



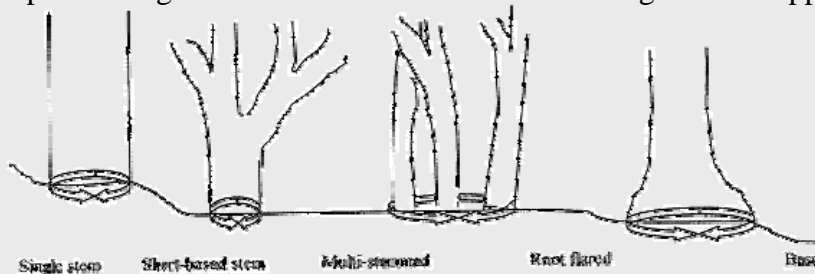
Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

Tree Protection Local Law No. 14
Permit Applications for Pruning or Removal of Trees
>110cm circumference at the base

A Tree Protection Local Law Permit is required to remove ANY
tree >110cm circumference at ground level
(except for designated weeds or where Town Planning controls apply)



See the Local Law or below for further information

These Guidelines and Application Form must be used where the Frankston City Council Tree Protection 2008 No.14 applies. You first should check whether a permit for tree pruning or removal is required under the Frankston Planning Scheme (if so, this Local Law does not apply). All applications must be submitted with all required supporting information and the prescribed fee. Incomplete applications will not be processed until all required information is provided.

Supporting information to be included with your application –

Required

- Plan showing all trees on the site and identifying any tree of circumference >110cm at its base to be pruned or removed or a tree where there will be soil disturbance, including movement of materials or equipment, within the Tree Protection Zone (the affected trees) - a sketch plan with measurements and showing major features is usually adequate,
- Details of measures taken to avoid tree pruning or removal,
- Details of new trees to be planted to replace the existing trees, and
- Written consent of the relevant land owner.



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

Optional (items that may assist the assessment and verification of the application)

- Copy of relevant building permits and landscape plans,
- Photographs,
- Other supporting information,
- Independent arboricultural report conforming to the Guidelines for Submitting Arboricultural or Tree Reports,
 - Where a tree cannot be adequately assessed by visual inspection from the ground or in a reasonable time, Council may require an independent arboricultural report be submitted.

Application Fees

Tree pruning (any number of trees)	\$50	<i>Council will refund application fees for trees it determines to be dead by natural causes.</i>
Tree removal (up to 3 trees)	\$90	
Tree removal (4 or more trees)	\$30 per tree	

Statement of Intent

In applying the Tree Protection Local Law, Council intends to –

1. preserve existing tree canopy cover on private property where practical;
2. allow reasonable use of private land;
3. increase the total tree canopy cover of the City;
4. achieve a net gain of indigenous trees within the City;
5. require adequate protection of trees, including their roots;
6. not allow removal or pruning of trees where reasonable use of land is not obstructed by the trees;
7. require proper investigations by the applicant of alternatives to tree removal or pruning that will provide the desired outcome;
8. not necessarily allow tree removal or pruning because alternatives are more costly;
9. have trees that are removed replaced on the same properties as the trees removed with trees that will provide the same amount and height of tree canopy (at maturity);
10. investigate and prosecute breaches of the Local Law, including poisoning, lopping, illegal root damage, pruning or removal.



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

Each Tree Protection Local Law application will be judged on its merits. As a guide, some brief scenarios are provided below. These scenarios are guides only and do not bind Council to a particular decision.

Scenario 1

A tree on my property is dropping leaves, twigs or fruit onto my roof, driveway or in my gutters.

Minor pruning, as detailed in the Local Law, is allowed without a permit, and may assist in reducing debris; however, falling leaves are a natural part of our environment and should be removed from or prevented from entering gutters as part of routine building maintenance. Therefore, major pruning or removal for this reason will not be permitted.

Scenario 2

A tree on my property is dangerous!

Property damage, and particularly personal injury, caused by falling trees or limbs is uncommon. The tree must pose an unreasonable risk in the view of Council before pruning or removal will be permitted.

Scenario 3

My neighbours are complaining about my tree overhanging their property.

The considerations outlined in Scenarios 1 & 2 will be applied to both you and your neighbour in this situation, as well as any other relevant factors.

Scenario 4

I want to build a new garage. There is no realistic opportunity of it being located anywhere but where there is a tree. Can I remove the tree?

If you have investigated alternative sites and there are no alternatives, a permit will usually be granted if evidence of your intent to proceed with construction is produced (e.g. signed construction contract).

Scenario 5

I want to install a swimming pool and the excavation will be within the Tree Protection Zone.

If you have investigated alternative sites and reasonable measures to protect the tree and there are no alternatives, a permit will usually be granted for tree pruning or removal if evidence of your intent to proceed with construction is produced (e.g. signed construction contract).



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

To: Environment Department
Frankston City Council
PO Box 490
Frankston 3199

Civic Centre
Corner Young and Davey Streets Frankston
Phone: (03) 9784 1747
Fax: (03) 9784 1744

APPLICANT DETAILS

Name:

Postal Address:

Phone: Home:

Bus:

Mob:

Fax:

Site Address (if different)

Number Of Affected Trees:

Fee Payable:

I hereby apply for a Tree Protection Local Law Permit for the property listed. I accept that I will be liable for compliance with any Local Law conditions or requirements of any other Authorities applicable to this property. I undertake to indemnify Frankston City Council from any and all claims and actions arising from the conduct of works arising from information supplied relevant to this application.

Date:

Applicant Signature:

NOTES

A Council Officer will make contact with you if you have requested to be present during the site inspection (Section 7). Council's arborist will undertake an inspection of the tree(s). A decision on your application should be available within ten working days. You will receive notification in the mail.

