

## Application for a Permit to Remove, Lop or Destroy Trees

### Statutory Planning

All sections of this form must be completed and the relevant fee paid for the application to be valid

Use this application form to apply to remove trees within the following Planning controls:

- Significant Landscape Overlay (SLO)
- Neighbourhood Character Overlay (NCO)
- Vegetation Protection Overlay (VPO)
- Clause 52.17 Native Vegetation (CI 52.17)
- Heritage Overlay (HO)

#### Applicant Details

Name of Applicant \_\_\_\_\_  
 Address of Applicant \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Contact Details for Applicant | Mobile Ph \_\_\_\_\_ Home Ph \_\_\_\_\_  
 Business Ph \_\_\_\_\_ Email \_\_\_\_\_

#### Affected Property Details – The land on which the tree(s) is growing

Address of the Affected Property \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 What is the land currently used for? \_\_\_\_\_  
 Is access to the site restricted? ie. gates, dogs etc... \_\_\_\_\_

#### Owner of the Affected Property

Is the Applicant the owner if the Affected Property?  Yes (if 'yes' no further owner details are required)  
 No (If 'no' provide owner details below)

Name of Owner \_\_\_\_\_  
 Address of Owner \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Contact Details for Owner | Mobile Ph \_\_\_\_\_ Home Ph \_\_\_\_\_  
 Business Ph \_\_\_\_\_ Email \_\_\_\_\_  
 Signature of Owner (if possible) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Maroondah Council is committed to the privacy principles as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. Your information is required to ensure the processing of your application. Personal and identifying information within this form will not be disclosed except as required by law.

### Proposal

Total number of trees to be removed, lopped or destroyed: \_\_\_\_\_

The location of each tree must be shown on a plan of the affected property (example provided overleaf). Please identify each tree by a common name or by their genus and species (if known).

	Remove	Lop / Prune
Tree #1 _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree #2 _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree #3 _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree #4 _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree #5 _____	<input type="checkbox"/>	<input type="checkbox"/>
Tree #6 _____	<input type="checkbox"/>	<input type="checkbox"/>

Please attach a separate sheet if space is insufficient

Reasons for removal \_\_\_\_\_

Proposed Replacement Planting (Please also show location of replacement plantings on your plan of the site)

Proposed Trees to be pruned (Please indicate the extent of proposed pruning)

If applying within a VPO, please also specify the area (m<sup>2</sup>) of native vegetation to be removed. This includes indigenous trees, shrubs and ground covers \_\_\_\_\_

### Title Information

Encumbrances on title: Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation?

- Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application)
- No
- Not Applicable (no such encumbrance applies)

### Declaration

The following declaration must be signed by the applicant

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY **Payment Details (Internal use only)**

**GIS Overlay** \_\_\_\_\_

AP: Prepayment: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Cashier Use** – Confirm overlay for property address in GIS Planning / Building module

AP - PP/PLAN ADD Number of trees to be removed & Subject Address Payment Type: Cash/ Chq/ EFTPOS

