

When to use this form:

- The tree is dead or dying, and the requirements of Section 3.3 (2) of Part A of the [Urban Forest Technical Manual](#) (herein referred to as the Manual) have been met. Clear photos are required to support the removal of the tree and must show the tree in context, its relationship to dwellings, ancillary structures and other trees, and images clearly identifying that the tree is dead or dying. You are not required to submit the completed form and evidence to the City of Newcastle (CN), however it must be retained for at least 2 years.
- Tree must be located on privately owned land.

When NOT to use this form:

- If the tree/s are (or form part of) a heritage item, known Aboriginal object or place of Aboriginal significance. Refer to *Heritage Minor Works Permit*.
- If there is previous development consent requiring the retention of the tree/s. Refer to Duty Officer (potential s4.55 application).

PART A: PROPERTY OWNER AND SITE DETAILS

1. Property Owner details

Property Owner to retain completed form and supporting evidence for at least 2 years.

Name or Company:

ABN (required if Company):

Postal Address:

Suburb & Post Code:

Phone:

Email:

Contact person (if Company):

2. Location of property the works relate to

To correctly identify the land

Property:

Unit No:

House No:

Street Name:

Suburb & Post Code:

Identifier:

Lot(s):

Section:

Deposited or Strata Plan:

PART B: DETAILS OF THE ARBORIST OR PERSON WHO UNDERTOOK REMOVAL OF THE TREE

3. All items in this section must be completed for this to be a valid form

Arborist Qualification
Minimum AQF Level 3 in arboriculture and relevant experience in accordance with Part A Section 6.0 of the Manual

Name/Business Name:

Qualification & Cert No:

Address:

Phone:

Email:

As the person who undertook the tree removal I have:

- carried out a thorough inspection of tree/s (insert number of trees) of species (name)
- and determined that: (tick one box)
 - the tree/s demonstrate reduced growth rates, sparse foliage and reduced response to damage or stress over subsequent growing seasons, or
 - the biological function of the tree/s has ceased, no leaves are present and visible evidence of trunk, root plate and canopy desiccation, and
- I have included appropriate clear photos to adequately demonstrate the determination as selected above

3. (...continued)

4. I have assessed each tree for hollows or other likely habitat, and either: (tick one box)
found no evidence, or
arranged for a local wildlife group (e.g. WIRES) to attend during removal
5. I have only removed tree/s where their condition or structure was compromised and there was no practical alternative to retain the tree/s
6. I have provided a site plan as part of this form to show where the tree/s were located in relation to the dwellings, ancillary structures and boundaries

PART C: SITE PLAN

Please complete a sketch of your site here which identifies the property boundary, principal buildings and ancillary structures.
Please indicate the location of tree/s that were removed with an "X" OR: I have attached a separate site plan

PART D: SIGNATURES

4. Signature and Date

Signature of person who owns the tree:

Name (please print):

Date:

Signature of person who removed the tree:

Name (please print):

Date:

HOW TO LODGE YOUR APPLICATION

You are not required to submit this completed form to the City of Newcastle, however you must retain it and any supporting evidence for at least 2 years.

CONTACT US

If you have any questions regarding this form please contact us

**Visit the
Customer
Enquiry
Centre:**

Ground Floor
12 Stewart Avenue
Newcastle West NSW 2302

Office Hours: 8:30am to 4:30pm Monday to Friday

Phone / Email

Phone: (02) 4974 2000
Fax: (02) 4974 2222
E-mail: mail@ncc.nsw.gov.au

Post:

City of Newcastle
PO Box 489
Newcastle NSW 2300

PRIVACY DISCLAIMER

We are committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and our [Privacy Management Plan](#).

Purpose: We will use the information to process your request.

Intended recipients: Authorised City of Newcastle Officers and its contractors or agents.

Supply: Voluntary.

Consequence of non-provision: We may not be able to process your request.

Storage and security: Information will be stored in accordance with City of Newcastle's Records Management Policy.

Access: Contact us by phone on (02) 4974 2000 or attend the City Administration Centre.