**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 on the [City Services website](https://www.cityservices.act.gov.au/trees-and-nature/trees).

# The Applicant

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

Surname

ACN

Company

Suburb Post code

Street address

Postal Address *(if different from above)*

Suburb Post code

Work Mobile

Telephone: Home

Email address

Facsimile

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

Yes No

1. **The Lessee** *(compulsory information)*

Title *(e.g. Mr, Mrs)* First Name

Company

Street address

Surname

ACN

Suburb Post code

Postal Address *(if different from above)*

Suburb Post code

Telephone: Home

Facsimile

[ACT Government logo](http://www.tccs.act.gov.au)

Work Mobile

Email Address

Enquiries: visit [Access Canberra](https://www.accesscanberra.act.gov.au/#/) website or call 13 22 81

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1. **The activity** *(the location where the proposed tree damaging activity is to occur)*

Street address

Suburb Post code

Block Section

# Type of activity requested

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

Tree felling or removal Major pruning

Minor pruning (registered trees only) Lopping

Prohibited groundwork in the tree protection zone: The protection zone for a protected tree is:

* 1. the area under the canopy of the tree; and
  2. the 2 metre wide area surrounding the vertical projection of the canopy; and
  3. the 4 metre wide area surrounding the trunk as measured at 1 metre above natural ground level.

Other activity, please describe

# 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*

1. **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.

# 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.

# 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.

Occupier’s 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

/ /

# 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 Sustainable Development 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 as follows:

|  |  |  |
| --- | --- | --- |
| **In person at: OR**  Reception | ***By post to: OR***  Urban Treescapes | ***Scan and email to:*** |
| Transport Canberra and City Services | GPO Box 158 | [treeprotection@act.gov.au](mailto:treeprotection@act.gov.au)  [treeprotection@act.gov.au](mailto:treeprotection@act.gov.au) |
| 480 Northbourne Avenue | Canberra City |  |
| DICKSON ACT 2602 | ACT 2601 |  |

Should you have any queries with regard to this application form, please visit the [Access Canberra website](https://www.accesscanberra.act.gov.au/#/) or call 13 22 81 for assistance.

## 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.

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