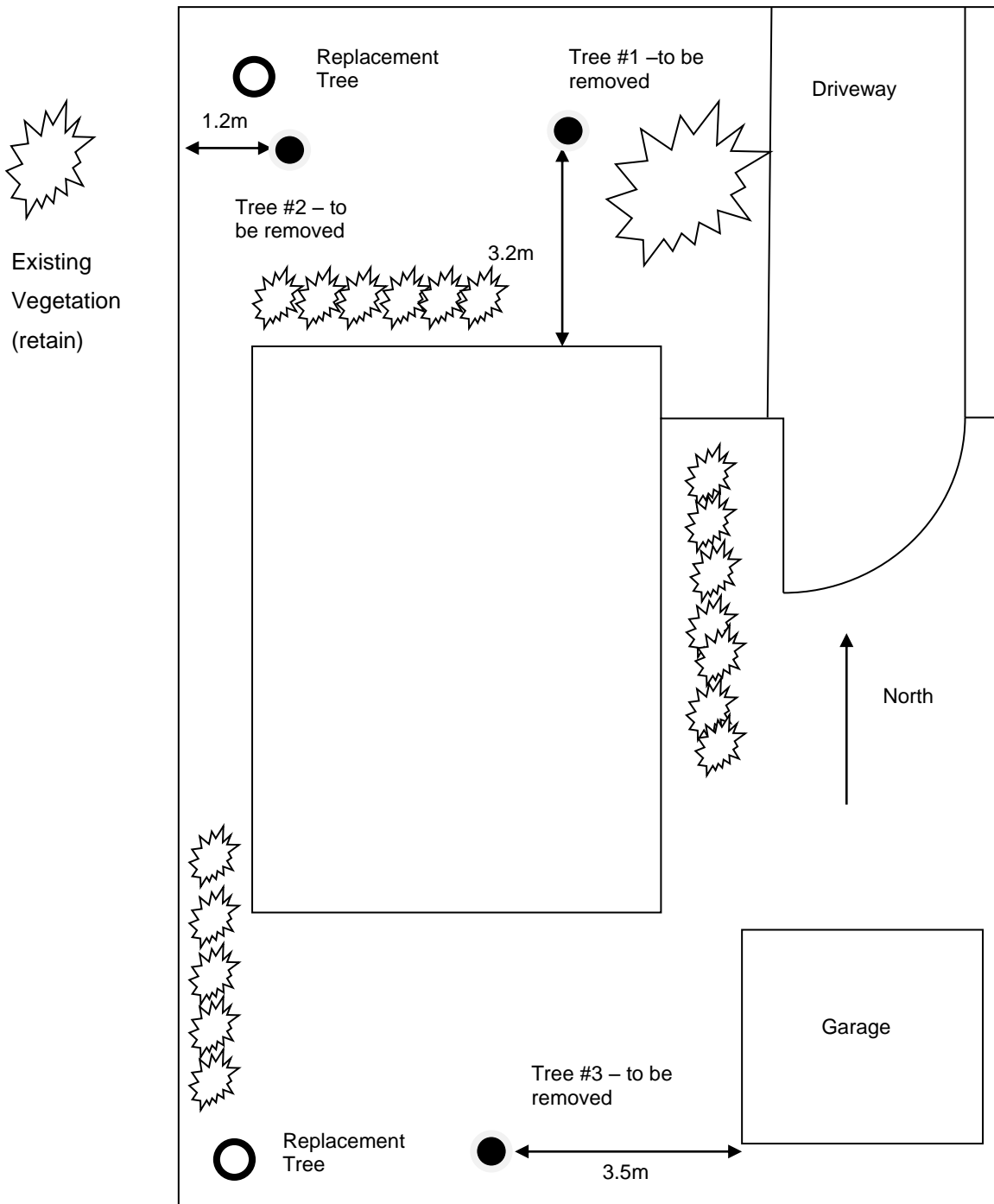
Prepayment: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

### Plan of the Site

A plan of the property must be submitted with this application. The Plan must include the location of ALL canopy trees and vegetation on the land, clearly marking those proposed to be removed.

Plans may be hand drawn and must accurately and clearly show the following information

### Example



### Checklist

All of the following information is required for the application to be valid.

- Completed Application Form**
- Plan of the Site**
- Fees**

### Fees

Application fees vary depending upon the overlay that applies to the land. All fees include GST.

Within a Significant Landscape Overlay (SLO), Heritage Overlay (HO) or Neighbourhood Character Overlay (NCO)

- \$110 for the first tree + \$25 for each additional tree up to a maximum of \$235

Within a Vegetation Protection Overlay (VPO) or pursuant to Clause 52.17 (CI52.17)

- \$235

	<b>SLO, HO, NCO</b>	<b>VPO, CI 52.17</b>
Removal of 1 tree	\$110	\$235
Removal of 2 trees	\$135	\$235
Removal of 3 trees	\$160	\$235
Removal of 4 trees	\$185	\$235
Removal of 5 trees	\$210	\$235
Removal of 6 or more trees	\$235	\$235

### Payment Options

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*

Applications can be made and paid in person at a Customer Service Centre as below; (except Public Holidays)

**City Offices-** Braeside Avenue, Ringwood **Hours:** 8.30am-7pm Monday, 8.30am-5pm Tuesday to Friday

**Realm-**179 Maroondah Highway, Ringwood **Hours:** 9am-8pm Monday - Friday, 10am-5pm Saturday and Sunday

**Civic Centre-** Civic Square Croydon **Hours:** 8.30am-5pm Monday - Friday