

Tree Removal and Tree Pruning Application 2025/2026



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4000
Phone	1300 434 434			TRIM Ref.	C000902
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	July 2025
				Business unit	Parks and Open Space
				Application no.	
				Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Applicant details

1.1 Applicant details	
Applicant name	
Landowner(s) name	

1.2 Address of property where tree(s) located			
Address			
Suburb		Postcode	
Title details (Lot/DP as shown on rates notice)			

1.3 Application fees (non-refundable)			
Application to prune or remove first tree	<input type="radio"/>	\$194.00	
Additional tree for pruning/ removal	<input type="radio"/>	\$56.70 each additional tree	How many additional trees? <input type="text"/>
Onsite appointment with Council Officer	<input type="radio"/>	\$112.00	
Total fee amount			

Part 2: Site plan and details

Please provide sufficient details to locate tree(s) including labeling the tree(s) numerically on the plan.
It is recommended that you tie a marker to tree(s) once this application has been lodged.

Reason for application and outline of proposed work

Sketch

Street Frontage

Tree and site information	
Is the tree(s) on private property? (This application is only for trees on private property.)	<input type="radio"/> Yes <input type="radio"/> No
Is there a dog on the property?	<input type="radio"/> Yes <input type="radio"/> No
Special arrangements required for site access?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please provide details	
Is there a current development application lodged for this property? (Tree removal as part of a separate development application is assessed under that application and this application may not be required).	<input type="radio"/> Yes <input type="radio"/> No
<ul style="list-style-type: none"> • Please note trees will not be assessed under this application process for complying development. • Applications for removal of significant trees will require an arborist's report by an independent qualified arborist. Please attach to this application. • Significant trees include local endemic trees, habitat trees, heritage listed trees or trees of large amenity and visual significance. • Replacement trees may be a condition of approval of this application. 	
Please list any supporting documents attached to your application eg. engineer's report or arborist report.	

Part 3: Owner's consent

3.1 Please sign	
This section must be signed by all owners of the tree(s). If the tree(s) are located on a neighbour's property or on the boundary this part must be signed by the all parties	
I/we consent to the lodgment of this application and permit authorised Council personnel to enter the site for the purpose of inspections. I/we understand that the applicant of this application will be the main contact for Council and that all correspondence will be made with the applicant.	
Owner(s) name	
Owner(s) signature(s)	
Note: <ul style="list-style-type: none"> • If the property has recently been purchased, written confirmation from the Purchaser's Solicitor must be provided. • If contracts have been exchanged for purchase of the land, the current owner is to sign the form. • If signed on behalf of a Company, the seal must be stamped over the signature where a seal is required OR provided on Company letterhead. • The consent of the strata body corporate is required for applications affecting common property. • Final determination will not be provided until all owners consent is received. 	

3.2 Applicant/owner disclosure	
Is the applicant or the owner(s) of the property a staff member; contractor, or the spouse, partner or relation of someone who is a staff member; contractor, of Northern Beaches Council?	<input type="radio"/> Yes <input type="radio"/> No
If yes, please name relevant staff member; councillor; contractor:	

3.3 Disclosure of political donations and gifts	
<input type="radio"/>	I/we declare that we have provided no gifts to any Northern Beaches Council employee in the last two (2) years. I/We also declare that no person with a financial interest in this application has made any such political donation or gift.
<input type="radio"/>	I/we declare making a gift to a Northern Beaches Council employee within the last two (2) years. A completed form is attached.
Note: For more information about your obligations please refer to the Department of Planning website www.planning.nsw.gov.au under Development Assessments/Donation and gift disclosure.	
Political Donations and Gift Disclosure Statements can be obtained from northernbeaches.nsw.gov.au	

Part 4: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail possible				
Title	<input type="radio"/> Mr	<input type="radio"/> Mrs	<input type="radio"/> Ms	<input type="radio"/> Other
Full name (no initials)				
Company				
Postal address We will post all letters to this address		Postcode		
Contact number		Alternative contact		
Email				

Part 5: Public information

<ul style="list-style-type: none">• Details provided on this form and documents provided will be made public both at Councils Office and via Application Tracking on Councils website.• Details provided with your application are required under the Environmental Planning and Assessment Act and Environmental Planning and Regulation 2000 (see Part 1 of Schedule 1).• Your information becomes part of a public register related to this purpose.• The information will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority.• You are entitled to review your personal information at any time by contacting Council.• This information may be accessed by members of the public under the Government Information (Public Access) Act 2009 (NSW).• Privacy and Personal Information Protection Act 1998 NSW.
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Part 6: Applicant declaration

I declare:			
<ul style="list-style-type: none">• all of the particulars and information supplied in connection with this application are correct and recognise that the application together with all supporting documents and plans will be made available to the public including availability through Council's internet site.			
I understand that a false declaration may result in the refusal of this application.			
Name			
Signature		Date	