

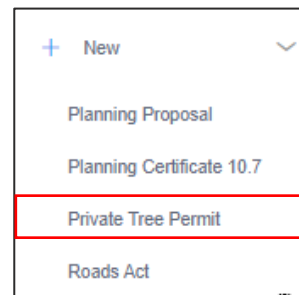
You can request to have a tree pruned, replaced or removed on a private property by submitting a Private Tree Permit application on the NSW Planning Portal.

In order to access the portal, you must have a NSW Planning Portal account. For instructions on creating an account, see the *Register for a Planning Portal Account* quick reference guide.

Getting started

The following is a step-by-step guide on how to submit the application. Throughout the form, mandatory fields are indicated with an asterisk (*) and predictive functionality is indicated by a blue triangle on the bottom right-hand corner of the field box.

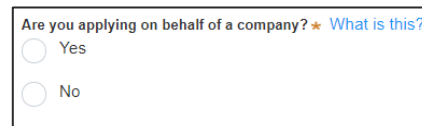
1. Once logged into the NSW Planning Portal, **click** on New, then **click** Private Tree Permit from the menu options.



Note: The Applicant Details screen displays. Some of the fields will be pre-populated based on your registration profile, however you are able to make amendments where necessary.

Applicant details

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

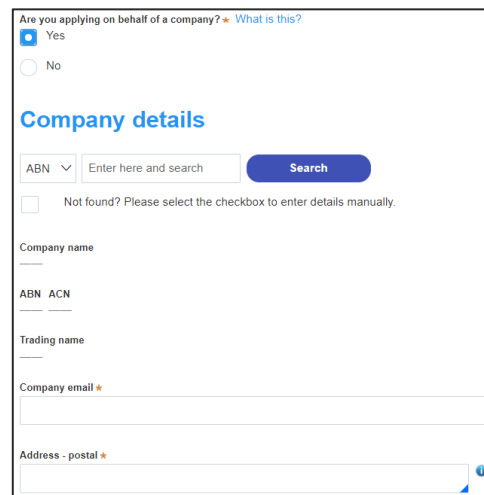


A form section with the question 'Are you applying on behalf of a company? * [What is this?](#)'. Below the question are two radio buttons: 'Yes' and 'No'.

If you answered Yes

- **Search** for the company by **choosing** an operator, ACN, ABN, or Name
- **Enter** the search term in the search field and **click** the search icon
- **Select** a result and **enter** the Company email and address

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



A screenshot of the 'Company details' form. It starts with the question 'Are you applying on behalf of a company? * [What is this?](#)' and two radio buttons: 'Yes' (selected) and 'No'. Below this is a 'Company details' section with a search bar containing 'ABN' and 'Enter here and search', and a 'Search' button. A checkbox labeled 'Not found? Please select the checkbox to enter details manually.' is present. Below are fields for 'Company name', 'ABN ACN', 'Trading name', 'Company email *', and 'Address - postal *'.

Applying for a Private Tree Permit



Applicant

- 3. Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address. **Enter** your postal address and the system will provide suggestions based on the information entered. **Select** an option from the list to proceed.

Contact details

Title
Please Select... ▾

First given name *
Applicant

Other given name/s

Family name *
UAT

Contact number
0123456789

Email *
applicant_uat_k@mailinator.com

Address - postal *

- 4. Select** Add applicant to enter further applicant details and follow the prompts to nominate the additional applicants information.

Additional applicants

Add applicant

- 5. Indicate** if the applicant(s) is/are the landowner(s) by **selecting** Yes or No.

Are any of the applicants the landowner?

Yes

No

- 6. Click** Save and continue to progress to the next step.

Save and continue

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.

Site details

- 7. Indicate** if this application is in relation to a development application (DA), or a complying development certificate (CDC), or neither. Then **enter** the relevant DA or CDC number.

Is this application related to a development application (DA) or complying development (CDC)? * [What is this?](#)

Complying Development Certificate (CDC)

Development Application (DA)

No related application

Please enter DA number of the approval which is related to this application (Please include the DA prefix) *

e.g. PAN-xxxx or DA-xxxx

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Applicant

8. **Enter** the site of your development using the address or Lot /Section Number/Plan search functionality.

Select the site of the development *
Enter address
e.g. 66 Harrington Street, Sydney NSW 2000

Enter Lot/Section Number/Plan
e.g. 4/-/DP1044304

Note: If the address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

For unregistered addresses, there is no auto-populate feature. You need to **tick** the Address did not display box and enter the address, Lot/Section/Plan number and local government area name manually.

Property details.
Enter address OR
e.g. 66 Harrington Street, Sydney NSW 2000
 Address did not display?
Enter address * Lot/Section/Plan * Local government area name *
e.g. 66 Harrington Street, Sydney NSW 2000 e.g. 4/-/DP1044304 Council name

You will be asked to specify whether this is the primary address of the development. This field is mandatory.

You can delete the address by clicking on the trash icon.

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
4 DAMEELI AVENUE KIRRAWEE 2232	<input type="checkbox"/>	2 / — / DP30696	<input type="checkbox"/>

Note: Select Land adjacent to selected lot checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing the footpath.

The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the property address.

Planning controls affecting property
27 BONNEFIN ROAD HUNTERS HILL 2110
Summary of planning controls
Land Application LEP: Hunters Hill Local Environmental Plan 2012
Land Zoning: R2: Low Density Residential
Height of Building: 8.5 m
Floor Space Ratio (FSR): 0.5:1

9. **Indicate** if there is any condition of consent related to the property which prohibits the pruning or removal of any of the vegetation to be impacted by this application.

