VicSmart Checklist 7

Remove, destroy or lop one tree

Pre-application discussion: Was there a pre-application meeting? Who with and when?

☐ No ☐ Yes – Planning Officer: ..... Date: .....

Information Requirements

For all planning permit applications the following MUST be provided:

	Office Use Yes	Office Use n/a
☐ A fully completed application form • Ensure you have entered the correct address of the land, an accurate description of your proposal, a current email address and phone number, that the Applicant address is the correct postal address, and that the form is signed and dated.	☐	
☐ The application fee	☐	
☐ A full and current copy of the Certificate of Title (dated within 3 months of your application),including the title plan/diagram showing any relevant covenants and restrictions. Provide confirmation that the present boundaries are the same as the title boundaries.	☐	

Accompanying Information

Note: Council may reduce the information that you need to provide but cannot ask for more information than listed. Please check the information requirements with us. The following information must be provided as appropriate.

	Office Use Yes	Office Use n/a
☐ If the tree to be removed, destroyed or lopped is identified as a significant tree in the schedule to the overlay, a report prepared by an arborist.	☐	☐
☐ An A3 layout plan that is fully dimensioned, has a north arrow, is to scale (i.e. 1:100 @ A3), and includes a scale bar, showing:	☐	
☐ The location, shape, size and slope of the site.	☐	
☐ The location of the tree to be removed, destroyed or lopped.	☐	
☐ The location and type of other significant vegetation on the site.	☐	☐
☐ The location, species and height of any significant trees that have been removed or approved to be removed in the past 3 years.	☐	☐
☐ A written statement that describes:	☐	
☐ The species, height and trunk girth of the tree to be removed, destroyed or lopped.	☐	
☐ The reason the tree is to be removed, destroyed or lopped.	☐	
☐ If provision is to be made to replace the tree elsewhere on the land.	☐	☐
☐ If the tree is to be lopped, the extent of lopping proposed.	☐	☐
☐ Any impacts on the significance of the area.	☐	
☐ A photograph of the tree to be removed, destroyed or lopped.	☐	

Note:

ⓘ To lop a tree in a Heritage Overlay also complete **Checklist 8 Heritage Overlay**.

Office Use Only

Checked by: Signature: Date: