applicable)	ABN / ACN	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
Email Address		
<input type="text"/>		
Owner's / Authorised Delegate's Signature	Date	
<input type="text"/>	<input type="text"/>	
Contact Phone Number	Owner's / Authorised Delegate's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 5 – Inspection / Property Access

Special arrangements to access the property

Does the inspecting Officer need to make arrangements to access the property? Y / N

Contact Name

Contact Number

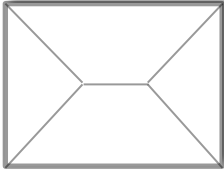
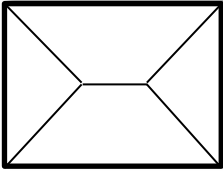
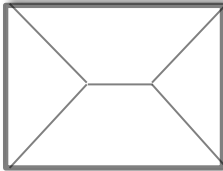
## Part 6 – Site Plan / Tree/s Location

On the plan 'My Property' mark the location of existing driveway and free standing structures eg. Shed, pool.

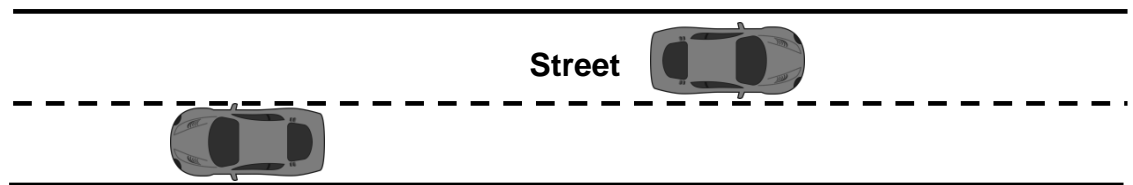
Use a symbol and number (as shown below) to indicate the location of each tree to be inspected.

Ensure that the tree number corresponds with the Tree Detail list in Part 7 below.

Please ensure that you mark each tree to be inspected on site with a paint dot or tie a string or ribbon around the trunk

<p>Neighbour</p> 	<p><b>My Property</b></p>  <p>Front</p>	<p>Neighbour</p> 
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### Example



## Part 7 – Tree Details

In order to complete this section it is recommended that you engage a qualified arborist to provide advice on tree health and condition including recommended tree action prior to lodging your application. Written Arborist comments may be attached to support of your application. This information will assist in the efficient processing of your application.

**Tree T1** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal



**Tree T2** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal

## Part 7 – Tree Details con't

**Tree T3** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal


**Tree T4** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal


**Tree T5** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal


**Tree T6** Tree Name / Species  Botanic Name (if known)  Prune  Remove

Reasons for pruning / removal


**Attach another page if necessary**

## Part 8 – Applicant Declaration

Under Section 147 of the *Environmental Planning and Assessment Act 1979* any reportable political donation to a Councillor and/or any gift of a Councillor or council employee within a two (2) year period before the date of this application must be publicly disclosed. Are you aware of any person with a financial interest in this application who made a reportable donation or gift in the last two (2) years? If yes, complete the Political Donation and Gifts Disclosure Statement and lodge it with this application. If no, in signing this application I undertake to advise the Council in writing if I become aware of any person with a financial interest in this application, who has made a political donation or has given a gift in the period from the date of lodgement of this application and the date of determination. Failure to disclose relevant information is an offence under the Act. It is also an offence to make a false disclosure statement.

I apply for approval to carry out the development as described in this application. All information in the application is to the best of my knowledge, true and correct.

I understand if the information is incomplete, the application may be rejected or more information may be requested.

I accept processing delays will arise if there are inadequacies with the application.

I declare the electronic data provided is a true copy of all plans and associated documents submitted with this development application.

I understand Council may use materials provided for notification/advertising purposes

I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is complete.

Print Name:

Applicant Signature:

Date:

## Part 9 – VSEPP & Camden DCP Vegetation Controls & Exemptions – General Information

### Why are Trees and Vegetation Protected in Camden?

The State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (VSEPP) is one of a suite of Land Management and Biodiversity Conservation reforms that commenced in New South Wales on 25 August 2017. The VSEPP applies to the entire Camden Local Government area and regulates clearing that is not linked to proposals that require development consent.

All tree work and vegetation clearing below the biodiversity offsets scheme (BOS) threshold requires a permit issued by Council except where vegetation is a heritage item or an Aboriginal object or is located in a heritage conservation area or Aboriginal place of heritage significance. Clearing of native vegetation above the BOS threshold will require an approval from the Native Vegetation Panel which independent of council. Council will continue to regulate the clearing of vegetation (including native vegetation) below the BOS thresholds through Council's development control plan (DCP 2019).