Is there any condition of consent related to the property which prohibits
 Yes
 No

10. **Click** Save and continue to progress to the next step.

Save and continue

Application details

11. **Enter** a description of the proposed tree removal and/or pruning work.

Please provide a description of the proposed tree removal and/or pruning work *

e.g. Prune 2 trees, remove 5 trees

12. **Enter** the number of trees or the land area impacted by the proposed work.

Number of trees to be impacted by the proposed work *

Land area to be impacted by the proposed work

Note: Enter the details for each impacted tree, ensuring the tree numbering matches the Tree Plan to be uploaded on this application.

13. **Click** Add Tree.

Enter the details for each impacted tree. Ensure the tree numbering matches the "Tree survey" *

[Add Tree](#) [What is this?](#)

14. **Enter** the tree species.

Tree 1

Species *

15. **Select** the proposed impact.

Proposed Impact *

Remove Prune Other

16. **Enter** the reason of the proposed impact.

Reason *

Applying for a Private Tree Permit



Applicant

17. 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.

Are there any security or site conditions which may impact on the person

Yes

No

18. 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

19. 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

Yes

No

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.

Are you aware of any person who has financial interest in the application who has made

Yes

No

Payer details

The Environmental Planning and Assessment Regulation 2000 and council's adopted fees and charges documents establish how fees are calculated for this application. Once this application form is submitted to the relevant council for lodgement the fees will be calculated by the council. The council will contact the nominated payer to obtain payment. The application may be rejected if the fees are not paid.

21. Indicate if the payer is a Company, Business, Government entity or other similar body.

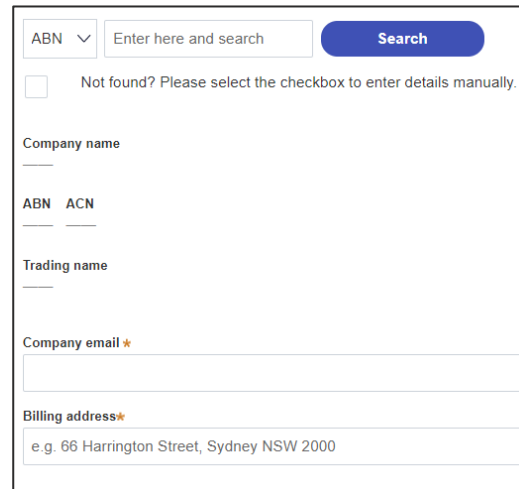
Is payer a Company, Business, Government entity or other similar body ? *

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 icon
- **Select** a result from the list provided
- **Enter** the Company email and postal address



ABN

Not found? Please select the checkbox to enter details manually.

Company name

ABN ACN

Trading name

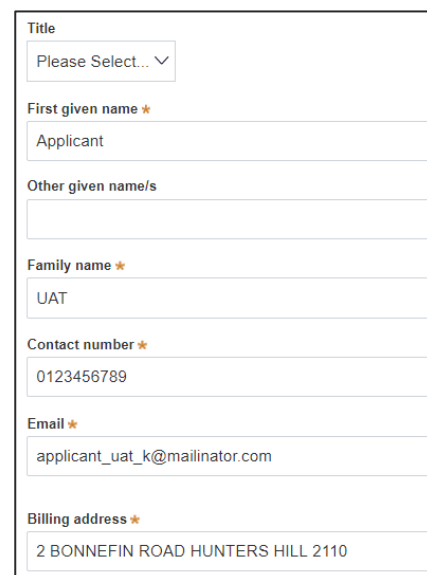
Company email *

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 pre-populate based on your account set-up.



Title

First given name *

Other given name/s

Family name *

Contact number *

Email *

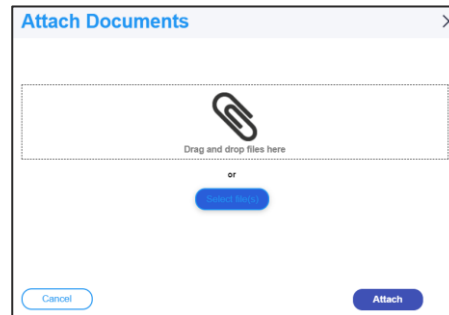
Billing address *

22. Click Save and continue to progress to the next step.

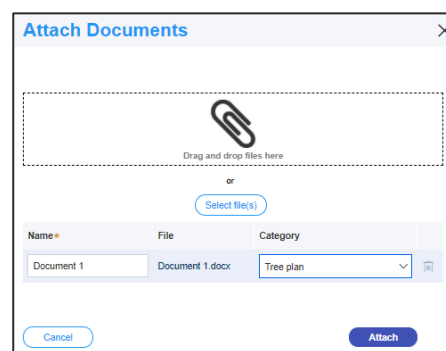
Requirements and uploads

23. To upload documents, **click** Upload.

24. Click select files to search for files saved to your computer. Alternatively, you can **drag** files directly in the space provided.



25. After selecting the relevant files to upload, the files will appear in a list as indicated. You will need to categorise each document by selecting a category from the drop-down menu corresponding to each file.



Note: 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 bring it within the 150-character limit.

26. Click Attach.



27. Click Save and continue to progress to the next step.



Review and submit

28. Review all of the information entered on 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](#)

29. Click Submit.

Submit

End of steps

Next Steps

- Your application will be sent to the respective council to review
- You will receive email notifications advising you of the progress of the application and if further action is required.

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.
- Review the Frequently Asked Questions - <https://www.planningportal.nsw.gov.au/help/frequently-asked-questions> and / or contact ServiceNSW on 1300 305 695.