



Application to undertake a tree damaging activity

(including urgent circumstances or minor works approval)

Under the provisions of Sections 22 and 29 of the *Tree Protection Act 2005*

Before you complete this application we suggest you read the Tree Protection Information and Criteria for Approval of activities which is available from www.tccs.act.gov.au

1. The Applicant

Title (e.g. Mr, Mrs) First name Surname

Company ACN

Street address

Suburb Postcode

Postal address (if different from above)

Suburb Postcode

Telephone: Home Work Mobile

Facsimile Email address

2. Is the Applicant the Lessee (owner) of the land on which the Tree Damaging Activity is to be conducted?

Yes No

3. The Lessee (compulsory information)

Title (e.g. Mr, Mrs) First name Surname

Company ACN

Street address

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4. The Activity (the location where the proposed tree damaging activity is to occur)

Street address

Suburb	Postcode

Block

Section

5. Type of Activity Requested

Please tick the appropriate box(es) for the tree damaging activity which you are applying for:

<input type="checkbox"/> Tree felling or removal <input type="checkbox"/> Major pruning <input type="checkbox"/> Minor pruning (registered trees only) <input type="checkbox"/> Lopping	<input type="checkbox"/> Prohibited groundwork in tree protection zone: <input type="checkbox"/> The protection zone for a protected tree is: a. The area under the canopy of the tree; and b. The metre wide area surrounding the vertical protection of the canopy; and c. The 4 metre wide area surrounding the trunk as measured at 1 metre above natural ground level. <input type="checkbox"/> Other activity, please describe: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
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6. Block plan

Please provide the following information:

- the location of any significant tree/s affected by the proposal, including trees on adjacent blocks if you propose to undertake prohibited groundwork within the protection zone; and
- **number each tree to which the application relates**

Diagram or sketch of the block and location of trees.



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7. Reason/s for the application

Tick the appropriate box:

- Block of land where the tree(s) is located is on the ACT Heritage Register or other heritage place.
- Block of land where the tree(s) is located is on National Capital Authority (NCA) land.
- The application is development related or associated with a proposed development.
- Other (private property/leased land).

State the reason/s why the application is being made with regard to each tree (you should have regard to the criteria for approval). Include any arborists' reports, plumbing diagrams, receipts, structural engineers' reports or other substantiating evidence that would assist the conservator in assessing the application.

Please note that delays may be experienced in processing your application if you have not provided sufficient or accurate information in order for a comprehensive assessment to be made.

8. Consent to enter (compulsory information)

To enable assessment of this application, consent is required from the tenant/occupier to enter the land where the tree damaging activity is to occur.

Are you the current occupier of the property where the tree damaging activity is to occur?

Yes No

If Yes: You must provide consent to enter by signing the occupier's declaration below.

If No: You must provide consent to enter from the occupier.

If the property is tenanted, consent to enter is required from the tenant.

Note: If the property is not occupied the lessee **must** sign the declaration.



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9. Occupier's/Lessee's Declaration (compulsory)

I consent to an authorised person entering my premises between the hours of 8:30am and 5pm weekdays for the purposes of assessing this application.

Occupiers name

Telephone: Home

Work

Mobile

1. Is there clear access to the tree for the purpose of the inspection

Yes

No

2. Is there a dog in the yard?

Yes

No

Occupier's Signature and Date

10. Signature of the Applicant

Applicant's Signature and Date

Important Disclosure of Information

This notice is issued for the purposes of Information Privacy Principle 2 of the *Privacy Act 1988* (Cwlth). As part of this application, the Transport Canberra and City Services Directorate obtains information about you, including but not limited to personal details, property details, reports, assessments, and other supporting documentation.

This information is obtained pursuant to sections 22 and 29 of the *Tree Protection Act 2005*.

The purpose of this information is to process your application, undertake all necessary investigations and assessments in relation to the application and make a determination.

This information is usually passed on to some or all ACT Government Agencies or in accordance with legislation. These ACT Government Agencies may include, but are not limited to:

- Environment and Planning Directorate;
- Justice and Community Safety Directorate; and
- Health Directorate

You should be aware that any of these agencies may also exchange this information with other similar organisations relevant to the application.

Please acknowledge the Transport Canberra and City Services Directorate has made you aware of its obligations under Information Privacy Principle 2 of the *Privacy Act 1988* (Cwlth) by signing below.

Signature and date

This application should be lodged at:

In person: Level 8
Macarthur House
12 Wattle Street
Lyneham ACT 2602

OR by post to:
Urban Treescapes
GPO Box 158
Canberra City ACT 2601

OR by fax to: 6207 5956

OR scan and email to:
treeprotection@act.gov.au

Providing false and misleading information on this application is a serious offence under the *Criminal Code 2002*. Prosecution may result in a fine of up to \$10,000 for an individual, \$50,000 for a company and/or 12 months imprisonment.