

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:

- 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.
- Signed declaration on the application form
- The application fee
- A full and current copy of the Certificate of Title (dated within 3 months of your application). The title information must also include a 'register search statement' and the title diagram, and any associated instruments.

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.

- 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.
- A layout plan drawn to scale and fully dimensioned 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.

Office Use Only

Checked by:

Signature:

Date:

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday
T: 9209 6424 E: planhelp@portphilip.vic.gov.au www.portphilip.vic.gov.au

VicSmart Checklist 7

Remove, destroy or lop one tree



- 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.

<u>Office Use</u>	
Yes	N/A
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
<input type="checkbox"/>	

Note:

① If a proposal falls into more than one VicSmart class of application, the information requirements of each class apply and the corresponding checklists should be completed. For example:

- If the land is in a Heritage Overlay also complete **Checklist 8 - Minor subdivision, minor buildings and works, painting or tree lopping in a Heritage Overlay**.

Office Use Only

Checked by:

Signature:

Date:

Our enquiries counter at St Kilda Town Hall is open from 8.30am to 5.00pm Monday to Friday

T: 9209 6424

E: planhelp@portphilip.vic.gov.au

Page 2 of 2

www.portphilip.vic.gov.au/planning_building.htm