

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

How to get permission

There are two ways to get permission to prune or remove trees on your property.

1. A Tree Permit

A permit is a letter that says you can do something.

The image shows a 'TREE MANAGEMENT PERMIT - NOTICE OF DETERMINATION' form. It includes the council's logo and contact information at the top. The form is titled 'APPLICATION TMD' and 'Date'. Below the title, it states 'Based under the Environmental Planning & Assessment Act 1979 and State Environmental Planning Policy (Pruning in Non-Rural Areas) 2017'. There are fields for 'Location' and 'Lot'. A paragraph explains that the application for a Tree Management Permit has been determined in accordance with the State Environmental Planning Policy (Pruning in Non-Rural Areas) 2017. The 'ASSESSMENT & DECISION' section contains a table with two rows: 'Tree 1: Eucalyptus spp.' and 'Tree 2: Brangoonia populifolia'. Each row has columns for 'Tree Name', 'Determination', and 'Conditions/Reasons'. The 'Determination' column for both trees says 'Consent to prune'. The 'Conditions/Reasons' column for both trees says 'Approval to selectively prune all non-dominant deciduous (NND) trees work carried out by a qualified arborist. Pruning must be carried out in accordance with the Australian Standard AS 4753:2007 Pruning of Amenity Trees.' At the bottom, there is a note about the 50/50 Vegetation Clearing Code of Practice.

2. A Development Consent

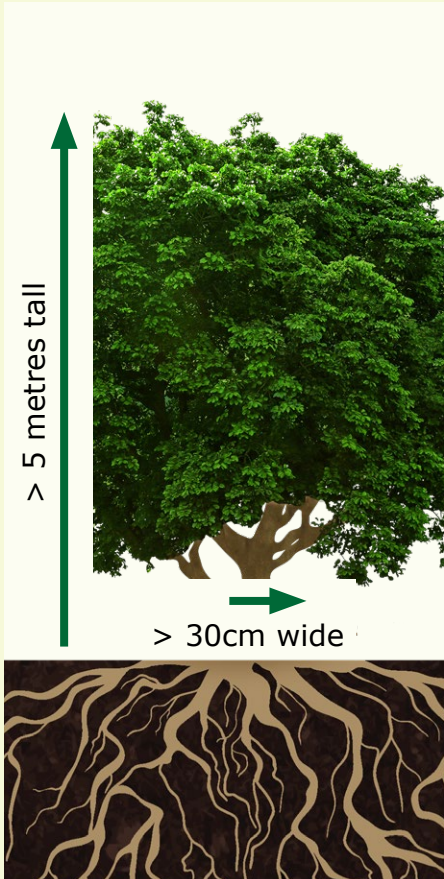
An approval letter to say you can do something.

The image shows a 'NOTICE OF DETERMINATION OF INTEREST APPLICATION' form. It includes the council's logo and contact information at the top. The form is titled 'WOLLONGONG CITY COUNCIL' and 'Notice of Determination of Interest Application'. It includes fields for 'Applicant's Name', 'Applicant's Address', 'Telephone', 'Email', 'Applicant's ID', 'Applicant's ID', and 'Number of Participants'. Below these fields, there is a section for 'This application does not constitute development consent as provided by the local development consent under the Environmental Planning & Assessment Act 1979'. It also includes a table with columns for 'Site Description', 'Maximum Approved Capacity', and 'Actual Occupancy'. The table has two rows: 'Site 1' and 'Site 2'. The 'Actual Occupancy' column for both sites says '0/0'. At the bottom, there is a note about the 50/50 Vegetation Clearing Code of Practice.



If you are not sure about getting permission, you can call Council on 4227 7111.

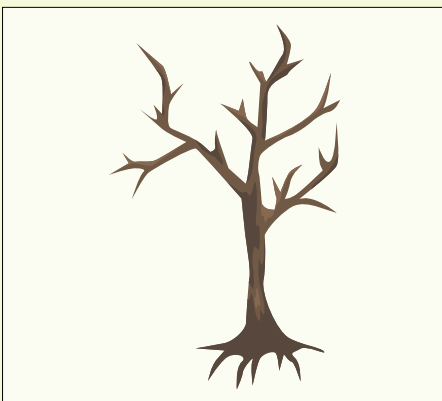
Trees you need permission to prune or remove



