

Application Form for Removing/Pruning Trees on Private property

APPLICATION No: _____

Council Use Only

NAME: _____

POSTAL ADDRESS: _____

PHONE No: _____

I hereby apply for a permit under LOCAL LAW No.5 Part 8 Clause 39B to undertake the following work at (address of property): _____ and provide the following information:

1) The work is to be carried out on _____ tree(s) (number of trees) which is/are a:

- SIGNIFICANT TREE OR VEGETATION as listed in the Significant Tree and Vegetation Register
- TREE (single or multi-stemmed) with a trunk circumference greater or equal to 110cm measured at its base

2) The nature of the work being carried out on the tree(s) is:

- REMOVE (also includes damaging, killing or destroying)
- PRUNING (not in compliance with the Australian Standards AS Pruning Amenity Trees AS 4373-1996/2007)
- UNDERTAKE WORKS (which encroach within the Critical Root Zone or on more than (1/4) of the outer-edge of the Crown Dripline)

3) Reason for request:

- Property damage. Health & Safety. Inappropriate location
- Development/Construction Other _____ (please specify)

4) Additional information required (where applicable) Y/N

Y / N Is the tree(s) located on your neighbouring property?, if, yes please attach written consent from the owner of the tree(s) for any works you wish to undertake.

Y / N Is the tree(s) located on body corporate land?, if yes please attach signatures of all Body corporate members indicating their approval for works to be undertaken on the tree(s)

Y / N Is the property tenanted?, if yes please inform tenants of the application and if an appointment is required provide contact details with this application.

Y / N Are there any restrictions, covenants, encumbrances, agreements e.t.c. relating to the protection of the tree(s)? If yes, please specify (on the reverse side of this form)

6) Please provide any supporting documentation e.g. arborist report, etc: (if available) e.g. arborist report, civil engineer report

7) Please tick your preferred selection.

- I hereby authorise Council Officers to enter my property at the above address at any time for the purpose of assessing trees described on the attached plan.
- I request to be on site when a Council Officer enters my property to access the above trees. Please contact me to make an appointment during business hours.

APPLICANT'S SIGNATURE: _____

DATE: _____

(A site diagram and payment details MUST be included on the reverse side of this form. Please turn over)

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SITE DIAGRAM OF TREE(S)

Please draw a diagram of the site clearly showing the tree or trees that are the subject of the prune/removal/works permit. Include any site features such as *driveways, house, pergola, compass point*, etc. that will assist in locating and identifying the tree. Also provide the botanical and or common name of the tree if known, in conjunction with the tree's circumference at its base.

FEES

AMOUNT: \$50.00 per tree to be removed or pruned

NO CHARGE for PENSIONER CONCESSION CARD/ VETERAN AFFAIRS GOLD CARD: _____

RECEIVED FROM: _____

Prepayment Class Type: T

If wishing to pay by Credit card- please provide details below:

Please Tick Appropriate Box			
<input type="checkbox"/>	BANKCARD	<input type="checkbox"/>	VISA
<input type="checkbox"/>	MASTERCARD	<input type="checkbox"/>	AMEX

AMEX/ BANKCARD/ MASTERCARD/ VISA AUTHORISATION

CREDIT CARD. Your signature below is an authority for Council to issue a sales voucher for the amount shown below as your payment for this account.

CREDIT CARD NUMBER

<input type="text"/>																			
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Card Expiry Date: _____

Amount: \$ _____

Card Holder's Name: _____ Date: _____

Cardholder's Signature: _____

**Should you have any queries please contact
Council's Vegetation Management Officers on 9581 4930 or 9581 4897
Fax 9581 4500 Email: vegetation@kingston.vic.gov.au**

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kingston.vic.gov.au

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