

APPLICATION FOR TREE PROTECTION PERMIT

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au



the place
to live

APPLICATION INFORMATION

Please complete all sections of this application form and return to the City of Darebin.

Lodgement of forms must be submitted

- E mailbox@darebin.vic.gov.au
- F (03) 8470 8877

Under Darebin City Council Tree Protection Local Law No. 1 of 2019, a permit is required to prune or remove any significant tree located on private land.

For further information on Tree Protection Permits please visit www.darebin.vic.gov.au

APPLICANT DETAILS

First Name	Last Name
Address	
Suburb	Postcode
Postal Address (if different from above)	
Suburb	Postcode
Phone	Email
Darebin address where tree/s are located (if different from above)	
Address	
Suburb	
Property owners consent	
Is the person making the application the owner of the property where the tree is located?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered no to the above, please complete the following owner consent details.	
Owners Name	Owners Phone
Owners signature	Date

PERMIT DETAILS

Is an appointment required for access to the tree?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
How many trees do you plan to prune?	Quantity:	
How many trees do you plan to remove?	Quantity:	
Reason for application		
Damage to property/Infrastructure/Building <input type="checkbox"/>	Tree Condition <input type="checkbox"/>	
Medical condition/social criteria/other <input type="checkbox"/>	Tree risk <input type="checkbox"/>	
Tree Species/Common Name (if known)		
Tree 1	Botanical name	Common name
Tree 2	Botanical name	Common name
Tree 3	Botanical name	Common name

REPLACEMENT TREE/S

Proposed replacement tree/s	
Botanical name/s	Quantity:
Botanical name/s	Quantity:

DECLARATION

I have read the City of Darebin Management of Tree Protection on Private Property Policy 2019 and I agree to comply with the conditions set out in this document. I understand that failure to adhere to these conditions may result in infringements or Court action.

Applicant signature	Date
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PERMIT FEES

On approval of this application an invoice will be provided for payment. The prescribed fee of \$260.00 must be made prior to the commencement of any commercial activity.

A 50% discount applies to eligible concession card holders

REQUIRED DOCUMENTATION

I have included the following information with my application:

- A diagram/map that clearly shows the applicable tree/s that are proposed to be pruned or removed
- Supporting evidence for the removal of the tree; (refer to “How to complete this application” for more detail)
- A diagram/map that clearly shows the species and location of the proposed replacement tree/s

How to complete this application

Before filling in the application form, you will need to check the permit information at www.darebin.vic.gov.au.

- A diagram clearly showing the location of the tree/s proposed for removal in relation to key features such as house, garage, driveway etc. if there are multiple trees, please ensure you label all trees on the diagram, for example tree 1, tree 2;
- To pay for the permit in person at Council Customer Service Centre located at:
-274 Gower Street, Preston
-23 Edwardes Street, Reservoir
-32-38 Separation Street, Northcote.

You will need to provide a reason and supporting evidence for tree removal

- A report from a qualified arborist including a risk assessment utilising a recognised method;
- Damage to property or infrastructure – a report from licensed and/or suitably qualified person in the relevant field e.g. plumber, engineer, builder;
- Medical condition – a copy of a medical certificate from a specialist;
- Social criteria – applicable evidence;
- Plus any other supporting evidence;

All applications will be assessed against Councils' Tree Retention Policy to determine if a permit is to be granted.

General Information

Do I need a permit to remove a tree or vegetation on my property?

There are 2 situations where you will need a permit to remove a tree or vegetation on your property

1. **Your property has an existing planning permit, Vegetation Protection Overlay (VPO), Environmental Significance Overlay (ESO) or Heritage Overlay (HO)**
Trees or vegetation may be protected by a planning permit. To find out if your property is located within an overlay, visit <https://planning-schemes.app.planning.vic.gov.au/Darebin/maps>
2. To check if there is an existing planning permit on your property, or for more information relating to the planning application process, contact our Planning Department on 03 8470 8888.
3. **Your property has a significant tree**
You may need to apply for a Local Law permit if the tree does not fall into the above categories. A significant tree is a tree that has a single or combined

Instances where you do not require a Local Law permit

A permit is not required to remove a tree (or part of a tree) in the following circumstances:

- The removal of part of a tree that poses an immediate risk to persons or property. Only that part of a tree that poses an immediate risk may be removed under this exemption;
- Trees declared as noxious weeds under the *Catchment and Land Protections Act 1994*;
- The removal of dead fronds from a palm tree;
- For pruning of non-structural branches 75mm in diameter or less. Residents are advised to contact Darebin Parks for advice.

PRIVACY

Darebin City Council (“Council”) collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic) (“PDP Act”).

The personal information you provide on this application is being collected by the City Safety & Compliance Department for the purpose of assessing your eligibility for a permit issue under the City of Darebin General Local Law 2015. We may also need to contact you from time to time for directly related purposes.

The Council enter personal details into Council’s internal databases and systems such as the Customer Request Management and Records Management Systems, when processing the forms.

Instances where we may share this personal information include:

- When we are legally required to, for instance to the Police, Courts or Fines Victoria.
- To Council’s agents, such as lawyers.
- With Council Staff, including our language aide staff an interpreter, for action on your lodged enquiry.

You are required to provide this information to apply for a permit under the City of Darebin General Local Law 2015. If you choose not to complete the form in full, Council will be unable to process your application.

You can access the Council’s privacy policy by emailing privacy.officer@darebin.vic.gov.au or from our customer centre. For further information on privacy matters please call Council’s Privacy Officer on 8470 8888 or email to privacy.officer@darebin.vic.gov.au.

If you would like to gain access to your personal information, you can contact Council’s Freedom of Information officer on 8470 8888 or email to foi@darebin.vic.gov.au.