



# APPLICATION FOR Request for Review of Tree Determination

To be lodged within six (6) months of decision made under Environmental Planning and Assessment Act 1979.

A fee is payable for lodgement of this application.

**This application must include a report from a consulting arborist (aqf level 5).**

To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

For assistance please contact our Customer Service team on (02) 9083-8000 or chat with us live at [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

**TPO number:** TPO- [ ] /202 [ ]

## Section 1: Applicant details

All correspondence including the final determination will be sent to the listed applicant via email, please advise if this is unsuitable. The applicant is the person responsible for actioning any approved work.

Title  Mr  Mrs  Ms  Other

Given Name/s: [ ] Surname: [ ]

Company Name (if applicable): [ ]

Address: [ ]

Suburb: [ ] Post Code: [ ]

Email Address: [ ]

Phone: [ ] Mobile No: [ ]

## Section 2: Tree address

Address on which the tree stands. If trees are located on different properties, a separate application is required for each property.

Street Number: [ ] Street Name: [ ]

Suburb: [ ] Post Code: [ ]

### Postal address

PO Box 9, Bondi Junction NSW 1355  
ABN 12 502 583 608

### Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022  
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W [waverley.nsw.gov.au](http://waverley.nsw.gov.au)

E [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au)  
T (02) 9083 8000

### Section 3: Access to the site

Does Council require your presence to enter the site?  Yes  No

If your presence is required then please provide contact details.

Are there any special requirements for entering the site?  Yes  No  
(If yes, please provide details below. e.g. will leave side gate open, dog in yard but friendly)

### Section 4: Owner's consent

If an application is being presented by a person other than the owner of the property, then written owners consent MUST be provided on the application form.

If the tree is located on common property of a residential flat building or townhouse development, you must submit a written request from either the Body Corporate or the Managing Agent, together with either the minutes of a meeting or a letter signed by the majority of the owners consenting to the work.

Given Name/s:  Surname:

Address:

Suburb:  Post Code:

Email Address:

Phone:  Mobile No:

Signature/s of all owners or managing agent (supply additional pages if required)

Minutes supplied?  Yes  No Supporting letter attached?  Yes  No

### Section 5: Additional information

Is the site in a heritage conservation area?  Yes  No

Is the tree listed on the Significant Tree Register?  Yes  No

### Section 6: Proposed work


Please complete the following table and attach extra pages for additional trees.

NOTE: The fee for the application is in accordance with Council’s Pricing Policy, Fees and Charges and is only based on the number of trees identified.

Tree Species / Common Name (if known)	Location (i.e. adjacent to rear boundary)	Work Required		Reason for Works If additional space is required, please attach a supporting letter.
		Prune	Remove	
1		<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	
4		<input type="checkbox"/>	<input type="checkbox"/>	
5		<input type="checkbox"/>	<input type="checkbox"/>	

### Section 7: Position of tree/s

Please draw a sketch of your property clearly showing the street, the approximate location of all buildings in relation to property boundaries, and the tree/s listed above by the number reference.



### Section 8: Reason for review

Please state reason for this review and include any additional supporting specialist reports (see Tree Management Guidelines 2022 for information)

## Section 9: Declaration

Please tick box:

- I apply for consent to carry out the work described in this application and acknowledge that no work can be carried out until a permit has been issued by Council.
- I declare that the information given is true and correct.
- I understand if the information supplied is incomplete the application may be delayed, rejected, or further information requested.
- I understand that I must notify Council's Tree Management via [treemgt@waverley.nsw.gov.au](mailto:treemgt@waverley.nsw.gov.au) as soon as the tree/s have been removed
- I understand that any tree(s) removed must be replaced with an equal amount of replacement trees of equivalent or larger canopy size when mature, and planted anywhere in the ground on the property, within one (1) month of the tree(s)' removal.
- I have included a copy of a Level 5 Arborist Report.
- I understand that if replacement tree/s are deemed unsuitable for replanting on your property, you will be asked to contribute to Council's offset tree planting program as set out in point 12 of the Tree Permit Application.

Applicant's Signature

Date

 /  / 

## How to submit your application

Download this form to your computer as a PDF file and use Adobe Acrobat to complete the form.

**E-mail:** Email your PDF application form to: [treemgt@waverley.nsw.gov.au](mailto:treemgt@waverley.nsw.gov.au)

**Mail:** [PO Box 9, Bondi Junction 1355](#)

**In person:** At any of Council's Customer Service Centres:

- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022  
Opening Hours: 9am - 5pm Monday to Friday
- **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026  
Opening Hours: 10am - 4pm Monday to Sunday

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## Fees

**Lodgement fee:** \$88.00

## Payment methods

Cash, EFTPOS, Cheque, or Credit Card (Please note, a 0.8% surcharge applies to credit card payments.)

**Online:** Once your application has been processed, an invoice will be emailed to you.

**In person:** At any of Council's Customer Service Centres:

- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022  
Opening Hours: 9am - 5pm Monday to Friday
- **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026  
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**Phone:** (02) 9083-8000, Opening Hours: 9am - 5pm Monday to Friday

**Mail:** PO Box 9, Bondi Junction NSW 1355

Cheque or Money Order made payable to *Waverley Council*, please include a copy of this application.

## Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact [info@waverley.nsw.gov.au](mailto:info@waverley.nsw.gov.au) or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website:

[waverley.nsw.gov.au/privacy](http://waverley.nsw.gov.au/privacy)

OFFICE USE ONLY		Logged By:
<b>Lodgement Fees:</b> \$88.00 (Cost Code: PMTTRE)	Concession rate - 75% discount against respective fee. (Concession card, health benefit card or equivalent)	<b>Date Paid:</b>
		<b>Amount:</b>
		<b>Receipt No.:</b>