

## When to use this form:

- To remove up to three trees (that do not meet the exempt criteria) where you will be replanting with at least one tree.
- To remove more than three trees (that do not meet the exempt criteria) OR three trees or less, where replanting of a tree cannot be undertaken. Note: A Level 5 Arborist Report will be required to support your application.
- To remove a tree that is (or forms part of) a heritage listed item or is located with a Heritage Conservation Area, or a tree that is (or forms part of) an Aboriginal object or within a place of Aboriginal significance.
- Trees must be located on privately owned land.

## Do not use this form if:

- The trees/s meet the exempt criteria as set out in Section 3.3 of the City of Newcastle (CN) [Urban Forest Technical Manual](#) (herein referred to as the Manual). The exempt criteria are summarised below.
- The trees on your property are within a 10/50 Vegetation Clearing Entitlement Area with regard to bushfire (to find out if your property is within a 10/50 area please use the online tool at: [Rural Fire Service 10/50 Scheme](#) )
- The tree removal is associated with a development. Please contact the CN Duty Officer or a Private Certifier.
- There is a previous development consent requiring the retention or planting of the tree/s proposed for removal. Refer to CN Duty Officer (potential Section 4.55 application).
- The tree/s form part of an Endangered Ecological Community. Refer to [Permit Application for Native Vegetation Removal](#) and Part C of the Manual.
- More than three (3) trees that are associated with a Native Vegetation Community. Refer to [Permit Application for Native Vegetation Removal](#) and Part C of the Manual.
- The tree is a threatened species – refer to [Permit Application for Native Vegetation Removal](#) and Part C of the Manual.
- The tree is within 100 metres of a designated SEPP14 wetland boundary. Refer to [Permit Application for Native Vegetation Removal](#) and Part C of the Manual.

## Exempt Criteria:

**In accordance with Part A of the Manual, there are some instances where approval is not required for the removal of trees or shrubs on your property. To remove a tree or shrub on privately owned land without approval it must meet one of the following criteria:**

1. 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 Manual. Land owners consent is required to be obtained and a [Storm Damage Tree Removal form](#) must be completed by the person carrying out the removal. Clear photos are required to support the removal of the tree and must show the tree in context, its relationship to dwellings, other trees or structures, and clear images of the damaged sections of the tree. The completed storm damage form and photographic evidence must be retained for at least 2 years. You are not required to submit the completed form and evidence to CN unless the storm damaged tree is (or forms part of) a heritage listed item - in which case it must be submitted to CN within 5 working days of the tree removal.
2. The tree is dying or dead, and the requirements of Section 3.3 (2) of Part A of 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, other trees or structures, and clear images showing that the tree is dying or dead. Land owners consent is required to be obtained and a [Dead or Dying Tree Removal form](#) must be completed. You are not required to submit the completed form and evidence to CN, however it must be retained for at least 2 years.
3. Trees less than 3m in height or with a circumference at breast height (1.4m above ground level) less than 450mm for a single trunk tree, or less than 300mm for each trunk of a multi-trunk tree. See Section 3.3 (3) of Part A of the Manual.
4. Shrubs less than 5m in height that are not part of a native vegetation community.
5. The tree or shrub is located within 3m of the wall of an existing principal building (excluding carports, garages, pergolas, fences, retaining walls and the like) on the land where it is situated or on adjacent privately owned land. See Part A Section 3.3 (5) of the Manual.
6. The tree or shrub is native vegetation previously planted for agriculture, agroforestry, forestry, horticulture or woodlot purposes.

**NOTE: Exempt criteria items 2 to 6 above cannot be applied to trees that form part of a heritage item or are located within a Heritage Conservation Area, or trees that are (or form part of) an Aboriginal object or place of Aboriginal significance.**

**PART A: APPLICANT AND SITE DETAILS**

**1. Applicant details**

All correspondence will be sent to this address unless 'care of' address is specified

**Name or Company:** \_\_\_\_\_

**ABN (required if Company):** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Suburb & Post Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact person (if Company):** \_\_\_\_\_

Leave blank if not required

**Will your correspondence be 'care of' another company?**  Yes  No

**Care of Company Name:** \_\_\_\_\_

**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:** \_\_\_\_\_

**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: \_\_\_\_\_

**Name 4:** \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## PART B: PERMIT DETAILS

Please complete one section below only (either Item 4 or Item 5 – whichever is applicable)

### 4. Complete this section if you wish to remove three trees or less and will be replanting with at least one tree.

How many trees are you proposing to remove? .....

How many trees are you replanting? .....

Species name of the new trees being planted: .....

**You are required to include a clear diagram with this application which:**

- identifies the principal building and any other ancillary structures
- identifies the location of the tree/s to be removed
- identifies the location of replacement tree plantings

*Space is provided under Part D of this form for you to sketch your diagram, or you may attach a separate diagram if you wish.*

I have completed a diagram under Part D       I have attached a separate diagram

**Please outline your reason/s for tree removal:**

.....  
.....  
.....  
.....

**Are the tree/s being removed located within 40 metres of a riparian zone?**

Yes       No

### 5. Complete this section if you wish to remove more than three trees OR if you wish to remove less than three trees and where replacement planting cannot be undertaken

How many trees are you proposing to remove? .....

**If you wish to remove more than three trees (or less than three trees without replacement planting) you are required to provide a report prepared by an AQF Level 5 arborist. This report must conclude that tree removal is the only option, having considered all other options other than removal, and must demonstrate how the tree/s meet one of the tests as outlined in the Urban Forest Technical Manual (Item 3.4.4 – Tree Removal Tests).**

I have attached a Level 5 arborist report to this application that demonstrates the tree/s meet the following test/s:

- The Unacceptable Risk test
- The Diseased Condition test
- The Property Damage test (within 12 months)
- The Suppressed Growth test

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: OWNERS CONSENT AND APPLICANT DECLARATION

### 6. Probity

Parties include owners, applicants, developers and companies.

**Do any parties to the application have a pecuniary or non-pecuniary interest with:**

- a staff member, councillor, or contractor of the City of Newcastle, or are they related to someone who is a staff member, councillor or contractor of the City of Newcastle

OR:

- a State or Federal Member of Parliament

Yes    If Yes, state the relationship and person:

No

### 7. Applicant 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's name:** \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### 8. Owners 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.

**Signature/s**

**Name/s**

(please print clearly)

**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 (e.g. power of attorney, executor, trustee, company director).

## PART D: DIAGRAM

Please complete a diagram or sketch of your site here which identifies the principal building as well as any ancillary structures.

Please indicate the location of tree/s to be removed with an "X" and location of any replacement trees with a circle "O".

OR:  I have attached a separate diagram.

## PART E: HOW TO LODGE YOUR APPLICATION

### 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](mailto:mail@ncc.nsw.gov.au)

**If lodging an application in person, fees must be paid on lodgement. If lodged via email or post we will contact you when payment is required. Payments need to be made within 24 hours of contact. Alternatively please provide payment via cheque.**

**The application fee will be calculated on a scale based on the number of trees in this application.**

### Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

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

Cheques are to be made payable to City of Newcastle.

## 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](mailto: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.