Private Tree Permit - Application Instructions

To Remove or Prune Trees and Other Vegetation on Private Land

Please follow the steps below to prepare and submit your application to apply for approval to remove or prune trees and/or other vegetation on private land through the NSW Planning Portal.

Prepare the supporting documentation

It is suggested that you prepare the supporting documentation prior to starting your application. Later in the application you will be prompted to upload any relevant documentation required to complete your application, as well as any additional information you wish to provide for Council's consideration.

The supporting documentation relevant to complete this application is outlined below.

File name	Information to be provided	Category for upload (further information on categories on page 9)	☑
Tree Plan	Identify all trees and/or other vegetation on the site and identify the: • Species • Location on the site • Estimated size • Overall health (if available) • Hollows or if it is supporting fauna habitat (if available)	Description of Works	☐
Compliance Statement	*Only required if applying as part of a Complying Development Certificate (CDC). Please provide a compliance statement, with no assumptions, from a Building Surveyor with the appropriate class of registration (as defined by Schedule 1 of the Building & Development certifiers Regulation 2020), stating the proposed works, resulting in the proposed Private Tree Permit, can be completed as a Complying Development Certificate in accordance with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.	Other	☐
Owners Consent	The form can be found on the Shoalhaven City Council website with the NSW Planning Portal instructions.	Owners Consent	☐

1.

Welcome to the NSW Planning Portal – How to start your application

To access the NSW Planning Portal, you must have a NSW Planning Portal account.

You may already have an account from a previous application. If you have created an account please Log In. If you have not, please refer to the instructions below for how to create an account.

Create an account & login

1. Click on the link
https://www.planningportal.nsw.gov.au/

2. Select 'My Account' in the top right-hand corner.
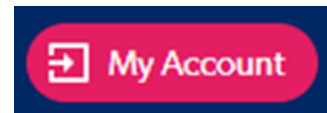
3. Click the 'Create account' to start the registration process or log in with your existing account.

4. Select 'Applicant for Development Applications, Complying Development Certificate, Smart Places, etc'.

5. Answer the prompted questions and confirm your password.

6. Tick to agree to the Terms and Conditions.

It is important to retain your login details to view your application progress and for any future applications, you may require.

Assistance creating an account

For in-depth instructions on creating an account, see the Register for a Planning Portal Account quick reference guide.

How to start your application

1. Once logged into the NSW Planning Portal **click** on 'New', then **click** 'Private Tree Permit' from the menu options.

Note:

Once logged in the 'Applicant details' screen is displayed. Some of the boxes will be filled in based on your registration profile, however you are able to change these if necessary.
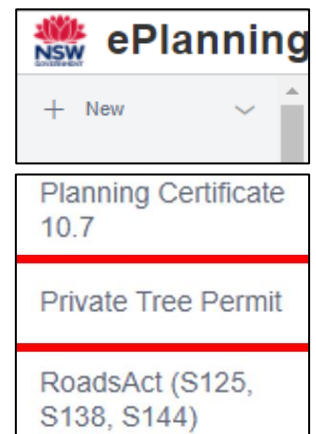
2.

Applicant Details

2. Indicate if the applicant is a company by **selecting** 'Yes' or 'No'.

If you selected 'No', proceed to step 3.

If you answered 'Yes':

2.1. Search for the company by choosing a search field type from the drop-down options including operator, ACN, ABN, or Name.

2.2. Enter the search term in the search field and click the search icon.

2.3. Select a result and enter the company email and address.

If you cannot locate an appropriate result, you may select the textbox to enter the details manually.

3. Enter the contact details.

4. Verify (and adjust if needed) the application contact details including first and family name, contact number and a valid email address in the corresponding textboxes.

5. Enter your postal address. The system will provide suggestions based on the information entered. Select the correct postal address.

If your address is not offered, 'Save and exit' your application. Try restarting your webpage and re-entering your application.

Note:

If the applicant is not the registered landowner, be sure to complete step 6 to provide their contact details.

6. Select 'Add applicant' to enter further applicant details and follow the prompts to nominate the additional applicant's information.

7. Click 'Save and continue' to progress to the next step.

Note:

You can also **click '**Cancel' to exit, or 'Save and exit' to save all the information input to date and return to your dashboard. 'Save and exit' will only work if all mandatory fields have been completed.

3.

Site Details

Related Application

8. Indicate if this application is related to a:

Is this application related to a development application (DA) or complying development (CDC)? ★

○ Complying Development Certificate (CDC)

○ Development Application (DA)

○ No related application

- Complying Development Certificate (CDC),
  - ➢ Indicate whether that was applied for via the NSW Planning Portal.
    If it was, provide the portal reference.
    If it was NOT, enter the CDC number which is related to this application (please include the prefix).

- Development Application (DA)
  - ➢ Indicate whether that was applied for via the NSW Planning Portal.
    If it was, provide the application number.
    If it was NOT, enter the DA number which is related to this application (please include the prefix).

