

When to use this form:

- Tree poses an immediate risk to life or property due to a demonstrated sudden change to its structure as a result of a severe storm or wind event. Documentation for removal must be in accordance with Part A Section 3.3 (1) of the [Urban Forest Technical Manual](#) (herein referred to as the Manual). You are not required to submit the completed form and evidence to City of Newcastle (CN) unless the storm damaged tree is (or forms part of) a heritage item, in which case this form must be submitted to CN within 5 working days of the tree removal. If you are unsure if your tree is heritage listed, please contact CN for verification.
- Tree must be located on privately owned land.

PART A: PROPERTY OWNER AND SITE DETAILS

1. Property Owner details

Property Owner to submit a copy of this completed form and supporting evidence to CN for trees that are (or form part of) a heritage item within 5 days of removal. For all other cases 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

Name:

Address:

Phone:

Email:

As the person who undertook the tree removal I have:

1. carried out a thorough inspection of tree/s (insert number of trees) of species (name) and
2. determined that the tree/s structure is significantly compromised and therefore poses an unacceptable risk to life and property, and
3. 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
4. included appropriate clear photos to adequately demonstrate the tree/s structural failure with this form
5. only removed tree/s where their structure was compromised and there was no practical alternative to retain the tree/s
6. 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

Note: this form only requires lodgement if the tree is (or forms part of) a heritage item. If you are unsure, please contact the City of Newcastle for verification. For all other cases the property owner is required to retain this completed form and supporting evidence for at least 2 years.

Applications can be lodged either:

In person: Please visit the Customer Contact Centre located on the ground floor at **12 Stewart Avenue, Newcastle West** during the hours of 8:30am to 4:30pm, Monday to Friday.

By post: City of Newcastle, PO Box 489, Newcastle NSW 2300

By email: mail@ncc.nsw.gov.au

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.