

### When to use this form:

- The tree or shrub is greater than 5 metres in height.
- The tree or shrub is located on privately owned land.
- Consent has been obtained from the property owner.

### Please Note:

- The pruning specification must be prepared in accordance with Australian Standard AS4373-2007 by an AQF Level 3 Arborist.
- The work must be carried out by a minimum AQF Level 2 Arborist in accordance with the prepared specification.
- If the tree or shrub is (or forms part of) a Heritage Item, Aboriginal Item or place of Aboriginal Significance, you must submit your completed Tree Pruning Specification to the City of Newcastle.
- If the tree or shrub is not associated with a Heritage or Aboriginal item, you do not need to submit your completed Tree Pruning Specification to the City of Newcastle, however the property owner must retain a copy for 2 years.

## PART A: PROPERTY OWNER AND SITE DETAILS

### 1. Property Owner details

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

This form is to be submitted with a *Heritage Minor Works* form where pruning is proposed for Heritage Listed Items or items related Aboriginal Heritage or Significance.

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: ARBORIST DETAILS

### 3. The person competent in arboriculture assessment

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 competent person I have:

1. Carried out a thorough inspection of ..... tree/s (insert number of trees) of species (name) .....
2. Determined the need for pruning.
3. Specified the current and subsequent pruning requirements.
4. Determined that the specified pruning will not adversely affect the tree.
5. Considered all applicable planning, heritage and protected species legislation in the context of the proposed pruning.

**3. (...continued)**

6. I have assessed each tree for hollows or other likely habitat, and either: (tick one box)
- found no evidence to warrant further assessment, or
  - arranged for further assessment by an ecologist or wildlife specialist prior to pruning

I recommend the specified pruning be carried out by a person suitably qualified and experienced in arboriculture with the minimum AQF Level 2 in Arboriculture, and that the pruning be undertaken only in accordance with this specification.

Lopping, topping, wound painting and flush cutting shall not be undertaken and climbing spikes shall not be used except in order to assist in the aerial rescue of an injured person.

**PART C: PRUNING CLASSES AND SPECIFICATION DETAILS**

**4. Pruning Classes and Specification Details**

Fill in details only for the class or classes of pruning specified

For PALM PRUNING, tools shall be disinfected to minimise the chance of spreading palm disease including Palm Wilt.

For DEAD WOOD pruning, the minimum diameter and location of branches to be removed shall be:

.....  
.....

For CROWN THINNING, the percentage of the total crown to be removed and the maximum diameter and location of branches to be removed shall be:

.....  
.....

For SELECTIVE PRUNING, the branches to be removed shall be:

.....  
.....

For REDUCTION PRUNING, the extent of crown or limb reduction shall be:

.....  
.....

For CROWN LIFTING, the clearances to be achieved and the maximum diameter and location of branches to be removed shall be:

.....  
.....

For REMEDIAL PRUNING (initial and subsequent pruning events) the pruning requirements shall be:

.....  
.....

The detailed reason/s for recommending REMEDIAL PRUNING are:

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

## PART D: SIGNATURES

### 5. Signature and Date

Signature of Arborist: .....

Name (please print): .....

Date: .....

## HOW TO LODGE YOUR APPLICATION

If the tree or shrub is (or forms part of) a Heritage Item, Aboriginal Item or place of Aboriginal Significance, you must submit your completed *Tree Pruning Specification* form to the City of Newcastle along with a *Heritage Minor Works* form.

If the tree or shrub is not associated with a Heritage or Aboriginal item, you do not need to submit your completed *Tree Pruning Specification* form to the City of Newcastle, however the property owner must retain a copy for 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](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.