

# TREE WORK PERMIT APPLICATION FORM

## To apply for a permit to remove or prune a 'Significant Trees'



### When is a Tree Work Permit required?

A Significant Tree Work Permit must be obtained before a person removes, prunes, damages, kills or destroys a Significant Tree (including its roots) under the City of Stonnington General Local Law 2018 (No.1). A **Significant Tree** means a tree or palm:

- with a trunk circumference of 140 centimetres or greater measured at 1.4 metres above its base; or
- with a total circumference of all its trunks of 140 centimetres or greater measured at 1.4 metres above its base; or
- with a trunk circumference of 180 centimetres or greater measured at its base; or
- with a total circumference of all its trunks of 180 centimetres or greater measured at its base

Please Note: If you are considering the removal of trees / plants of any size that were planted as part of an endorsed landscape plan (associated with a Planning Permit) you will need to seek permission by way of an application to amend the Planning Permit.

### Applying for a Tree Work Permit

If you are the tree owner, an Owners Corporation Manager or a company director you can apply to prune or remove a Significant Tree located on a property you own or manage. If the Significant Tree is located on a neighbouring property and overhanging into your property, you can only apply for a permit to prune the tree.

Applications can be lodged at Stonnington City Centre - 311 Glenferrie Road, Malvern or Prahran Town Hall - 180 Greville Street, Prahran, by post - PO Box 58, Malvern, VIC, 3144 or via email - [Council@stonnington.vic.gov.au](mailto:Council@stonnington.vic.gov.au). Applications must include the completed application form and supporting documentation. Payment can be made in person, with a cheque or with a credit card, over the phone.

### Supporting documentation / verification required:

Tree location	Applicant	Documentation / Verification
Tree is located on your property	Owner of property	<ul style="list-style-type: none"> <li>• Applicant's details must match ownership details on Council property file</li> </ul>
Tree is located on common land managed by an Owners Corporation	Owners Corporation Manager	<ul style="list-style-type: none"> <li>• A letter of authorisation from the Owners Corporation Manager, supporting the proposed tree works</li> <li>• The Owners Corporation number</li> </ul>
Tree is located on land owned by a company	Company Director	<ul style="list-style-type: none"> <li>• Proof of director's identity (eg. copy of ASIC company extract)</li> </ul>
Tree is located on a neighbouring property	Owner / OC Manager / Company Director of property overhung by neighbouring tree	<ul style="list-style-type: none"> <li>• Applicant's details must match ownership details on Council property file</li> </ul>

Upon receipt of your Tree Work Permit application, an external arboricultural consultant will arrange to inspect the tree(s). If required, the arboricultural consultant will contact you, or your representative, to arrange an appointment. Based on the findings of this inspection you will either:

- Receive the permit(s) in the mail or via email; or,
- If your application is rejected, you will receive a letter outlining the decision.

The process typically takes fifteen working days to complete from receipt of application depending on the availability of the external arboricultural consultant. Please ensure that all details are correct, all required documentation is supplied and the application fee is paid. Note the process may be delayed if sufficient information is not provided as part of the application as outlined above.

# TREE WORK PERMIT APPLICATION FORM

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### When is a Tree Work Permit not required?

A Tree Work Permit is required to prune or remove any **Significant Tree** within the City of Stonnington except, where the tree is:

- within a Neighbourhood Character Overlay area, such as the **HEDGELEY DENE PRECINCT (NCO1)**, where a planning permit is required to remove, destroy, or lop a tree; or
- within a Significant Landscape Overlay area, such as **YARRA (BIRRARUNG) RIVER CORRIDOR ENVIRONS (SLO1)**, where a planning permit is required to remove, destroy, or lop vegetation<sup>1</sup>.
- on a site where trees have been assessed and approved for removal by Council through a **PLANNING PERMIT APPLICATION** referral. Trees that have been authorised for removal and form part of an active Planning Permit do not also require a Tree Work Permit to remove.
- on a site where trees / plants have been planted as part of an endorsed landscape plan (associated with a Planning Permit). In this situation, you will need to seek permission by way of an application to amend the **PLANNING PERMIT**. To find out if your trees / plants are subject to an endorsed landscape plan contact Council's Planning Unit on 8290 3329.

To find out if your property is located in an Overlay with Tree Controls you can contact Council's Planning Unit on 8290 3329 or visit: <https://www.planning.vic.gov.au/schemes-and-amendments/browse-planning-scheme/maps>

The permit requirements for **HEDGELEY DENE PRECINCT (NCO1)** and **YARRA (BIRRARUNG) RIVER CORRIDOR ENVIRONS (SLO1)** overlays is outlined below:

#### HEDGELEY DENE PRECINCT

A planning permit is required to remove, destroy, or prune trees within the **Hedgeley Dene Precinct**. This does not apply:

- To a tree that is less than 5 metres in height or has a trunk circumference of less than 0.5 metre measured 1 metre above ground level.
- To any action which is necessary to keep the whole or any part of a tree clear of an electric line provided the action is carried out in accordance with a code of practice prepared under Section 86 of the Electricity Safety Act 1998.
- If the tree presents an immediate risk of personal injury or damage to property.
- If the removal, destruction or lopping of the tree is necessary for emergency access and emergency works by a public authority or municipal council.

#### YARRA (BIRRARUNG) RIVER CORRIDOR ENVIRONS

A planning permit is required to remove, destroy, or prune trees within the **Yarra (Birrarrung) River Corridor Environs**. This does not apply:

- To remove, destroy or lop non-native vegetation which has all of the following:
  - a trunk circumference of less than 0.35 metre at 1 metre above ground level;
  - a height of less than 6 metres; and
  - a branch spread of less than 4 metres.
- Prune vegetation to maintain or improve its health, appearance or for safety reasons (Local Law permits still apply for **Significant Trees**).

If your address is covered by an Overlay with Tree Controls, you will need complete a VicSmart Planning Application, which can be obtained via Council's website, in person at one of our Service Centres or by phoning Council's Planning Unit on 8290 3329.

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<sup>1</sup> Refer to overlay provisions for exemptions: <https://planning-schemes.app.planning.vic.gov.au/Stonnington/ordinance/42.03-s1>

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**TREE LOCATION ADDRESS:** \_\_\_\_\_

<b>APPLICANT:</b>  Name: _____	<b>AUTHORISED PERSON ACTING ON BEHALF OF APPLICANT :</b>  Name: _____ Company Name: _____
<b>Postal Address:</b> _____ _____	<b>Postal Address:</b> _____ _____
<b>Contact Details:</b> Home: _____ Work: _____ Mobile: _____ E-mail: _____	<b>Contact Details:</b> Home: _____ Work: _____ Mobile: _____ E-mail: _____

**Privacy and Liability Statement**

Personal Information collected in this form will only be used or disclosed for the purpose of processing your application, unless otherwise required by law. Council will be unable to process your application if the requested information is not provided. The collection and handling of personal information will be conducted in accordance with the City of Stonnington's Privacy Policy. This policy can be viewed on the City of Stonnington website or is available for inspection at its Service Centres. To access or amend your details or further information, please contact the City of Stonnington's Privacy Officer on 8290 1333. Details of permit conditions may be provided to neighbouring properties where requested.

If the permit is granted, all work shall be performed without cost to the City of Stonnington. The holder of the permit agrees not to hold the City of Stonnington or any employees thereof, responsible for any liability by accident to person or property, however caused, through the exercise of this permit.

*It is your responsibility to ensure that all trees for which you have made an application require a permit. Council does not provide refunds for trees that do not require a permit where we have arranged to inspect them.*

**Total number of trees in application:** \_\_\_\_\_ **Fee to be paid:** \_\_\_\_\_

(An application fee, of **\$80.10** per tree for **pruning** and **\$106.60** per tree for **removal** is payable at time of lodging application). Please note there will be no fee refund once a tree has been inspected.

**Signature of Owner / Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name: (In block letters):** \_\_\_\_\_

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**DETAILS OF TREE WORK/WORKS (if more than one tree please complete details for each tree):**

**TREE 1**                     **PRUNED**                     **REMOVED**

**Why are the works required?** Describe work to be performed, indicating the extent of work.

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**TREE 2**                     **PRUNED**                     **REMOVED**

**Why are the works required?** Describe work to be performed, indicating the extent of work.

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**TREE 3**                     **PRUNED**                     **REMOVED**

**Why are the works required?** Describe work to be performed, indicating the extent of work.

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Please provide a plan indicating the location of the tree(s) for which a tree work permit is being sought.

**OFFICE USE ONLY:**

RECEIPT NO.: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_