



## OFFICE USE ONLY

Tree Application No:	<input type="text"/>	CCO:	<input type="text"/>
Fees paid:	\$ <input type="text"/>	Receipt no:	<input type="text"/>
		Receipt date:	<input type="text"/>

## LODGEMENT & PAYMENT OF APPLICATION

**Your application will NOT be processed until FULL payment has been received.**

**Council:** Monday-Friday, 8:00am-4:30pm – **Payment by Cash, Cheque or Card**  
**Auburn Service Centre** - 1 Susan Street, Auburn NSW 2144  
**Merrylands Service Centre** - 16 Memorial Avenue, Merrylands NSW 2160

**Mail:** The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160  
**Payment by cheque ONLY - payable to Cumberland City Council**

**Email:** [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au) once application is lodged, an email will be sent out with invoice for payment

## FEES AND CHARGES 2025/2026

### Standard Application Fee:

- \$92.00 – 1<sup>st</sup> tree
- \$25.50 – Per additional tree

## 1. Applicant details

Applicant name(s):	<input type="text"/>	<input type="text"/>
Contact number(s):	<input type="text"/>	<input type="text"/>
Contact email:	<input type="text"/>	
Address:	Unit no: <input type="text"/>	House no: <input type="text"/>
	Street: <input type="text"/>	
	Suburb: <input type="text"/>	Postcode: <input type="text"/>

I am an employee/ Councillor/ relative of an employee/ Councillor/ Member of Parliament/ Minister of Parliament/ of Cumberland City Council.

Applicant 1: ☐ Yes ☐ No      Applicant 2: ☐ Yes ☐ No

I/We the Applicant/s acknowledge that no work can be carried out until a permit has been issued by Council. The information on this form will be used by Cumberland City Council or its agents to process this application. If any required information is omitted or contains errors, this application may be rejected or delayed until all correct information is provided. Council takes no responsibility for the accuracy of the information provided in this application.

Applicant's Signature/s:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>

**2. Property details where tree(s) are located**

Address:	Unit no:	<input type="text"/>	House no:	<input type="text"/>
	Street:	<input type="text"/>		
	Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Lot:	<input type="text"/>	DP:	<input type="text"/>	SP:
			<input type="text"/>	Sec:
				<input type="text"/>

**3. Consent of ALL Owner(s)**

The written consent (only originals) of all owners MUST be provided. If space below is insufficient, attach separate documents to this application form with each additional owner's consent.

1. Company/Organisation – consent is to be provided by signatures of directors and an up to date ASIC company extract.
2. New Owner(s) – If the property has recently been sold, evidence of the sale must be provided by either a copy of the Certificate of Title, a letter from the solicitor confirming settlement or previous owner(s) consent.
3. Works to properties with a Strata Plan also require the written consent of the Owners' Corporation under the Strata Seal.
4. Proposed works to properties located within Community Title Estates are affected by Community Management Schemes which may require the written consent of the Executive Committee of the relevant Community Association. This includes Torrens Title, Strata Title and neighbourhood lots within a Community Title Estate.
5. In signing this application you the Property Owner are providing consent for Council's Authorised Officers or its agents to enter your property to conduct an assessment of the tree/s specified in the application.

	Owner 1	Owner 2
Company name: (if applicable)	<input type="text"/>	<input type="text"/>
ABN/ACN: (if applicable)	<input type="text"/>	<input type="text"/>
Name:	<input type="text"/>	<input type="text"/>
Position: (if applicable)	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>

I am an employee/ Councillor/ relative of an employee and/or Councillor of Cumberland City Council/ Member of Parliament/ Minister of Parliament.

Owner 1: ☐ Yes ☐ No      Owner 2: ☐ Yes ☐ No

**4. Proposed works**

No.	Tree Species Name	Proposed works	Reason for Requests
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total No. of Trees:			<input type="text"/>

5.Property Access

Will Council need you to be present to gain access to the tree/s?

☐

Yes

☐

No

Do you wish to be present during the inspection?

☐

Yes

☐

No

Do you have a dog onsite? (If so, please ensure dog is restrained)

☐

Yes

☐

No

If this is a rental property, have you notified the tenant of the inspection and provided their name and number?

Name:

Contact Number:

6. Site Plan

Plan of Property – Include location of numbered tree/s (as above), position of buildings, structures and adjacent streets

## 7. Privacy Note

Council will collect and hold the personal information contained in this application for the purpose of processing the application. The intended recipients of the personal information are officers within Council or its agents. The supply of personal information by you is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your application.

You may make an application for access or amendments to your personal information held by Council under the '*Privacy and Personal Information Protection Act 1998*' (PPIP Act) or the '*Government Information (Public Access) Act 2009*' (GIPA Act). You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act.

Information provided to Council in correspondence, submissions or requests, including your personal information, may be made publicly available, including on Council's website, under the GIPA Act. Please notify us if you object to the disclosure of your personal information.

## 8. Appeal to Land and Environment Court

1. An applicant for a permit may appeal to the Land and Environment Court against the refusal by a council to grant the permit
2. Any such appeal is to be made within 3 months after the date on which the applicant is notified of the decision or within 3 months after the council is taken to have refused the application (whichever is the later)

## 9. Assessment of Trees on Private Property

Cumberland City Council staff or its contractors will complete the tree assessment according to the Cumberland Development Control Plan (DCP) 2021, Part G7 – Tree Management and Landscaping.