- No related application - If you do not have a current application submitted to Council related to the development, you will select 'No related application'.

9. Enter the address by searching for the address or Lot /Section Number/Plan.

Enter address

e.g. 66 Harrington Street, Sydney NS

Enter Lot/Section Number/Plan

e.g. 4/-/DP1044304

Note:

If the address is registered with the NSW Planning Portal, the address details will be displayed along with a map on the right-hand side of the screen as per the example below.
Please Note: Your address will not appear with a red line strikethrough.

10. If the Lot/Section/Plan number is correct, check both boxes below in red.

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address ★	
36 BRIDGE ROAD NOWRA 2541	☐	1/-/DP1162777	☐	🗑

For unregistered addresses, there is no auto populate feature. **Click** the 'Address did not display?' box and enter the address, Lot/Section/Plan number and local government area name manually.

Hint:

If you have entered the wrong address, you can delete the address by clicking on the trash icon to the right of the 'Primary address' box.

Note:
The 'Land adjacent to selected lot' box is not relevant to this application.

11. Indicate if there is an exisiting development consent for the site with conditions applying to or prohibiting the pruning or removal of vegetation by **selecting** 'Yes' or 'No'.

If you selected 'No', proceed to step 13.

If you answered 'Yes':

12. Provide details of the development consent in the textbox provided.

13. Click 'Save and continue' to progress to the next step.

Application Details

> **Please provide a description of the proposed tree removal and/or pruning work** ★
>
> e.g. Prune 2 trees, remove 5 trees
>
> | Number of trees to be impacted by the proposed work ★ | OR | Land area to be impacted by the proposed work | Units |
> | --- | --- | --- | --- |
> | | | | ○ Square metres ○ Hectares |

14. Provide a description of the proposed removal and/or pruning of tree(s) and other vegetation, including the reason for such works, in the textbox provided.

For example; "Remove 2 trees to allow installation of a small garden bed.".

15. Enter either the <u>number of trees</u> or <u>the land area</u> impacted by the proposed work.

If you choose to enter the **number of trees** impacted by the proposed work, the application questions will expand and you will be prompted to enter the details for each impacted tree.

For 'Tree 1':

➢ **Enter** the species
➢ **Select** the proposed impact; either 'Remove', 'Prune', or 'Other'. If you select 'Other', please provide further details in the text box that appears to the right.
➢ **Provide** detail of the reason the proposed works are necessary for this tree.
➢ **Select** 'Add Tree' or 'Add Tree Species' to open additional sections i.e., Tree 2, Tree 3, etc.

> **Tree 1**
>
> | Species ★ | | Proposed Impact ★ |
> | --- | --- | --- |
> | | | ○ Remove ○ Prune ○ Other |
>
> Reason ★
>
> [Delete]

If you choose to enter **the land area** impacted by the proposed work be sure to select the units used; either square metres or hectares. The application questions will expand and you will be prompted to enter the details for each impacted tree species.

For 'Tree Species 1':

➢ **Enter** the species
➢ **Enter** the approximate number of trees of this species
➢ **Select** the proposed impact; either 'Remove', 'Prune', or 'Other'.
  If you select 'Other', please provide further details in the text box that appears to the right.
➢ **Provide** detail of the reason the proposed works are necessary for this tree.
➢ **Select** 'Add Tree' or 'Add Tree Species' to open additional sections i.e., Tree Species 2, Tree Species 3, etc.

6.

16. Indicate if there are any security or site conditions which may impact on the person undertaking the inspection. If 'Yes' is selected, please provide details in the box provided.

> Are there any security or site conditions which may impact on the person undertaking the inspection? e.g.: locked gates, animals, etc *
>
> ● Yes
> ○ No
>
> Please provide details *
> _____

Affiliations and Pecuniary Interests

17. Indicate if the applicant or owner is a staff member or Councillor of the council assessing the application.

> Is the applicant or owner a staff member or councillor of the council assessing the application? *
> ○ Yes
> ○ No

18. Indicate if the applicant or owner has a relationship with any staff or Councillor of the council assessing the application.

> Does the applicant or owner have a relationship with any staff or councillor of the council assessing the application? * What is this?
> ○ Yes
> ○ No

19. Click 'Save and continue' to progress to the next step.

> Save and exit   **Save and continue**

Political Donations

20. Indicate if you are aware of any person who has financial interest in the application who has made a political donation or gift in the last two years.

21. Click 'Save and continue' to progress to the next step.

> Save and exit   **Save and continue**

7.

Payer Details

Once the application form is submitted to Council, an invoice for the application fee will be uploaded to the NSW Planning Portal. The application fee can be found on the Shoalhaven City Council website - Fees & Charges. The application may be rejected if the fee is not paid.

22. Indicate if the payer is a Company, Business, Government entity or other similar body by **selecting** 'Yes' or 'No'.

