

# Complying Development Certificate Application for Tree Removal



## This form

Use this form to apply for a complying development certificate for tree removal only. You can only make this application if the proposed removal is classed as 'complying development' under the Newcastle Local Environmental Plan 2012.

Please provide that all information is clearly legible and all documents/ payments are received by Council on lodgement otherwise the application cannot be processed or accepted.

**This form should not be used for applications involving tree works located in heritage conservation areas; or that form part of a heritage item; or that is or forms part of an Aboriginal object; or that is within an Aboriginal place of heritage significance.**

In these instances lodge a Development Application or seek Council's endorsement that the works meet the exemption criteria for development consent as specified in Clause 5.10(3) of Newcastle Local Environmental Plan 2012, by completing the form titled "Notification - Heritage minor works or maintenance".

In summary the exemption criteria are that the proposed tree/s works are of a minor nature, or related to the maintenance of the heritage/aboriginal item/place/area, or are a risk to human life or property and would not adversely affect the heritage significance of the item or property.

## Part 1: Applicant and site details

<p><b>1. Your name, address and contact details</b></p> <p>All correspondence will be sent to this address.</p> <p>If a company, provide a contact person.</p>	<p>Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other .....</p> <p>Family name (or company) .....</p> <p>Given names (or ACN).....</p> <p>Postal address.....</p> <p>Postcode.....</p> <p>Phone.....Alternative phone.....</p> <p>Fax ( ... ).....E-mail .....</p> <p>Contact person .....Reference no.....</p>
<p><b>2. Location and title description of the property</b></p> <p>We need to correctly identify the land.</p>	<p>Unit No .....House No .....Street.....</p> <p>Locality.....</p> <p>Lot(s).....Section.....</p> <p>Deposited Plan(s).....Strata plan .....</p> <p>Other.....</p>
<p><b>3. Who owns the land?</b></p> <p>Give the name of <b>every</b> owner and their postal address. (It is not to be marked 'Care Of' the company submitting the application'). If insufficient space is available please attach a separate list.</p>	<p><b>Name 1</b> .....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p> <p><b>Name 2</b> .....</p> <p>Address.....Postcode.....</p> <p>Phone.....</p>

**4. Removal of tree due to risk, damage or disease**

Refer to Section 3 of the Urban Forest Technical Manual for more information

A tree may be removed where a suitably qualified arborist demonstrates that removal is the only option having considered all reasonable options other than tree removal. An application must be accompanied by a site plan and the qualified arborists report demonstrating that the tree/s are affected by one of the following: **(please tick the relevant reason below)**

- Arborist report by .....
  - Unacceptable Risk       Diseased Condition
  - Property damage       Suppressed Growth
- How many trees affected by this application? .....

AQF level .....
Award/Cert No.....

**Part 2: Owner's consent and applicant's declaration**

**5. Probity**

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of Newcastle City Council?  
or,
  - b) a State or Federal Member of Parliament?
- Yes. If yes, state the relationship and person.....  
.....
- No

**6. Applicant's declaration**

- I declare that all the information given is true and correct.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public for inspection both at Council and on Council's website, and will be available for copying at Council. 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's name (please print).....

Signature.....Date.....

**7. Owner's 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. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Signature/s	Name/s Please Print	Capacity	Date
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

*\*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 (eg, power of attorney, executor, trustee, company director).*

### Protecting your privacy

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

- Purpose of collection:** To enable Council as the consent authority to assess your proposal
- Intended recipients:** Council staff and other government agencies that may be required to assess the proposal.
- Supply:** The information is a statutory requirement related to the assessment of the application.
- Consequence of non-provision:** Your application may not be accepted or processed due to a lack of information.
- Storage and Security:** Newcastle City Council, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.
- Access:** Your information can be checked for accuracy by calling (02)4974 2000.

### How to lodge your application

Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Mondays to Fridays. Payments are only accepted between **8.30am and 4.00pm**. A duty officer is available to provide basic information, **until 4:00pm daily** by phoning (02) 4974 2036, or visiting Council's Offices.
2. By mail - Postal address 'The General Manager, Newcastle City Council, PO Box 489 Newcastle 2300'.

**Fees** are calculated on a scale based on the number of trees under this application plus a certificate registration (archiving) fee.

#### Payment Methods

You can pay by cash, cheque or the following debit cards using EFTPOS: American Express, Visa or Mastercard. Make cheques payable to 'The City of Newcastle'. Do not send cash in the mail.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to the 'Newcastle City Council' for card payments.

#### Acknowledgement

You will receive a receipt specifying the amount of fees paid.

A credit card processing fee applies to credit card transactions, reflecting bank fees charged to the 'Newcastle City Council' for card payments.

#### How to contact us:

Phone: (02) 4974 2000

Fax: (02) 4974 2222

E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)

Web: [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)

#### OFFICE USE

Amount	Receipt No	Date	Accepted by

Name of Officer ..... Signature ..... Date.....

Notes.....