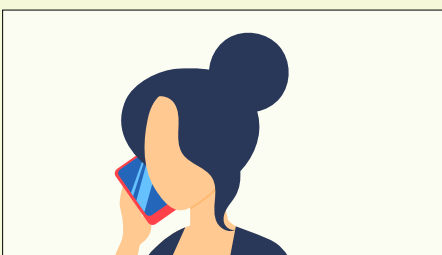
You need permission to remove or prune trees that:

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

- have large roots



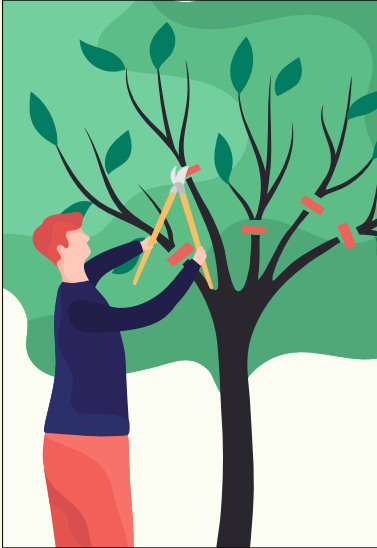
- are dead or dying



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



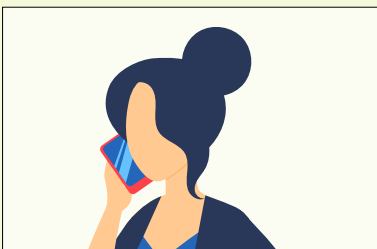
Some trees do not need a Tree Permit to be pruned or removed.

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).

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


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

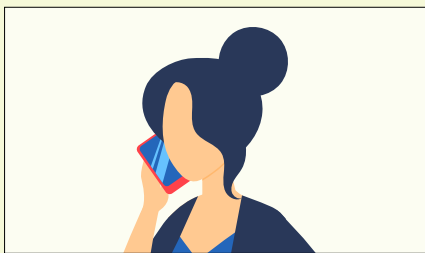


To get a Tree Permit you need to:

- 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:

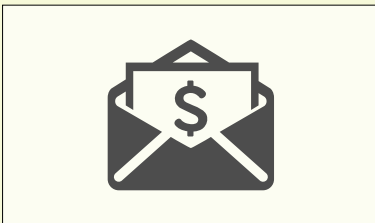
You can pay the fee by credit card.

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 'TREE MANAGEMENT PERMIT NOTICE OF DETERMINATION' form from Wollongong City Council. A large green checkmark is overlaid on the form, indicating a successful application. The form includes sections for 'APPLICATION', 'ASSESSMENT & DECISION', and 'Conditions'. The 'ASSESSMENT & DECISION' section contains a table with columns for 'Tree Details', 'Tree Name', 'Determinations', and 'Conditions/References'. The 'Conditions' section lists various requirements such as 'To meet a situation or carry out a work on or over a public road', 'To dig up or disturb the surface of a public road', 'To remove or disturb a structure, work or tree on a public road', 'To carry a public road by the placement of plant, equipment, materials or personnel, or the use or use of construction vehicles to permit load from a public road', and 'This permit is issued in accordance with the Trees Management Planning Policy (Ordinance or New South Wales 2017)'. It also mentions the 'Trees Management Board' and the 'Trees Management Committee'.



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

The image shows the same 'TREE MANAGEMENT PERMIT NOTICE OF DETERMINATION' form from Wollongong City Council. A large red 'X' is overlaid on the form, indicating an unsuccessful application. The form includes sections for 'APPLICATION', 'ASSESSMENT & DECISION', and 'Conditions'. The 'ASSESSMENT & DECISION' section contains a table with columns for 'Tree Details', 'Tree Name', 'Determinations', and 'Conditions/References'. The 'Conditions' section lists various requirements such as 'To meet a situation or carry out a work on or over a public road', 'To dig up or disturb the surface of a public road', 'To remove or disturb a structure, work or tree on a public road', 'To carry a public road by the placement of plant, equipment, materials or personnel, or the use or use of construction vehicles to permit load from a public road', and 'This permit is issued in accordance with the Trees Management Planning Policy (Ordinance or New South Wales 2017)'. It also mentions the 'Trees Management Board' and the 'Trees Management Committee'.



In 28 days

About the Tree Permit

Tree Details	Tree Name	Determination	Conditions/Assessments
Tree 1	Eucalyptus spp.	Consent to prune	Approval to selectively prune all unseasoned deadwood ONLY. Pruning must be carried out by a qualified arborist. Pruning must be carried out in accordance with the Australian Standard AS 4373-2007 Pruning of Amenity Trees.
Tree 2	Scrippsihaemodorum	Consent to prune	Approval to selectively prune all unseasoned deadwood ONLY. Pruning must be carried out by a qualified arborist. Pruning must be carried out in accordance with the Australian Standard AS 4373-2007 Pruning of Amenity Trees.