Applications may be lodged at the Council Depot, Civic Centre, Langwarrin or Seaford Shops or by mail (please note – only cheque or credit card can be accepted at the Council Depot). All enquiries should be directed to the Environment Department on 9784 1747.

Further Information

Frankston City Council reserves the right to recover compensation for loss or damage caused by interference or damage to its assets.

DETAILS (TICK ALL THAT APPLY)

1) **The work is to be carried out on** _____ tree(s) (number of trees) which is/are a TREE (single or multi-stemmed) with a trunk circumference greater or equal to 110cm measured at its base

2) **The nature of the work being carried out on the tree(s) is:**

- REMOVE (also includes damaging, killing or destroying)
- PRUNING (greater than 1/3 of the canopy)
- EXCAVATION, FILL OR SOIL MODIFICATION WORKS within the Tree Protection Zone

3) **Reason for works:**

- Property damage Health & Safety Inappropriate location
- Development/Construction Other (please specify) _____

4) **Measures taken to avoid tree pruning or removal (mandatory)**



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

5) Additional information required (where applicable) Y/N

- Y / N Is the tree(s) located on a neighbouring property? *If, yes please attach written consent from the owner of the tree(s) for any works you wish to undertake.*
- Y / N Is the tree(s) located on body corporate land? *If yes please attach signatures of all Body Corporate members indicating their approval for works to be undertaken on the tree(s).*
- Y / N Is the property tenanted? *If yes please inform tenants of the application and if an appointment is required provide contact details with this application.*
- Y / N Are there any restrictions, covenants, encumbrances, agreements etc. relating to the protection of the tree(s)? *If yes, please specify (on a separate sheet)*

6) Supporting documentation (optional) e.g. arborist report, civil engineer report

- Arborist's report Engineer's report Other _____

- arboricultural reports submitted must conform to the *Council's Guidelines for Submitting Arboricultural or Tree Reports.*

7) Site Inspection - please tick your preferred selection:

- I hereby authorise Council Officers or agents to enter my property at the above address at any time for the purpose of assessing trees described on the attached plan.
- Please contact me to make an appointment during business hours to assess the above tree(s).

8) Site Diagram of tree(s) (mandatory)

Please draw a diagram of the site (or attach on a separate sheet) clearly showing the tree or trees that are the subject of the prune/ removal/works permit. Include any site features such as *driveways, house, pergola, compass point*, etc. that will assist in locating and identifying the tree (s).



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

GUIDELINES

This Application Form must be used where the Frankston City Council Tree Protection 2008 No.14 applies. You first should check whether a permit for tree pruning, removal or undertaking works within the Tree Protection Zone is required under the Frankston Planning Scheme (if so, this Local Law does not apply). All applications must be submitted with all required supporting information and the prescribed fee. Incomplete applications will not be processed until all required information is provided.

Supporting information to be included with your application –

Required

- Plan showing the location of the tree(s) to assist during the site inspection. The tree(s) should be labelled with whether the request is to prune, remove or undertake works near the tree. A sketch plan with measurements and showing major features is usually adequate,
- Details of measures taken to avoid tree pruning or removal,
- Details of new trees to be planted to replace the existing trees, and
- Written consent of the relevant land owner.

Optional (*items that may assist the assessment and verification of the application*)

- Copy of relevant building permits and landscape plans,
- Photographs,
- Other supporting information,
- Independent arboricultural report conforming to the *Guidelines for Submitting Arboricultural or Tree Reports*,
- Where a tree cannot be adequately assessed by visual inspection from the ground or in a reasonable time, Council may require an independent arboricultural report be submitted.

STATEMENT OF INTENT

In applying the Tree Protection Local Law, Council intends to –

1. preserve existing tree canopy cover on private property where practical;
2. allow reasonable use of private land;
3. increase the total tree canopy cover of the City;
4. achieve a net gain of indigenous trees within the City;
5. require adequate protection of trees, including their roots;
6. not allow removal or pruning of trees where reasonable use of land is not obstructed by the trees;
7. require proper investigations by the applicant of alternatives to tree removal or pruning that will provide the desired outcome;
8. not necessarily allow tree removal or pruning because alternatives are more costly;
9. have trees that are removed replaced on the same properties as the trees removed with trees that will provide the same amount and height of tree canopy (at maturity);
10. investigate and prosecute breaches of the Local Law, including poisoning, lopping, illegal root damage, pruning or removal.



Application Form

Tree Protection Local Law

For Removal, Pruning or undertaking Works near Trees
>110cm Circumference at the Base

APPLICATION FEES

Tree pruning (any number of trees) \$50

Tree removal (up to 3 trees) \$90

Tree removal (4 or more trees) \$30 per tree

Council will refund application fees for trees it determines to be dead by natural causes.

I am paying \$ _____ by Credit Card Money Order Cash Cheque payable to Frankston City Council

Card Type MasterCard Visa Amex Total Amount \$ _____


Card Number ----- / ----- / ----- Exp ----- / -----

Card Holders Name ----- Signature -----

Privacy Statement

The personal information requested on this form is being collected by Council for permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

Office Use Only


 **In Person** (cash, cheque, EFTPOS)
Civic Centre, Davey Street, Frankston.
Seaford Shop, 120 Nepean Highway, Seaford.
Langwarrin Shop, Shop 6, Gateway Shopping Centre.

Date logged: _____

Assessor: _____


Assessed (date): _____

Notified by (type & date): _____

 **By Mail** Send this Application Form with a not negotiable cheque or money order. (DO NOT SEND CASH)

Recommendation –

Accept Reject Accept with conditions

 **By Phone** Fax application to (03) 9784 1744 for phone credit card payments (Mon to Fri 8:20am-5:00pm)

Notes

Payee Name: _____

Property Address: _____

AP (Prepayment)

Amount:

\$ _____