

Tree Removal & Pruning Handout

What is contained in this handout:

- **Making an application for Vegetation Removal or Pruning (General Information)**
- **Example of Site Plan**
- **Application for Planning Permit Form**
- **Title Search Users Guide (How to obtain a recent copy of title via <https://www.landata.vic.gov.au>)**
- **Fee guidelines**

MAKING A PLANNING APPLICATION FOR VEGETATION REMOVAL OR PRUNING

This advice is to assist you with the preparation of your Planning Permit application for vegetation removal/pruning on land located with VPO's, SLO's and lots over 4000 m².

Please make sure the following information is submitted with your application:

- A covering letter describing why the vegetation is to be removed OR pruned, e.g. diseased, too close to dwelling.
- The planning application form completed correctly.
- The relevant permit application fee paid in full
- A recent full copy of title and title plan and details of any encumbrances (and a search receipt – to demonstrate title searched within the last 3 months)
- An accurate site plan showing the following (refer to example attached):

Please note: Council requires all of the above information to be submitted prior to processing the permit application.

PLANNING APPLICATION FEES

Council requires all of the above information and appropriate fee to be submitted prior to processing the permit application. Please refer to the fee schedule attached.

ADVERTISING FEES

Please note that advertising fees may be applicable. Please refer to the fee schedule attached.

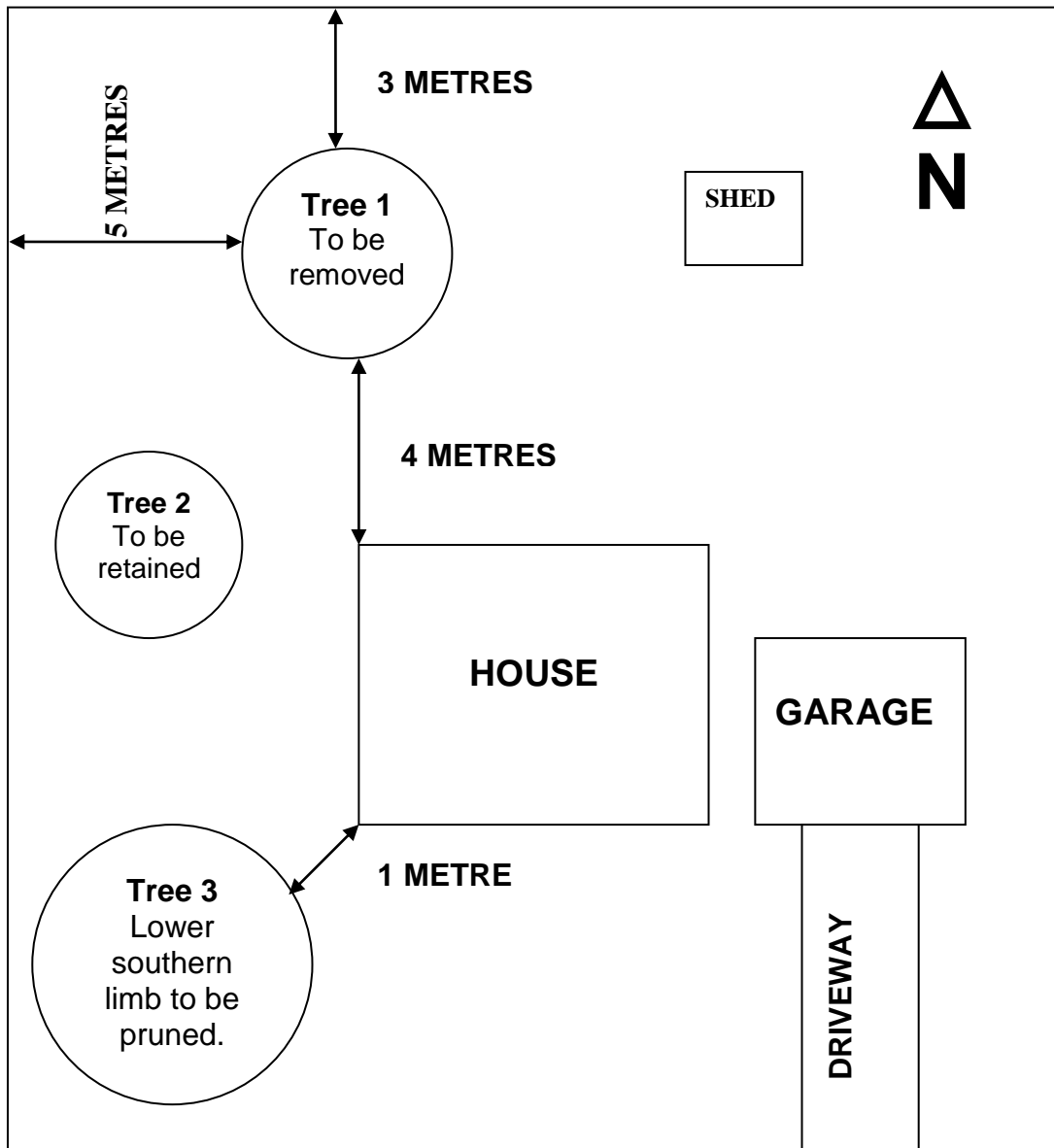
Please note that this advice is for vegetation removal or pruning only. If vegetation removal is associated with use, development or works, please refer to relevant handout.

If you have any questions regarding making a submission for a planning application, please contact **Planning Services** on **9298 8125**.

Example of Site Plan

Address of land: 1 Knox Street, Knoxville,

Tree 1, Wattle, to be removed
Tree 3, Eucalyptus, to be pruned



1 Knox St, Knoxville