Private Tree Permit Guide and Required Application Document

Chapter 2a Ballina Development Control Plan 2012
State Environmental Planning Policy (Biodiversity and Conservation) 2021

ballina
shire council

Lodge Applications via NSW Planning Portal *planningportal.nsw.gov.au*

Please read this guide and upload this completed document with your Private Tree Permit application for Vegetation Management Works. Before lodging your application, please enquire with Council staff and refer to the following links:

- BSDCP 2012 Chapter 2a - Vegetation Management *ballina.nsw.gov.au/development-control-plan-dcp*
- Vegetation in non-rural areas *planning.nsw.gov.au/policy-and-legislation/environment-and-heritage/vegetation-in-non-rural-areas*
- Land management in NSW - Local Land Services *lls.nsw.gov.au/help-and-advice/land-management-in-nsw*

This guide and application document is to be used for the removal of vegetation and applies to all land under the Ballina Local Environmental Plan 2012, **excluding native vegetation** that exceeds the Biodiversity Offsets Scheme Threshold as outlined in the State Environmental Planning Policy (Biodiversity and Conservation) 2021, and **excluding land zoned RU1 – Primary Production and RU2 – Rural Landscape zones**.

Clearing of vegetation in rural areas may require approval under the *Local Land Services Act 2013*. Rural areas include:

- Land zoned RU1 - Primary Production and RU2 - Rural Landscape under the Ballina Local Environmental Plan 2012.
- Land zoned DM - Deferred Matter via the Ballina Local Environmental Plan 2012 and subject to the provisions of the Ballina Local Environmental Plan 1987.

Things you will need to apply via the NSW Planning Portal:

1. Register a NSW Planning Portal account *planningportal.nsw.gov.au*
2. Complete and sign the Owners Consent Declaration and submit with your application from *ballina.nsw.gov.au/forms*
3. Prepare description of, and reasons for, proposed pruning and/or removal (including details of tree species)
4. Complete this document and upload it along with photos of the affected trees with your application.

Please note you will need to wait for Council to issue the Private Tree Permit via the NSW Planning Portal and comply with any conditions of approval prior to commencing any tree pruning and/or removal works.

1. Contact with Council Prior to Lodgement

Have you spoken with Council staff prior to lodging your application? ☐ Yes ☐ No

If Yes, who did you speak with?

Was it a ☐ Pre-lodgement meeting
☐ Counter enquiry
☐ Phone enquiry

2. Description of Affected Trees

Height and approximate age of the tree(s)

Location of the tree(s) including distance (in metres) to the property boundary *i.e. side, front and rear*

Is the vegetation in an ecological community or in the habitat of a threatened species? ☐ Yes ☐ No

3. Photos of Subject Trees

Provide photos of the proposed tree(s) involved in the vegetation management works and upload to NSW Planning Portal.

4. Reasons for Application

Please tick appropriate boxes

The tree is/are dying, dangerous, diseased (supported by Arboricultural Assessment Report) ☐

The growth habit (crown or root) or mature size of the tree (s) is undesirable in a given situation ☐

The tree is interfering with, or may interfere with, the efficiency of a solar appliance ☐

The tree is causing damage to public or private utilities and services ☐

The tree is in an overcrowded situation ☐

The tree is in an unsuitable situation (i.e. under power line, on top of retaining wall or bank) ☐

Other *if so, please explain* ☐

Provide justification / reasons for the proposed vegetation management works

5. Proposed Replacement Planting

Please provide details of any proposed replacement planting to offset the proposed vegetation removal.

6. Site Plan

Please provide a sketch showing location of subject tree(s) on the property and include where appropriate the following details: Boundaries of site, street name, house no., all buildings & structures, driveway and paths, drains, overhead cables, fences, subject tree(s), north point and adjoining property buildings.

Note: To assist in identification of tree(s) on the site **please tie a ribbon around the trunk of the tree(s) or provide other suitable means of identification.**

7. Privacy and Copyright Notice

The completed Private Tree Permit Guide and Required Application Document contains personal information, that is being collected in order to assess, process and determine the application under the provisions of the State Environmental Planning Policy (Biodiversity and Conservation) 2021. The information will be processed by the Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act 2009 (GIPA). The information will be stored in Council's electronic document management system. The supply of the information is voluntary, however if it is not supplied Ballina Shire Council may be unable to process the application.

Permit Application and documents will be made publicly available
This permit application form (including any personal information and other information supplied on the form) and any document submitted with the development application (including any related information lodged following the initial application) will be made publicly available on Council's DAs online, and in other ways that the Council considers appropriate in accordance with sections 6 and 18 of the GIPA, and Schedule 1 of the GIPA Regulation.

Copyright Notice
You are advised that Council will make copies (including electronic copies) of the development application and accompanying plans and documents for the purpose of complying with its obligations under the EP&A Act and the Local Government Act 1993. In addition the Council may make such further copies as are necessary to facilitate a thorough consideration of the development application. This includes the application form, plans and supporting documentation and the publishing of same to DAs online. The applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.