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.

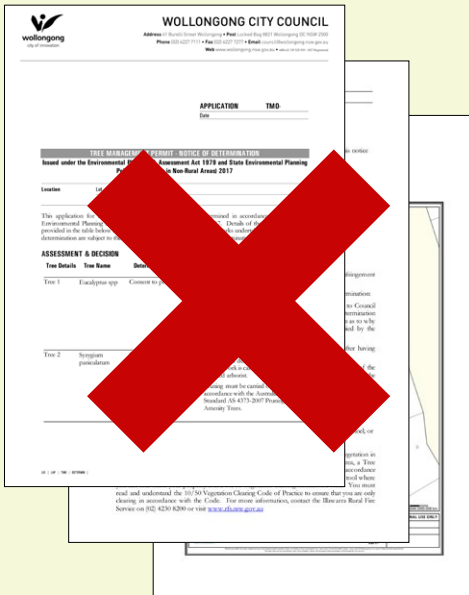
An arborist is someone who knows about trees.

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.

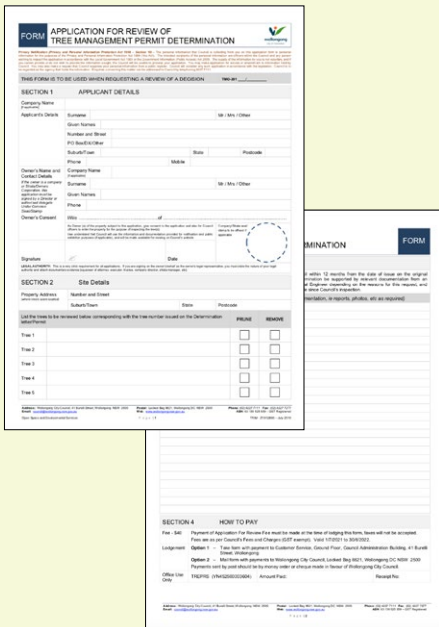
If you do not understand the Tree Permit, ask your [arborist](#) for help.

Review of Tree Permit



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

If you are not happy with this, you can ask Council to look at your tree again.



You need to fill out the Review of Tree Permit Determination form.

You can get the form here:

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

You will need to give us more information about why you want to remove or prune your tree.

You must do this within 3 months of being told no.



Within 3 months

Review of Tree Permit

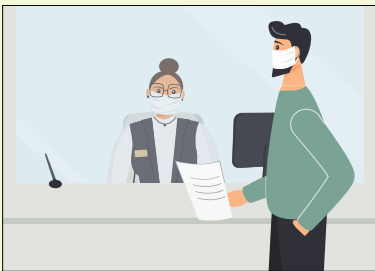
If you do not get permission to prune or remove your tree



To pay the fee:

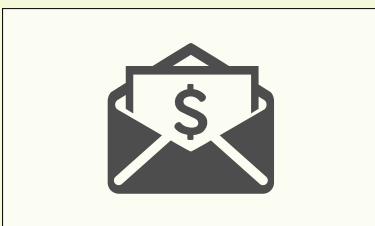
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Wollongong DC NSW 2500.

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 a 'FORM APPLICATION FOR TREE MANAGEMENT PERMIT' from Wollongong City Council. 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 Applicant Name, Address, and Contact Information. SECTION 2 includes fields for Property Address, Site Location, and Tree Details. The form also contains a declaration section and a signature line.

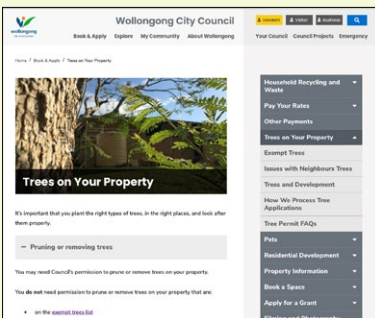
For more help go to:

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

For more help:



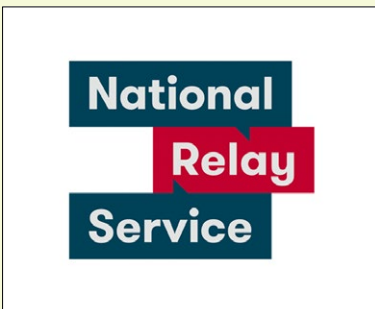
Call
4227 7111



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