

APPLICATION TO PRUNE/REMOVE/TRANSPLANT TREES under the Willoughby Tree & Bushland Preservation Order

FEES (payable on application – Pensioners & Health Card holders are exempt from Inspection Fees)

Number of trees to be inspected	Application Fee		Inspection Fee			
	\$24.50	+	1 to 3 Trees	\$35	=	\$59.50
	Additional Fees:		Each Additional Tree			\$24.50
			On Site Appointment			\$51
			Review of Determination			\$62
		Exempt or Complying Development Certificate application (including inspection + permit)				\$170

Address of Property Containing Tree/s: _____

Applicant's Name: _____ Applicant's Signature: _____

Pension Concession/Health Card: YES NO Card No: _____

Applicant's Postal Address: _____

Phone Nos: H _____ W _____ M _____

Property owner: As the owner of the land to which this application relates I consent to this application and authorise Council Officers to enter the property to carry out inspections related to this application.

Name: _____ Signature: _____ Date: _____

CHECKLIST FOR APPLICANTS

1. **Has there been a Development Application for any works on this property within the last five years or is this application required as part of Exempt & Complying Development (SEPP 2008)?** YES NO
2. Is the property a listed Heritage Item; located within a Conservation Area; on Councils Natural Heritage Register; or designated Bushfire Prone Land? **If unsure, check with Council on 97771000.** YES NO
3. The Site Plan overleaf showing the property, the tree/s to be inspected, any other affected trees, all relevant structures, site boundaries, and north point is completed. YES NO
4. **Two copies** of all other documentation, reports or photographs relevant to the application are attached. YES NO
5. The trees to be inspected have been clearly marked on the site plan overleaf; and on site with tape, ribbon, paint spot or numbered tag. YES NO
6. Do you require an on site appointment with the inspecting officer? If so, an additional fee is required. (see Fees above) YES NO
7. If there are dogs on the property or locked gates blocking access, arrangements will need to be made to provide safe access for the site inspection. This may require an on site appointment with the inspecting officer (see Fees above). YES NO
8. Payment of all necessary fees attached (see Fees above) YES NO


OFFICE USE ONLY Application No: _____


Zoning: _____ Conservation Area YES NO Notification YES NO

Fee: \$ _____ Receipt No: _____ Date: _____

SITE PLAN (including northpoint eg:)

NOTE: For applications under exempt & Complying Development Sepp 2008, please attach one copy of building plans and current site survey showing tree/s to be trimmed/removed.

 = Trees (show all trees on site)

 T1, T2 etc = Trees to be inspected

Address
Suburb

Tree ID Number on Site Plan	Species and/or Common Name	Work Requested	Reasons for request

Attach another page if necessary.

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Web: www.willoughby.nsw.gov.au
ABN 47 974 826 099



CREDIT CARD AUTHORISATION (MASTERCARD AND VISA ONLY)

Attention: _____

From: _____

Address: _____

_____ Postcode: _____

Phone: _____ Mobile: _____

Date: _____

I authorise Willoughby City Council to debit my credit card for the amount of \$ _____

for payment of _____

Credit card type: Mastercard Visa

Credit card number:

Expiry date:

Card holder's name: _____

Card holder's signature: _____

**PLEASE NOTE:
A 1% Service Fee applies when
payment is made by Credit Card**