



# Manly Council

Council Offices 1 Belgrave Street Manly  
PO Box 82 MANLY NSW 1655 AUSTRALIA  
Phone 02 9976 1500 Fax 02 9976 1400 DX 9205 Manly  
records@manly.nsw.gov.au www.manly.nsw.gov.au

# TREE PERMIT APPLICATION FORM

You must have obtained and read Fact Sheet 25 before lodging this application

<b>OWNERS DETAILS</b>	<b>FEE \$45.00</b>
Name _____	
Address _____	
Suburb _____	Postcode _____
Phone No:(daytime) _____	(mobile) _____

<b>TREE DETAILS</b>	
Species _____	
Address of tree location _____	
Where the tree is located on the property	Front <input type="checkbox"/> Back <input type="checkbox"/>
<b>REASON</b> for application _____	
_____	
Have you ever lodged an application for this tree before?	YES / NO
Have you lodged or do you have any intention of lodging a development application?	YES / NO
What do you propose to do to the tree?	
Prune <input type="checkbox"/>	Remove <input type="checkbox"/>
Prune for view <input type="checkbox"/>	Crown Thinning <input type="checkbox"/>
Transplant <input type="checkbox"/>	Root Prune <input type="checkbox"/>
Excavation within the drip line <input type="checkbox"/>	

<b>BLOCK PLAN</b>		
Please outline below where the tree is located in relation to the house. Nominate the front and the back of the property. Outline where the tree is in relation to the building and boundaries.		
Front	<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="border: 1px solid black; width: 20%; height: 20%; margin: 20px auto;"></div> </div>	Back
A Council Officer will be entering your property to inspect your tree, by signing this form you will be agreeing to the officer entering your property for the purpose of the inspection.		
Signature of Owner .....	Date.....	
Inspections are carried out on <u>Wednesday</u> between <u>9.30am</u> and <u>2pm</u> . If you would like to be present at the inspection please indicate the time that you will be available during these hours.		
Preferred time.....		
<b>Assessment is made at the time of inspection. Future weather conditions and other situations may change the condition. If a change occurs, please bring to Council's attention as soon as possible.</b>		
Your application will be determined after the onsite inspection – if a permit is approved this will be forwarded to you after this time.		

<b>OFFICE USE</b>	
Fee Paid: \$ _____	Date inspected: _____
Receipt No.: _____	Receipt Type Code:86
Customer Service Officer: _____	Date: _____

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### **Before you lodge your application for a tree permit ensure that you have checked the following:**

- That you have read Council's Fact Sheet 25 and understand the criteria in the document.
- Applications for the removal of a tree need to be accompanied by an Arborist's report outlining why it is necessary to remove the tree, unless there are very visually obvious roots causing the damage.
- If there are structural issues with buildings and there is not very obvious damage, applications need to be accompanied by a structural engineer's report.
- Where sewer damage is occurring, the application needs to be accompanied by a plumber's report stating damage, location of damage and whether it will be ongoing and what is causing the damage.
- Please put on the form the time that you will be available onsite if you wish to be there. Council's officer will attend the site as close to the nominated time as possible. If more than one applicant nominates the same time the Council officer will ring to offer another time.

If there is no time nominated on the form the officer will attend at some time on the Wednesday.

- If you have a current Development Application you need to refer to your development consent conditions before lodging an application.

#### **NOTE:**

**All permits will be posted to you after processing your application.**