



**APPLICATION FOR  
TREE REMOVAL  
PERMIT**

PLANNING PERMIT APPLICATION NO.
LOCAL LAW PERMIT APPLICATION NO.
RECEIPT NO.

**PLEASE READ ALL THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM  
ALL STEPS ON THIS FORM MUST BE COMPLETED AND THE RELEVANT FEE PAID  
FOR THE APPLICATION TO BE VALID**

**STEP 1 – THE APPLICANT**

THE PERSON APPLYING FOR THE PERMIT MUST PROVIDE THE FOLLOWING INFORMATION

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Contact phone number for Applicant during business hours \_\_\_\_\_

Is access to the site restricted?  YES  
 (ie. gates, dogs, etc.)  NO

**STEP 2 – THE AFFECTED LAND**

THE FOLLOWING DETAILS MUST BE PROVIDED FOR THE LAND ON WHICH THE TREE IS LOCATED

Address of the Land \_\_\_\_\_

What is the land currently used for? \_\_\_\_\_

**STEP 3 – PLAN OF THE SITE**

A PLAN OF THE PROPERTY DESCRIBED IN STEP 2 MUST BE PROVIDED ON A4 PAPER.

The plan must include the location of all canopy trees on the land with all trees proposed for removal clearly marked. Other key features such as buildings should also be marked.

**STEP 4 – THE PROPOSAL**

THE FOLLOWING DETAILS OF THE TREES TO BE REMOVED MUST BE PROVIDED

Number of trees to be removed \_\_\_\_\_, lopped \_\_\_\_\_ or pruned \_\_\_\_\_.

Species (if known) of trees to be removed \_\_\_\_\_

Reasons for removing the trees \_\_\_\_\_

**STEP 5 – NOTIFICATION OF LAND OWNER**

EITHER SECTION A OR SECTION B OF THIS STEP MUST BE COMPLETED AND SIGNED

**SECTION A – If the applicant is the owner of the land they must fill out this section**

I am the owner of the land and I have seen this Application

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION B – If the applicant is not the owner of the land they must notify the owner and fill out this section**

I/We the Applicant declare that I/We have notified the owner about this application.

Name of landowner: \_\_\_\_\_

Address of landowner: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STEP 6 – DECLARATION**

THE FOLLOWING DECLARATION MUST BE SIGNED BY THE APPLICANT

I declare the information I have given is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE NOTE: THE DETAILS BELOW ARE GENERALLY APPLICABLE TO APPLICATIONS FOR BOTH TOWN PLANNING AND LOCAL LAW PERMITS**

### **HOW TO APPLY FOR A PLANNING PERMIT**

Applications must include the information required by Regulation 12 of the Planning and Environment Regulations 1988. This Application for Planning Permit is provided to assist applicants.

**YOU MUST GIVE FULL DETAILS** of your proposal and attach as many supporting documents as possible. If you do not give enough detail or suitable description of the proposal, you will be asked for more information. This WILL DELAY your application.

### **THE APPLICANT**

- Give your full name or the name of the company
- Give your full postal address and your contact phone number

### **THE LAND**

- Give the street number, street name, town and postcode, and the lot number and lodged plan number or other Title particulars.
- Attach a plan which includes:
  - \* the boundaries of the land and their measurements
  - \* the street it faces, the nearest intersecting street, the distance from this street and name of all streets on the plan
  - \* the direction of north and the scale of the plan

### **THE OWNER**

- Complete this section if the applicant is not the owner, otherwise indicate "applicant".

### **THE PROPOSAL**

- Describe fully what you want to do with the land. The application must include a plain English description of the proposal which clearly conveys the nature of the proposal. This will be used in any notice about the application. Attach additional information if there is insufficient room.
- Attach 3 copies of plans showing details of the proposed development.
- Briefly describe the current use of the land and any buildings.

### **THE COST OF THE DEVELOPMENT**

- If a permit is required to develop land, you must give the estimated cost of the development. This is used to assess the amount of any fee you may have to pay.
- Development here refers to the buildings and works you intend to construct on the land. If no buildings or works are proposed and you only intend to change the use in an existing building or on the land, the word NIL should be written in this square.

### **PAYMENT OF FEE**

- Payment of the relevant fee should be included with this application. The application will be deemed incomplete if payment is not included. **For information on fee payable, please refer to [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or telephone 1300 882 233.**
- Payments in person can be made by cash, EFTPOS or credit card.
- Payment by mail can be by cheque or money order, made payable to Maroondah City Council.

### **HAVE YOU:**

- Answered all the questions?
- Included payment to cover the application fee, if required?
- Attached all the maps, plans, photographs and other documents?
- Included a list of all the documents?
- The Responsible Authority will tell you how many copies of each document it needs.

**REMEMBER** - It is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled.

**PLEASE NOTE:** Any material submitted with an application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's Planning Department.

**SEND THE COMPLETED FORM AND ALL THE DOCUMENTS TO THE RESPONSIBLE AUTHORITY**

POSTAL ADDRESS:  
Maroondah City Council  
PO Box 156  
RINGWOOD VIC 3134

IN PERSON:  
Maroondah City Council  
Braeside Avenue  
RINGWOOD