

TREE WORK PERMIT - INFORMATION

A permit is required to remove or prune all 'Significant Trees' within the City of Stonnington



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 2008 (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

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 may be lodged in person at Stonnington Service Centres or by post to PO Box 58, Malvern, Victoria 3144. If mailing the application form please include the completed application form, the supporting documentation and a cheque made payable to 'City of Stonnington'.

Supporting documentation required:

Tree location	Applicant	Supporting documentation
Tree is located on your property	Owner of property	<ul style="list-style-type: none">• Proof of property ownership (eg. copy of rates notice)• Proof of owner's identity (eg. copy of driver licence)
Tree is located on common land managed by an Owners Corporation	Owners Corporation Manager	<ul style="list-style-type: none">• A letter of authorisation from the Owners Corporation Manager, supporting the proposed tree works• The Owners Corporation number
Tree is located on land owned by a company	Company director	<ul style="list-style-type: none">• Proof of director's identity (eg. copy of ASIC company extract and copy of their driver licence)
Tree is located on a neighbouring property	The tree owner or the neighbouring property owner	<ul style="list-style-type: none">• Proof of property ownership (eg. copy of rates notice)• Proof of owners identity (eg. copy of driver licence)

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.

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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)** or
- within a Significant Landscape Overlay area, such as **YARRA (BIRRARUNG) RIVER CORRIDOR ENVIRONS (SLO1)**
- on a site where trees have been assessed and approved for removal by Council as part of a **PLANNING APPLICATION**. Trees shown as removed on Endorsed Plans that form part of an active Planning Permit do not also require a Tree Work Permit to remove.

To find out if your property is located in one of the above mentioned Overlays, you can contact Council's Planning Unit on 8290 3329 or visit:

<http://planning-schemes.delwp.vic.gov.au/schemes/stonnington/maps>

The permit requirements for each of these 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 (Birrarung) 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 one of the Overlays, 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.

TREE WORK PERMIT APPLICATION FORM
To apply for a permit to remove or prune a 'Significant Trees'



TREE LOCATION ADDRESS: _____

APPLICANT: Name: _____	AUTHORISED PERSON ACTING ON BEHALF OF APPLICANT : Name: _____ Company Name: _____
Postal Address: _____ _____	Postal Address: _____ _____
Contact Details: Home: _____ Work: _____ Mobile: _____ E-mail: _____	Contact Details: Home: _____ Work: _____ Mobile: _____ E-mail: _____
<ul style="list-style-type: none"> PROOF OF PROPERTY OWNERSHIP (eg: copy of rates notice) 	Date provided: __/__/__ (attach copy)
<ul style="list-style-type: none"> PROOF OF OWNER'S IDENTITY (eg: driver licence showing current address) 	Date provided: __/__/__ (attach copy)

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 **\$75.00** per tree for **pruning** and **\$100.00** per tree for **removal** is payable at time of lodging application)

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.

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

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

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

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

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: _____