

City of Port Phillip - City Permits

St Kilda Town Hall, Cnr Carlisle Street & Brighton Road

T: 9209 6216 F: 9536 2745

Website: www.portphillip.vic.gov.au/building

E-mail: devpermits@portphillip.vic.gov.au



SIGNIFICANT TREE PERMIT APPLICATION

Community Amenity Local Law No. 3 Clause 38

- PLEASE ALLOW A MINIMUM OF 10 BUSINESS DAYS FOR ASSESSEMENT OF THIS APPLICATION

To:	City Permits City of Port Phillip Private Bag 3, St Kilda VIC 3182
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Applicants Details	
Site Address	
Applicant/Business Name:	
A.B.N / A.C.N	
Telephone Number:	
Facsimile Number:	
Mobile Number:	
E-mail Address:	
Public Liability Insurance	
Insurer:	
Policy No:	
Expiry Date:	

If the applicant is not the owner/s, the name and signature of the owner/s is required	
Owner/s Name:	
Owner/s Signature:	
Reason For Permit:	<input type="checkbox"/> Prune <input type="checkbox"/> Removal
Type of tree to be removed/pruned:	
Why is the tree to be removed / pruned:	
Is replacement planting proposed? If so please provide details:	

Application Requirements (Copy MUST be submitted with an application form)	
<input type="checkbox"/> Arborist's Report <i>if applicable</i> If you have an Arborist's report to support the proposed works, a copy must be submitted with this application.	
<input type="checkbox"/> Written consent from the Body Corporate Manager/Committee of Management <i>if applicable</i> If this property is under the management of a Body Corporate, written consent from the Body Corporate Manager/Committee of Management is required.	
<input type="checkbox"/> Site Plan/Drawing Site plan/drawing must clearly indicate the area of occupation including all dimensions, safety measures (signs, barricades, line markings etc) and management of pedestrians.	

PRINCIPAL'S INDEMNITY AGREEMENT

OBLIGATION TO INSURE

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$10M (or more). The Public Liability Policy shall be affected with an insurer approved by the Council.

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit holder.

COUNCIL'S INDEMNITY

The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

ACCEPTANCE OF TERMS & CONDITIONS (This Form Must Be Signed By the Applicant)

I declare that I am an authorised person to apply for the Significant Tree Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

I accept that if I the applicant wish to cancel the permit once the invoice for the permit has been issued by Council, then the applicant will be liable to pay the application fee of \$80.00.

Application Checklist

Copy of Public Liability Insurance	<input type="checkbox"/>	For payment details please refer to:- <ul style="list-style-type: none">• Fee Schedule• Payment Form for credit card details (cheques made payable to City of Port Phillip)
Payment of application and permit fees	<input type="checkbox"/>	
Drawing/Plan/Photos	<input type="checkbox"/>	

Applicant's Name:	
Applicant's Signature:	
Date:	

PRIVACY STATEMENT

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 3, Clause 38. The personal information will be used solely by the council for that primary purpose or directly related purposes.

The applicant understands that the personal information provided is for the purpose of considering the application for a Local Law Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.