

## Private Tree Removal Application

Use this form to apply for Private Tree Removal. Exempt criteria can be found within [Section C3 Vegetation Preservation and Care](#) in the City of Newcastle [Development Control Plan](#) 2023.

### Part A: Applicant and Site Details

#### 1. Applicant Details

Name or Company	
ABN (required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	

Will your correspondence be 'care of' another company?

Yes

No

Name or Company	
ABN (required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	

#### 2. Location and title description of the property

Unit No		House No	
Street Name			
Suburb		Post Code	
Lot(s)		Section	
Deposited Plan		Strata Plan	

**3. Owner of the property the works relate to**

Give the name of **every** owner and their residential address. It is not to be marked 'Care Of' the company submitting the application. If there is insufficient space, please attached a separate list.

**Name 1**

Residential Address

Phone

**Name 2**

Residential Address

Phone

**Name 3**

Residential Address

Phone

**Part B: Permit details**

**4. Please include details on tree(s) proposed for removal**

How many trees are you proposing to remove?

I have attached a Level 5 arborist report to this application that conclude that tree removal is the only option, having considered all options other than removal, and must demonstrate how the tree(s) meet one of the criteria:

- demonstrates that at least one of the tree assessment tests under the Urban Forest Technical Manual has been met
- is prepared following the Urban Forest Technical Manual
- show that compensatory trees will be chosen to ensure that at maturity will increase canopy cover.

Arborist report completed by

AQF Level

Award/Certification No.

Are the tree(s) being removed located within 40 metres of a riparian zone?

Yes

No

**Part C: Applicant's declaration and owner consent**

**6. Applicant's declaration**

I declare that all the information I have supplied is true and correct. I also understand that if this application is incomplete or illegible, the application may be delayed or rejected. I understand that the information supplied on this form and any related documents may be made available to the public for inspection both at CN offices and on the CN website and will also be available for copying at CN offices. I indemnify all persons using the documents in accordance with the *Environmental Planning and Assessment Act 1979* against any claim or action in respect of breach of copyright.

Applicant Name			
Applicant Signature		Date	

**7. Owner consent**

Who signs the form?

- All owners
- If a company – a director, secretary or authorised delegate
- If the property is strata titled – the authorised delegate of the Owners Corporation
- If Crown Land – an authorised officer of the relevant government authority must sign the application

As owner/s of the land to which this application relates, I/we consent to this application and also give consent for authorised CN Officers to enter the land to carry out inspections.

Owner Name			
Owner Signature		Date	
Capacity*			
Owner Name			
Owner Signature		Date	
Capacity*			

\*If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

## How to lodge this application

### Lodgement Methods

#### Email

- Enter the address of the property and the type of application in the subject line of the email.
- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

#### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

## Fees

Fees may be charged as per CN's [Fees and Charges](#) document. All fees are payable prior to assessment and failure to arrange payment will result in your application being returned.

Payments can be made via one of the following methods:

- Cash
- EFTPOS
- Cheque\*
- Credit Card\*

\*Please note a merchant fee is payable on all credit card transactions.

\*Cheques are to be made payable to City of Newcastle.

[City of Newcastle](#)

Phone: 02 4974 2000.

Email: [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)

In Person: 12 Stewart Avenue Newcastle West NSW 2302

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and all plans and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal.
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the application.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02)4974 2000.