Is payer a Company, Business, Government entity or other similar body ? *
○ Yes
○ No

If you answered 'Yes':
> **Search** for the company by **choosing** an operator, ACN, ABN, or Name.
> **Enter** the search term in the search field.
> **Click** the 'Search'.
> **Select** a result from the list provided.
> **Enter** the Company email and postal address.

ABN ▽ | Enter here and search | Search

Name
——

ABN ACN
—— ——

Trading name
——

Company email *

Billing address* *

e.g. 66 Harrington Street, Sydney NSW 2000

If you answered 'No':
> **Enter** the following details of the person making the payment unless already completed correctly:
> - First name
> - Other given name(s)
> - Family name
> - Contact number
> - Email address
> - Billing address

Note:

Your details will be filled in based on your account set-up.

23. Click 'Save and continue' to progress to the next step.

Save and exit   Save and continue

Requirements and Uploads

The list of supporting documentation needed to make this application is outlined at the beginning of this document. It is essential to upload a document to the category of 'description of works', we recommended you upload the 'Tree Plan' to this category.

Additional formatting tips:

➢ Please upload files in one of the following file formats: **PDF**, **Word**, **Excel**, **JPEG**, **PNG,** or **ZIP**. Please ensure the ZIP file does not include any executable (.exe or .osx) file types.

➢ The maximum file size is 300 MB.

➢ The name of the document has a maximum of 150 characters. If the name of your file exceeds this limit, you can change the document name to be within the 150-character limit.

➢ If you need to amend any attachments, please delete, and upload a replacement document.

24. To upload documents, **click** 'Upload'.

25. Click 'Select file(s)' to search for files saved to your computer. Alternatively, you can **drag and drop** files directly in the space provided.

26. After selecting the relevant file to upload, it will appear below in a table, as per the example to the right.

You will need to **categorise** each file by selecting a category from the drop-down menu on the right side of the table and **name** the file in the textbox on the left side accordingly.

27. Click 'Attach'.

Repeat steps 24-27 until all required documents are attached.

28. Click 'Save and continue' to progress to the next step.

Review and Submit

29. Review all of the information entered in your application by expanding each of the sections. Once you have reviewed all of the information, you will be required to complete the declarations at the bottom of the page.

Declarations *

- [ ] Select all

- [ ] I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

- [ ] I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

- [ ] I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

- [ ] I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

- [ ] The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

- [ ] I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

- [ ] I have read and agree to the collection and use of my personal information as outlined in the Privacy Notice

30. Click 'Submit'.

Submit
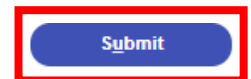
Next steps

- **Invoice** - Once processed, an invoice will be uploaded to the NSW Planning Portal.
- **Payment** - Once you have completed the invoice your application will forwarded to the Officer for assessment.
- **Determination -** Once your application has been assessed, the determination will be uploaded to the NSW Planning Portal.

Accessibility

| Help | Contact Us

If you need more information:

Click the 'Help' link at the top of the screen to access the NSW Planning Portal help pages and articles.

ServiceNSW: Call 1300 305 695 or email info@service.nsw.gov.au

Council: Call 1300 293 111 or email council@shoalhaven.nsw.gov.au

ePlanning Spatial viewer accessibility

The ePlanning program wants to make its information and services available to the general public that use their services. For any accessibility questions Call 1300 305 695 or email info@service.nsw.gov.au

People with disabilities

You can increase or decrease the size of entire webpage by holding the Ctrl key and rolling the scroll wheel of the mouse forward. Rolling the scroll wheel backward will reduce the page size back again.

If you are browsing the website with a screen reader and find information in PDF format that you cannot access, please contact ServiceNSW for assistance.

People with restricted internet access

Planning & Environment aims to keep the size of all PDF documents on the website below 10 megabytes. However, this may not always be possible in all cases. For example: large development proposals, or documents containing large images or maps.

Assistance using the Planning Portal

If you require assistance using the Planning Portal, and you were unable to find the answer within the Help and Support section, contact ServiceNSW for assistance.

Call 1300 305 695 or email info@service.nsw.gov.au.

The customer service centre is open Monday to Friday between 9am and 5pm (Sydney time).

Language Assistance

If you need help to translate this page in a language other than English, you can access a translating and interpreting service.

Call 13 14 50 and ask for an interpreter in your language and request to be connected to 1300 305 695. Local call cost from fixed phones. Calls from mobiles will be charged at applicable rates.

Speech to Speech Relay

For Speak and Listen (Speech-to-Speech Relay), please call 1300 555 727 or use the National Relay Service.

Contact Us

P 1300 293 111 (Mon-Fri – 9am-5pm)

E council@shoalhaven.nsw.gov.au

In-person (Digital meeting) At our office

36 Bridge Road, Nowra (Mon-Fri – 9am-5pm)

shoalhaven.nsw.gov.au