

# Tree Works on Public Land Application

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)  
**mail** PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au  
**t** 1300 864 444 • **w** ballina.nsw.gov.au

Use this form to apply for approval for tree or vegetation pruning or removal on public land and claims that public trees are causing damage to private property. This form is not for use for private tree related matters (refer to Council's *Vegetation Management Works Permit Application* for trees located on private land).

The public are not permitted to prune or remove trees or vegetation on Council managed lands without Council approval. Please read Council's *Urban Vegetation on Public Land policy* on Council's website prior to submitting this form.

If this application form is not completed correctly or is not accompanied by all the necessary information, processing delays may result or the application may be returned to you. Applications will be assessed on a risk-based prioritisation.

## Applicant Details

Applicant Name

Company/Organisation *if applicable*

ABN

Postal Address

Email Address

Phone *work*

Phone *home*

Phone *mobile*

Applicant Signature

Date

## Location of Trees/Vegetation on Public Land

Public Reserve Name

Street Name

Suburb

Adjacent Private Property Address

## Type of Request

- Pruning Request  
 Removal Request

## Office Use Only

Trust Category 2, Receipt Type 619

Amount Paid \$

Receipt Number

Date

## Description of Tree/Vegetation

Number of trees

*attach another page for more trees if required*

### Tree 1

Common Name

Botanical Name

Estimated height *in metres*

Photo attached

Yes  No

Tree/vegetation located on boundary

Yes  No

Tree ownership known

Yes  No *site survey may be required*

### Tree 2

Common Name

Botanical Name

Estimated height *in metres*

Photo attached

Yes  No

Tree/vegetation located on boundary

Yes  No

Tree ownership known

Yes  No *site survey may be required*

### Tree 3

Common Name

Botanical Name

Estimated height *in metres*

Photo attached

Yes  No

Tree/vegetation located on boundary

Yes  No

Tree ownership known

Yes  No *site survey may be required*

## Site Plan

Please provide a sketch or image clearly showing the location of the tree/vegetation. Please include details showing boundaries of public reserve/road, adjacent properties, powerlines, other trees, fences, gardens, letterboxes and north direction etc.

## Reasons for Removal or Pruning

Is the work urgent because the tree poses an immediate safety risk?

Yes  No

In accordance with Council's *Urban Vegetation on Public Land policy*, please select your **Acceptable Reason** for pruning or removal from the list below. Unacceptable reasons will not be approved.

### Part A

- Dead tree or dead branches
- Storm or wind damaged tree
- Tree with unacceptable Public Risk ratings using the TRAQ or QTRA risk assessment methods of assessment.
- Branches in contact with adjoining buildings/structures
- Maintain pedestrian, bicycle and vehicle clearances (lower branches)
- Maintain vehicle site lines as per RMS requirements and signage

### Part B

- Listed weed species
- For installation or maintenance of a dividing fence – maximum 0.5 metre branch clearance
- Managing views for public benefit and safety at Council approved locations
- Root prune to prevent further damage to built structures (excluding segmental paving) that have been appropriately engineered in the first place, where practicable
- Structural damage to private or public structure is significant and ongoing and cannot be feasibly mitigated by root pruning.
- Formative pruning of young and developing trees
- To comply with other Planning Legislation and Council endorsed Vegetation Management Plans
- Issued a Hazard Reduction Notice by the Rural Fire Service
- Tree to be removed is over-mature and in poor condition
- The tree to be removed has no overriding botanical, ecological, heritage or cultural value

Other reason

### Unacceptable Reasons

- × Improve or allow a private view
- × Allow solar access or for solar panel installation clearance
- × For construction hoardings and scaffolding
- × Reduce leaf, bark or fruit fall (except coconuts), and release of pollen and sap droppings
- × Reduce wildlife waste and noise and to deter wildlife (e.g. termites, flying foxes)
- × Aesthetic, amenity, ecological or cultural heritage values
- × Canopy pruning cannot be undertaken in compliance with AS4373-2007
- × Root pruning in the Structural Root Zone cannot be undertaken in compliance with AS4970-2009
- × Root pruning adjacent to under-engineered structures
- × To allow secondary access to properties across public land except for approved dwellings and approved accesses to that dwelling
- × Insufficient supporting evidence is lodged with the Tree Works on Public Land Application
- × Whether the Council tree or vegetation is within an adjacent private properties 10/50 Vegetation Clearing Entitlement Area as identified by the NSW Rural Fire Service

## Resident Funded Tree Pruning or Removal

Are you willing to fund this request for tree/vegetation removal?

Yes  No

Such approvals require adhering to Council's arboricultural and safety requirements in accordance with Council's Urban Vegetation on Public Land policy.

## Other Requirements

Written evidence supporting the application may be required by the applicant and is likely to include some, all or more of the following:

- Site Survey indicating location of subject tree
- Arborist Report as per AS4373.2007 or AS4970.2009 (Australian Standards)
- Engineer's Report
- Stormwater Plan
- DNA Tree Root Identification Report

**Office Use Only  
Required**

Applicants may be notified of their requirements for additional written evidence to support their application during the assessment process. Provision of this evidence upon request will allow the assessment to proceed. Should the evidence not be provided, the application will be declined and not approved.

### Notification Requirement

Community notification of tree works will be required in accordance with Table 2 of Council's "Urban Vegetation on Public Land" policy.

### Bond Requirements

Council will impose bonds where public trees are at risk during adjacent development to ensure protection of existing trees.

- Tree Health, Pruning and Monitoring Bond
- Tree Removal, Replacement, Translocation Bond

**Office Use Only  
Bond Amount \$**

### Significant Tree Register

Is the tree listed on the Significant Tree Register?

**Office Use Only**  
Yes No

## Privacy Protection Notice

The completed Tree Works on Public Land application form and any documents submitted with the application contain personal information which is being collected in order to assess, process and determine the application under the provisions of the Ballina Shire Urban Vegetation on Public Land policy. The information will be processed by the Civil Services Group and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

**SUBMIT FORM**