

Do not use this form if:

- The trees/s to be removed meet the exempt criteria as set out in Section 3.3 of the City of Newcastle (CN) [Urban Forest Technical Manual](#) (herein referred to as the Manual).
- The tree/s on your property are within a 10/50 Vegetation Clearing Entitlement Area with regard to bushfire (to find out if your property is within a 10/50 area please use the online tool at: [Rural Fire Service 10/50 Scheme](#))
- The tree or vegetation to be removed is associated with a development. Refer to CN Duty Officer or Private Certifier.
- There is a previous development consent requiring the retention or planting of the tree/s or vegetation proposed for removal. Refer to Duty Officer (potential Section 4.55 application).
- The tree/s or vegetation are (or form part of) a heritage item, known Aboriginal object or place of Aboriginal significance. Refer to *Heritage Minor Works Permit*.
- The pruning or vegetation removal requires development approval. Refer to CN Duty Officer or Private Certifier.
- The pruning or clearing is within a designated *State Environmental Planning Policy No. 14 Coastal Wetlands* wetland boundary. Refer to CN Duty Officer.
- The pruning or clearing exceeds the biodiversity offsets scheme threshold (refer to *Biodiversity Conservation Act 2016* for further information), or is on land identified by the Biodiversity Values Map as defined by the *Biodiversity Conservation Regulation 2017*. Confirm at www.environment.nsw.gov.au/biodiversity/entryrequirements

Please Note:

- Note 1:** Before submitting a Permit Application for Native Vegetation Removal refer to our Newcastle Local Environment Plan 2012 to ascertain whether the removal is associated with works or activities that require the lodging of a Development Application, or will need to be assessed as complying development. A permit **will not** be issued if the tree or vegetation removal is associated with development.
- Note 2:** All applications for removing vegetation must comply with the provisions in the Biodiversity Conservation Act 2016, Biodiversity Conservation Regulation 2017, State Environmental Planning Policy (Vegetation in Non-rural Areas) 2017, and Section 5.03 Vegetation Management of Newcastle Development Control Plan 2012. Part C of our Urban Forest Technical Manual provides further guidance.
- Note 3:** For proposals that remove or impact threatened species, communities or populations, or are located within sensitive environmental lands (like wetland areas or riparian corridors), or more than 1000m² of vegetation is to be removed, please seek professional advice prior to submitting your Native Vegetation Removal application. Additional ecological information will be required to support your application **and** additional licences and approvals may also need to be obtained from other State Government Agencies.

PART A: APPLICANT AND SITE DETAILS

1. Applicant details

All correspondence will be sent to this address unless 'care of' address is specified

Name or Company:

ABN (required if Company):

Postal Address:

Suburb & Post Code:

Phone:

Email:

Contact person (if Company):

Leave blank if not required

Will your correspondence be 'care of' another company? Yes No

Care of Company Name:

ABN (required if Company):

Postal Address:

Suburb & Post Code:

Phone:

Email:

Contact person (if Company):

2. Location and title description of the property

To correctly identify the land

Property:

Unit No:

House No:

Street Name:

Suburb & Post Code:

Identifier:

Lot(s):

Section:

Deposited or Strata Plan:

3. Owner of the property the works relate to

Give the name of every owner and their residential address.

It is not to be marked 'Care Of' the company submitting the application. If there is insufficient space please attached a separate list.

Name 1:

Residential Address:

Phone:

Name 2:

Residential Address:

Phone:

Name 3:

Residential Address:

Phone:

Name 4:

Residential Address:

Phone:

PART B: PERMIT DETAILS

4. Reason for native vegetation to be pruned

If your application involves pruning and NO removal of native vegetation, complete Question 4 and then proceed to Question 6.

Why is the native vegetation to be pruned? Please outline your reasons below.
(If insufficient space, please provide a separate attachment)

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5. Reason for native vegetation to be removed

If your application involves removal of native vegetation, complete Question 5 and Question 6.

Why is the native vegetation to be removed? Please outline your reasons below.
(If insufficient space, please provide a separate attachment)

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Note: All Applicants need to clearly explain why the proposed removal of native vegetation is required. Vegetation removal proposals associated with activities/works that require a development application to be lodged with the City of Newcastle, or relate to complying development, will not be approved using this permit.

6. Tick the box that best describes the native vegetation to be removed

The information required to support an application to remove native vegetation is determined by the type of vegetation to be removed, the location of the vegetation (eg. within a riparian zone or wetland area) and the amount of vegetation to be removed.

If you are unsure of the type of vegetation you have on your property, please seek professional advice before completing Question 6.

Please note all applications need to include a map that identifies the land is not affected by the Biodiversity Values Map, confirm at www.environment.nsw.gov.au/biodiversity/entryrequirements.htm

Please select from the following options:

The native vegetation to be pruned and/or removed is:

- (a) less than 400m², does not involve the removal of trees or shrubs, threatened species or threatened ecological communities, and is not within 40m of a watercourse or 100m of a wetland.

Proceed to Section 7.

- (b) less than 400m² and will remove trees or shrubs:

An ecologist has been consulted and a completed *Native Vegetation Summary Report* is attached to this application form. (Refer to Part C of the Manual, *Appendix 12 - Native Vegetation Summary Report* on the City of Newcastle website).

Note: If trees are proposed to be removed because of an unacceptable risk or property damage, an arborist report may be required to support the removal.

- (c) Between 400m² – 1000m² (with/without tree or shrub removal)

An ecologist has been consulted and a completed *Native Vegetation Summary Report* is attached to this application form. (Refer to Part C of the Manual, *Appendix 12 - Native Vegetation Summary Report* on the City of Newcastle website).

Note: If trees are proposed to be removed because of an unacceptable risk or property damage, an arborist report may be required to support the removal.

