Tree – Application for Consent for Removal or Pruning

Before completing please read the information on the back of this form

Location of Tree/s – Property Details
Please draw a plan of the property on the back of this form showing the position of all trees involved.

Street No. Street
Suburb Postcode

Does access to the property require prior arrangement?
☐ Yes ☐ No

If yes, please supply daytime phone number to arrange access (Home / Work / Mobile):

Details of Tree/s

Total number of trees involved (if more than 3 trees involved please attach separate details):
☐ 1 ☐ 2 ☐ 3 ☐ Other

Proposed Work

Tree 1
Species / type of tree
☐ Removal ☐ Pruning
Location within property Reason for work

Tree 2
Species / type of tree
☐ Removal ☐ Pruning
Location within property Reason for work

Tree 3
Species / type of tree
☐ Removal ☐ Pruning
Location within property Reason for work

Is this application related to COMPLYING DEVELOPMENT? ☐ Yes ☐ No
If yes, please supply an A4 copy of plans showing the location of the affected tree in relation to proposed buildings.

Applicant Details

If the tree is on common land i.e. Villas/Units, you must submit a written request from the Strata Manager – OR – from the Body Corporate together with either the minutes of a meeting, or a letter signed by a majority of owners, consenting to the requested work.

☐ Owner ☐ Secretary / Chair ☐ Neighbour ☐ Tenant ☐ Agent ☐ Other
Ms/Mr/Mrs/Other (Please State) Family Name

No. Street Suburb Postcode
Company Name (if applicable) Email
Mailing Address (if different) Fax (Home/Work/Mobile)

Tel (Home/Work/Mobile)

Please Note
1. Please attach any supporting documents – e.g. arborists / Engineers reports – to verify the reason for the work.
2. The personal information required on this form may be available for public access under various legislation.

Applicant’s Signature

Date: / / 

OFFICE USE ONLY: Receipt no. Date: 

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Frequently Asked Questions

Do I need Council Approval?
Development Applicants – separate approval to remove a tree may not be necessary – contact our Customer Service Centre to clarify before completing this form.

You do NOT need Council approval to remove or prune a tree if the tree is:
• No higher than 3m and has a girth of no more than 300mm at a height of 1m above the ground.
• A species declared to be a noxious weed under the Noxious Weeds Act 1993 or fruit plants identified in Schedule 1 to the Plant Diseases Act 1924.
• A species exempted from the Rockdale Development Control Plan 2013.

Otherwise – YES – you do need approval!

Where do I send my application and payment?
You can pay in person at one of Council’s Customer Service Centres – 444-446 Princes Highway Rockdale or 152 Bunnerong Road Eastgardens (in the Westfield Shopping Centre) or you can post your application and a cheque or money order to Bayside Council, PO Box 21 Rockdale NSW 2216. Or by emailing to CS.applications@bayside.nsw.gov.au and a Customer Service Officer will contact you to organise over the phone card payment of the application fee.

Do I have the right to appeal against a decision made by the Tree Management Officer?
If you are not satisfied with the decision of the Tree Management Officer, you may request that Council’s Manager of Parks & Open Space review this decision.

Review of TMO Determination: $223.00 (AP/TP)
You may also elect at any time to have the matter heard before the Land and Environment Court if you are dissatisfied with the way Council has dealt with your application.

What are my options if I want to prune a tree on my neighbour’s property?
You may lodge an application with Council for inspection of a neighbour’s tree however any approval for work considered appropriate will be sent to the trees’ owner(s).

It is not the role of Council to intervene in neighbourhood disputes regarding trees. Conflicts may be resolved through the Community Justice Centre or, once all other attempts to resolve the matter have been exhausted, an application may be lodged with the Land & Environment Court for resolution under the Trees (Disputes between Neighbour’s) Act 2006.

Diagram of Property and Tree Locations
Please draw a plan of the property showing the position of all trees involved and outlines of nearby buildings.
Please number trees as per the numbers under the “Details of Tree/s” section on the front of this form.