

# PRIVATE TREE REMOVAL / WORKS APPLICATION FORM



Hobsons Bay  
CITY COUNCIL

Prior to a permit being issued, this form must be:

1. Completed and signed by the applicant.
2. The "office use only" questions on this form must be completed by the relevant council officers.

**Please Note** – A permit is only required if the tree(s) are within the guidelines contained in Question 1.

A Council Officer will then assess the application and may arrange a site inspection.

A clearly dimensioned, scaled, ink diagram of the property showing the proposed tree/s must be inserted in *the diagram* on, or attached to, the last page of this application.

## Privacy Notification

The personal information requested on this form is being collected by Council for *the processing of the tree removal application*. The personal information will be used solely by Council for the primary purpose or directly related purposes. The applicant understands that the personal information provided is for the *processing of the application* and that they may apply to Council for access and/or amendment of the information.

Address of proposed tree removal: \_\_\_\_\_

Property Owner's Name: (Please Print) \_\_\_\_\_

Property Owner's Contact Details: \_\_\_\_\_

Company / Organization Name: \_\_\_\_\_

\*Contractor's Name (if applicable): \_\_\_\_\_

Contractor's Contact Details: \_\_\_\_\_

\*A valid Public Liability Insurance "Certificate of Currency" must be provided with this application. This information will be recorded on our database for reference for future applications. It is the responsibility of applicants to ensure that a valid copy is provided for updates.

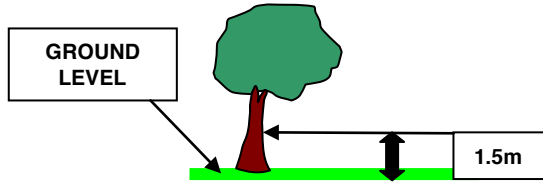
[www.hobsonsbay.vic.gov.au](http://www.hobsonsbay.vic.gov.au)

Hobsons Bay City Council. 115 Civic Parade, Altona. PO Box 21, Altona 3018  
Telephone: (03) 9932 1000 Fax: (03) 9932 1039 TTY: (03) 9398 8504  
Email: [customerservice@hobsonsbay.vic.gov.au](mailto:customerservice@hobsonsbay.vic.gov.au)

**Property Owner to answer the questions below. Please tick a box.**

Property Owner applying for a Tree Removal Permit *must* obtain written consent from Hobsons Bay City Council. All enquiries should be directed to – **Parks Department on 9932 1128**

1. Is the tree's trunk diameter 450mm or over at 1.5m from ground level?  
If multi-stemmed tree measure largest trunk width.



YES   
NO

Office use only.

Officer's Comments:

2. Has an Arborist report been provided to support the application?

YES   
NO

If yes please attach copy.

Office use only.

Officer's Comments:

3. Outline reasons for removal / works

Office use only.

Officer's Comments:

"I have read and completed this application form and understand all the requirements."

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a diagram showing the location of proposed trees to be removed.

**\*\*\*Office use only.\*\*\*** (To be completed by Council Officer)

1. Has a removal permit been issued for this property?

YES  Permit No. - \_\_\_\_\_

NO  Proceed to Question 2

**\*\*\*Office use only.\*\*\*** (To be completed by Council Officer)

2. Detail reasons for rejection of permit, including notification of applicant.

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*Office Use Only*

INSPECTION

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ INSPECTOR: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_