

Easy English



Tree Removal or Pruning on Private Property

Tree Permit Applications



Wollongong City Council

Hard Words

This book has some hard words.

The first time we write the hard word.

- the word is in **blue**
- we write what the hard word means.



You can get help with this book

You can get someone to help you

- read this book
- know what this book is about
- find more information.

About this book

This book is about getting [permission](#) to

- [prune](#) or remove trees that are on your [property](#).

Permission is when somebody lets you to do something.

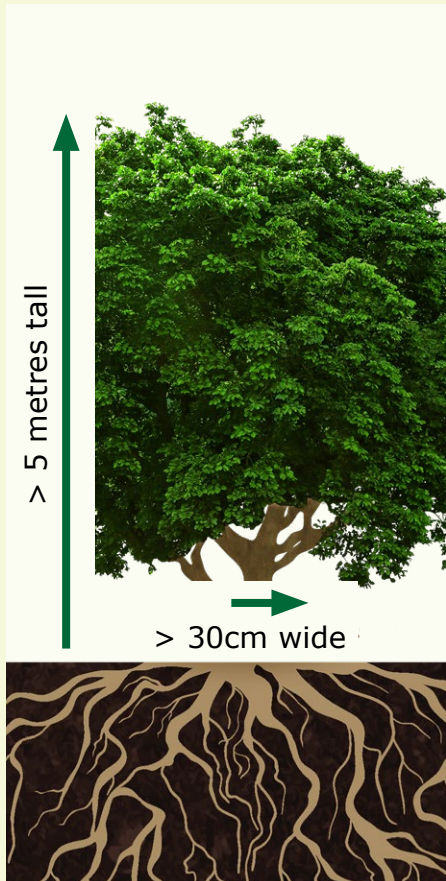
Prune means to cut back or chop branches on a tree.

Property means a place that you own.

This could be:

- Your house
- Some land

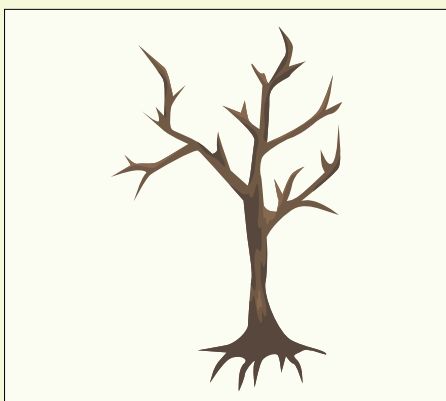
Trees you need permission to prune or remove



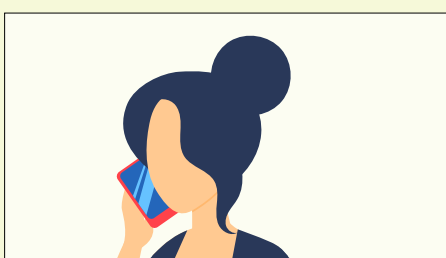
You need permission to remove or prune trees that:

- are more than 5 metres tall
- have a trunk more than 30cm wide at ground level.

- have large roots



- are dead or dying



You need to check if there are any other rules for trees on your property.

You can call Council on 4227 7111

Trees that do not need a Tree Permit



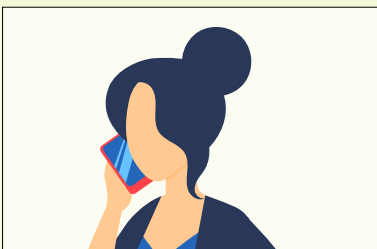
Some trees do not need a Tree Permit to be pruned or removed.

You can find a list of trees you can prune or remove without a permit [here](https://www.wollongong.nsw.gov.au/book-and-apply/trees-and-your-property/exempt-trees).

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You can prune tree branches that are less than 10cm thick.

Council says it is good to use an **Arborist** for pruning trees.



If you would like more information, you can call Council on 4227 7111.

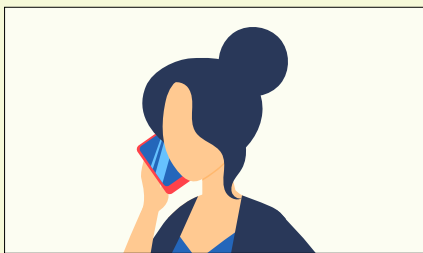
How to get a Tree Permit

To get a Tree Permit you need to:

- Fill in the Application for Tree Permit form
- Pay the fee

You can get the form here:

<https://www.wollongong.nsw.gov.au/book-and-apply/trees-and-your-property>



If you need help to fill in the form,
you can call Council on 4227 7111.

