

EXEMPT TREE PERMIT NOTIFICATION FORM

For works on **EXEMPT** or **DEAD TREES WITHIN HERITAGE CONSERVATION AREAS**

NOTE: Council’s Tree Preservation and Management Policy identifies the types of trees which are protected, the types of work that would require a Prescribed Tree Permit Application to be submitted to Council and the types of works to trees that do not require a permit.

The policy document should be read before completing this Application form.

1. Owners Details

Name:

Residential Address:

Postal Address:

Contact Phone number(s):

Email Address:

2. Site Details

Address where tree(s) is/are located:

Do you own this property or are you the Authorised Managing Agent:

Owner Managing Agent

3. Site Entry Details:

Access to the property where the tree/s is/are located may be required by Council’s Authorised Officers in order to process this application. The submission of this form provides Council with authorised access to the property in order to assess the application and such access can be made in your absence. Should access issues arise, Council may contact you to make arrangements for an inspection.

Does Council’s Inspecting Officer require your attendance to access the site?

Yes No

Are there any animals or security measures that the Inspecting Officers need to be aware of?

Yes No

If yes, please provide details:

.....
.....

4. Proposed Works

Applicants are required to complete this section by identifying the location of the subject tree/s, the works that are proposed and the reasons for the proposed works.

Tree Number	Exempt Tree or Dead Tree Species Requiring Removal	Location within Property	Reasons For work(s)	Intended date for commencement of tree removal
<i>Example</i>	<i>Eucalyptus Nicholii</i>	<i>Rear yard, near pool.</i>	<i>dead tree</i>	<i>Insert Proposed Date</i>
1.				
2.				
3.				
4.				
5.				

Note 1: If more than five trees, please provide information on a separate sheet

Note 2: Applicants **MUST** provide a minimum of 5 working day's notice prior to the commencement of tree removal works

5. Site Diagram

Please provide a plan view identifying the location of the trees in relation to the property boundary, house/future dwellings and street. Please mark "North" direction with an arrow.

Photos of the tree/trees are to be attached to the exempt Tree Notification Form at the time of submitting the form. As a minimum, two photos of the subject tree/s taken at different angles are required to be submitted with this application.

7. Privacy and Personal Information Protection Notice

The personal details requested on this form are required under the Environmental Planning & Assessment Act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Bathurst Regional Council Officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

8. Determination

Approval by Council is not required for Exempt Tree Permit Notification Submissions, however Council may contact the applicant should further information be required or if Council determines that the proposed works are not considered exempt.

9. Applicant Declaration

I declare that the information provided in this application is true and correct at the time of signing.

Applicant Signature: Date:

Note: No permit will be issued for Notice of Intent Submissions. This form is for the information of Council. On-site inspections by Council Officers may be undertaken to verify the information provided.

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.

TREE PRESERVATION AND MANAGEMENT POLICY

Flow Chart to determine the requirement to lodge a tree permit application

START HERE

