

# Planning Application Checklist

## Tree Removal/Pruning

### Is this the right checklist for me?

This checklist is for vegetation removal or pruning only. If vegetation removal is associated with other use, development or works, please refer to the relevant handout.

### What information do I need to submit with my application?

- ☐ A covering letter describing why the vegetation is to be removed OR pruned, e.g. diseased, too close to dwelling
- ☐ Completed application form (not required if lodging online)
- ☐ Permit application fee
- ☐ Copy of title, title plan and any encumbrances searched within 3 months
- ☐ An accurate site plan showing the following (refer to example attached)

### Advertising fees

If the proposed tree removal is likely to affect a neighbouring property or the character of the neighbourhood, Council may require the application be advertised. In these instances, advertising fees will apply.

### Lodging your application

You can submit your planning application electronically through Council's Online Services portal. This will save you time and money, as you

won't need to print out any plans and documents and you can pay your application fees online. [You will need to Register to use this service.](#)

Rest assured, we continue to support residents and businesses preferring to submit their applications in hard copy.

### Contact

If you have any questions regarding preparing your planning application, please contact Planning Services on 9298 8125.

### Example of Site Plan