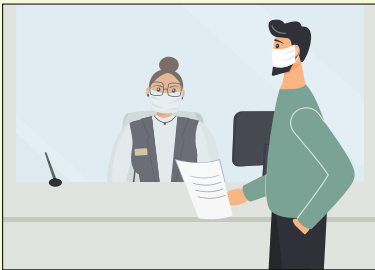
How to get a Tree Permit



To pay the fee:

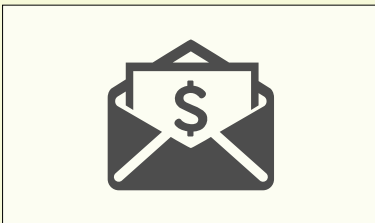
You can pay the fee by credit card.

Or



You can take the form and pay the fee at the Council's Customer Service Centre at 41 Burelli Street Wollongong.

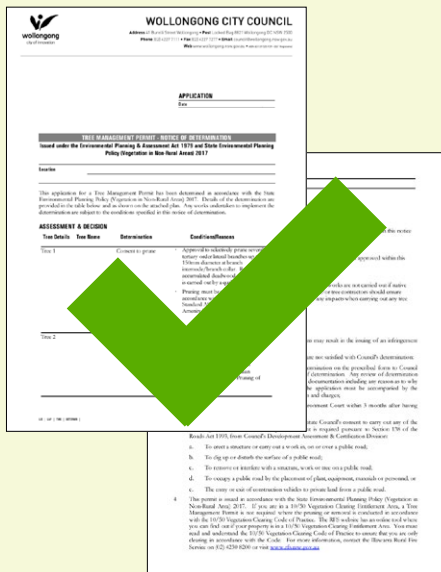
Or



You can mail the form and a cheque to:
Wollongong City Council,
Locked Bag 8821
Wollongong DC NSW 2500.

How to get a Tree Permit

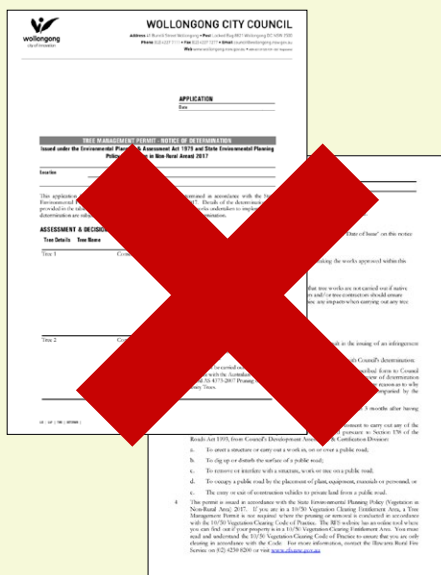
We will email or send you a Tree Permit to say it is okay to prune or remove your tree.



The image shows a 'WOLLONGONG CITY COUNCIL' form titled 'TREE MANAGEMENT PERMIT NOTICE OF DETERMINATION'. It is issued under the Environmental Planning & Assessment Act 1979 and State Environmental Planning Policy (Vegetation in New South Wales 2017). The form includes sections for 'APPLICATION', 'ASSESSMENT & DECISION', and 'Tree Details'. A large green checkmark is overlaid on the form, indicating a successful outcome.



If we cannot give you a Tree Permit we will let you know. This will take 28 days.



The image shows the same 'WOLLONGONG CITY COUNCIL' form as above, but with a large red 'X' overlaid, indicating a refusal or a pending decision.



In 28 days

About the Tree Permit

WOLLONGONG CITY COUNCIL
wollongong.nsw.gov.au

APPLICATION
Date: _____ TMO: _____

TREE MANAGEMENT PERMIT NOTICE OF DETERMINATION
Issued under the Environmental Planning & Assessment Act 1979 and State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

Location: _____ Lot: _____

This application for a Tree Management Permit has been determined in accordance with the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017. Details of the determination are provided in the table below and in detail on the attached plan. Any works undertaken to implement the determination are subject to the conditions specified in the notice of determination.