### What Trees and Vegetation are protected in Camden?

A person must not cut down, fell, uproot, kill, poison, ringbark, burn or otherwise destroy a tree or vegetation without a written permit from Council.

Camden DCP prescribes a **Tree** as being any tree, sapling or shrub which meets or exceeds one of the following;

- a) is 3 metres or more in height;
- b) has a circumference of 300mm (100mm diameter) or more at a height of 1 metre above natural ground surface; or
- c) has a branch span of 3 metres or more.

Camden DCP prescribes **Vegetation** as being any native vegetation including any of the following types of plants:

- a) trees (including any sapling or shrub or any scrub),
- b) understorey plants,
- c) groundcover (being any type of herbaceous vegetation), and
- d) plants occurring in a wetland.

If a permit is issued for the removal of a tree or vegetation, up to four (4) replacement trees are required to be planted for every tree removed.

### What Tree Removal, Tree Pruning, or Vegetation Clearing does not require a permit?

A permit is not required in respect of the following:

- a) routine pruning of trees or shrubs that form a continuous hedge;
- b) a tree that harbours fruit fly;
- c) Any tree identified as a noxious weed (or similar) and includes the following trees:
  - i Privet (*Ligustrum* sp.);
  - ii African Olive (*Olea africana*);
  - iii Honey Locust (*Gleditsia triacanthos*);
  - iv Cocos Palm (*Syagrus rhomanzofianum*); and
  - v Chinese Celtis (*Celtis sinensis*).
- d) the destruction or removal of a tree, within 0.5 metre of the boundary between land owned or occupied by different persons, for the purpose of enabling a survey to be carried out along that boundary by a registered surveyor.
- e) Minor pruning of branches no greater than 50mm diameter provided that:
  - i pruning is undertaken in a way that does not impact on plant health; and
  - ii if the tree is located on a neighbouring property, the permission of the owner has been sought prior to pruning work.

f) Where the Council is satisfied the vegetation is dying or dead and is not required as the habitat of native fauna.

g) Where the Council is satisfied the vegetation is a risk to human life or property.

For more information on the VSEPP, visit [planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Vegetation-SEPP](http://planning.nsw.gov.au/Policy-and-Legislation/Environment-and-Heritage/Vegetation-SEPP)

For more information on the Camden DCP, visit [camden.nsw.gov.au/planning/planning-controls/](http://camden.nsw.gov.au/planning/planning-controls/)

### What level of qualification do my tree contractor /Arborist require to carry out tree work?

Your tree contractor must be insured and qualified. The minimum standard of Australian Qualification Framework (AQF) Level 3 in Arboriculture is required for carrying out of tree works and AQF Level 5 in Arboriculture is required for Hazard, Tree Health and Risk Assessments and Reports.

### What if I have a problem with my neighbour's tree?

In the first instance you should discuss the matter with your neighbour, keeping in mind that tree pruning, or tree removal will require Council approval. Council will accept applications from neighbours provided you have the permission of the owner of the tree. The owner must also sign the application form.

If Council issues an approval permitting tree pruning or tree removal this does not compel the tree owner to carry out such tree work, nor does it imply that you have permission to enter your neighbour's property to carry out the tree work.

Where the cooperation of your neighbour is not obtained, or the tree dispute can't be resolved, the matter should be referred to the Community Justice Centre for assistance with mediation. [cjc.justice.nsw.gov.au/](http://cjc.justice.nsw.gov.au/) or phone 1800 990 777

For disputes that can't be resolved through mediation you may make application to the Land & Environment Court under the provisions of the Trees (Disputes between Neighbours) Act 2006. [lec.justice.nsw.gov.au](http://lec.justice.nsw.gov.au)

### What if I am in a Bush Fire affected area.

The NSW Rural Fire Service (RFS) has developed a code of practice for vegetation clearing. The document is called the 10/50 Vegetation Clearing Code of Practice for New South Wales and sets out what clearing activities are permitted within 10/50 Vegetation Clearing Entitlement Areas.

The 10/50 Vegetation Clearing law and Code of Practice is a NSW Government initiative formed in conjunction with the RFS and is not an initiative or policy of Council. Council is unable to provide advice on the 10/50 Vegetation Clearing Code of Practice or the 10/50 Vegetation Clearing Entitlement Area.

### How can I find out if I'm in a 10/50 Vegetation Clearing Entitlement Area?

The RFS web page allows you to search for your property using an online tool which will determine if your property is within the entitlement area.

[rfs.nsw.gov.au/plan-and-prepare/1050-vegetation-clearing/tool](http://rfs.nsw.gov.au/plan-and-prepare/1050-vegetation-clearing/tool)

To Contact Council, visit [camden.nsw.gov.au](http://camden.nsw.gov.au)