6. (...continued)

- (d) Greater than 1000m² and the removal does not exceed the biodiversity offsets scheme (refer to *Biodiversity Conservation Act 2016* for further information)

An ecologist has been consulted and a *Fauna and Flora Impact Assessment*, completed by a suitably qualified ecologist, is attached to this application form.

Note: The State Environmental Planning Policy (Vegetation in Non-rural Areas) 2017 **prohibits** the City of Newcastle from issuing permits for clearing of native vegetation that exceeds the biodiversity offsets scheme threshold, or is on land identified by the Biodiversity Values Map as defined by the *Biodiversity Conservation Regulation 2017*, confirm at: www.environment.nsw.gov.au/biodiversity/entryrequirements.htm

- (e) Within a riparian zone (40m of a watercourse) or within 100m of a wetland area

An ecologist has been consulted and a *Fauna and Flora Impact Assessment*, completed by a suitably qualified ecologist, is attached to this application form.

Note: The applicant may be required to obtain additional approvals from other NSW Government agencies to remove vegetation within these sensitive environmental zones.

- (f) within the boundary of a *State Environmental Planning Policy 14 - Coastal Wetland* or a *State Environmental Planning Policy 26 - Littoral Rainforest*. DO NOT use this form to apply for a permit to remove this type of vegetation. Native vegetation removal within these areas requires the submission of a Development Application.
- (g) a threatened species, population or community listed under the *Biodiversity Conservation Act 2016*, or vegetation within a marine or estuarine area listed under the *Fisheries Management Act 1994*.

Before submitting your application it is important to obtain professional advice. You may be required to apply for additional approvals from other NSW Government agencies and/or commission impact assessments to support the removal of certain species, habitats and communities under these Acts. You may also be required to lodge a Development Application rather than applying for a permit using this form.

If you wish to proceed with this application for a permit to remove native vegetation using this form please indicate:

An ecologist has been consulted and a *Native Vegetation Summary Report* is attached (with required assessments and approvals included).

7. Describe the native vegetation to be pruned/cleared/removed (including small shrubs, understorey plants, grasses and groundcovers, or plants occurring within wetland area)

This section is ONLY to be used for applications to remove less than 400m² of native vegetation.

For all other removals the information provided at Question 7 will be included in the reports submitted as outlined at Question 6 of this form and Part C Section 3.0 of the Manual.

- (a) How much vegetation is to be removed? _____ m²
- (b) Describe the native vegetation community on your property and provide a list of the native species to be pruned/cleared. Please provide attachment if more space required.
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- (c) Do any of the trees or shrubs contain hollows or provide habitat for native fauna, including threatened species?
No Yes (please provide further detail)
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- (d) Attach a site map that identifies the location of the property and clearly indicates the extent of native vegetation to be cleared and any vegetation to be retained on the site.
- (e) Attach photographs of the native vegetation to be removed / pruned.

PART C: OWNERS CONSENT AND APPLICANT DECLARATION

8. Probity

Parties include owners, applicants, developers and companies.

Do any parties to the application have a pecuniary or non-pecuniary interest with:

- a staff member, councillor, or contractor of the City of Newcastle, or are they related to someone who is a staff member, councillor or contractor of the City of Newcastle

OR:

- a State or Federal Member of Parliament

Yes If Yes, state the relationship and person:

.....

No

9. Applicant declaration

I declare that all the information I have supplied is true and correct. I also understand that if this application is incomplete or illegible, the application may be delayed or rejected. I understand that the information supplied on this form and any related documents may be made available to the public for inspection both at CN offices and on the CN website and will also be available for copying at CN offices. I indemnify all persons using the documents in accordance with the *Environmental Planning and Assessment Act 1979* against any claim or action in respect of breach of copyright.

Applicant's name:

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Applicant's signature:

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Date:

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10. Owners consent

Who signs the form?

- All owners
- If a company – a director, secretary or authorised delegate
- If the property is strata titled – the authorised delegate of the Owners Corporation
- If Crown Land – an authorised officer of the relevant government authority must sign the application

As owner/s of the land to which this application relates, I/we consent to this application and also give consent for authorised CN Officers to enter the land to carry out inspections.

Signature/s

Name/s
(please print clearly)

Capacity*

Date

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*If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

PART D: HOW TO LODGE YOUR APPLICATION

Applications can be lodged either:

In person: Please visit the Customer Contact Centre located on the ground floor at **12 Stewart Avenue, Newcastle West** during the hours of 8:30am to 4:30pm, Monday to Friday.

By post: City of Newcastle, PO Box 489, Newcastle NSW 2300

By email: applications@ncc.nsw.gov.au

If lodging an application in person, fees must be paid on lodgement. If lodged via email or post we will contact you when payment is required. Payments need to be made within 24 hours of contact. Alternatively please provide payment via cheque.

The application fee will be calculated on a scale based on the number of trees in this application.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to City of Newcastle.

CONTACT US

Visit the Customer Enquiry Centre: Ground Floor
12 Stewart Avenue
Newcastle West NSW 2302

Office Hours: 8:30am to 4:30pm Monday to Friday

Phone

Phone: (02) 4974 2000

Fax: (02) 4974 2222

Post: City of Newcastle
PO Box 489
Newcastle NSW 2300

PRIVACY DISCLAIMER

We are committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and our [Privacy Management Plan](#).

Purpose: We will use the information to process your request.

Intended recipients: Authorised City of Newcastle Officers and its contractors or agents.

Supply: Voluntary.

Consequence of non- provision: We may not be able to process your request.

Storage and security: Information will be stored in accordance with City of Newcastle's Records Management Policy.

Access: Contact us by phone on (02) 4974 2000 or attend the City Administration Centre.