Tree Details	Tree Name	Determination	Conditions/Assessments
Tree 1	Eucalyptus spp.	Consent to prune	Approval to selectively prune all non-protected branches ONLY. Pruning must be carried out by a qualified arborist. Pruning must be carried out in accordance with the Australian Standard AS 4373-2017 Pruning of Amenity Trees.
Tree 2	Scragum paniculatum	Consent to prune	Approval to selectively prune all non-protected branches ONLY. Pruning must be carried out by a qualified arborist. Pruning must be carried out in accordance with the Australian Standard AS 4373-2017 Pruning of Amenity Trees.

10 of 10 (100% of 10 pages)

Tree Permits last for one year.

If the Tree permit says it is okay to remove your tree you must plant a new tree. The new tree can be planted anywhere on your property.

If you would like more information, you can call Council on 4227 7111.

Last for 1 year



All tree pruning must be done by an **arborist**.

An arborist is someone who knows about trees.

Pruning must be done the way the **Australian Standard** for pruning trees says.

Everyone must follow the **SafeWork NSW Code of Practice** when pruning the trees.

If you do not understand the Tree Permit, ask your **arborist** for help.

If you are not happy with this,

of being told no.

You can get the form [here](#):

<https://www.wollongong.nsw.gov.au/>

You must do this within 3 months

Review of Tree Permit

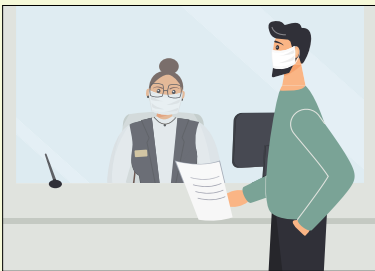
If you do not get permission to prune or remove your tree



To pay the fee:

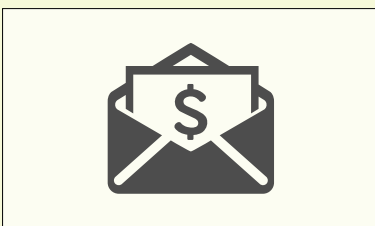
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Or



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Locked Bag 8821
Wollongong DC NSW 2500.

Trees in your Neighbour's yard



If you have a problem with a tree at your neighbours. You can ask your neighbour to get a Tree Permit to prune or remove the tree.



Sometimes your neighbour will not agree with you.

You might not be able to talk to your neighbour.

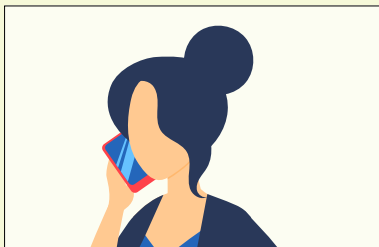
If so you can apply for a Tree Permit to prune the parts of the tree in your yard.

A screenshot of the 'APPLICATION FOR TREE MANAGEMENT PERMIT' form. The form is divided into two main sections: SECTION 1: APPLICANT DETAILS and SECTION 2: OWNER AND SITE DETAILS - LOCATION OF TREE(S). SECTION 1 includes fields for Company Name, Appointee Details, and Declaration by Appointee. SECTION 2 includes fields for Property Address, Owner's Name and Contact Details, and Declaration by Owner. The form also includes a section for 'DECLARATION BY APPLICANT' and a section for 'DECLARATION BY OWNER'. The form is titled 'FORM APPLICATION FOR TREE MANAGEMENT PERMIT' and includes the Wollongong Council logo.

For more help go to:

<https://www.wollongong.nsw.gov.au/book-and-apply/trees-and-your-property/issues-with-neighbours-trees>

For more help:



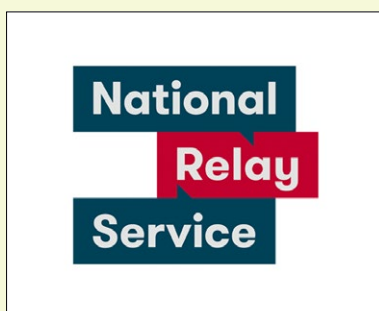
Call
4227 7111



Website
<https://www.wollongong.nsw.gov.au/trees>



Email
Council@wollongong.nsw.gov.au



National Relay Service

TTY
133 677
Then ask for 4227 7111

Speak and Listen
1300 555 727
Then ask for 4227 7111

Internet relay users
connect to the National Relay Service
Then ask for 4227 7111