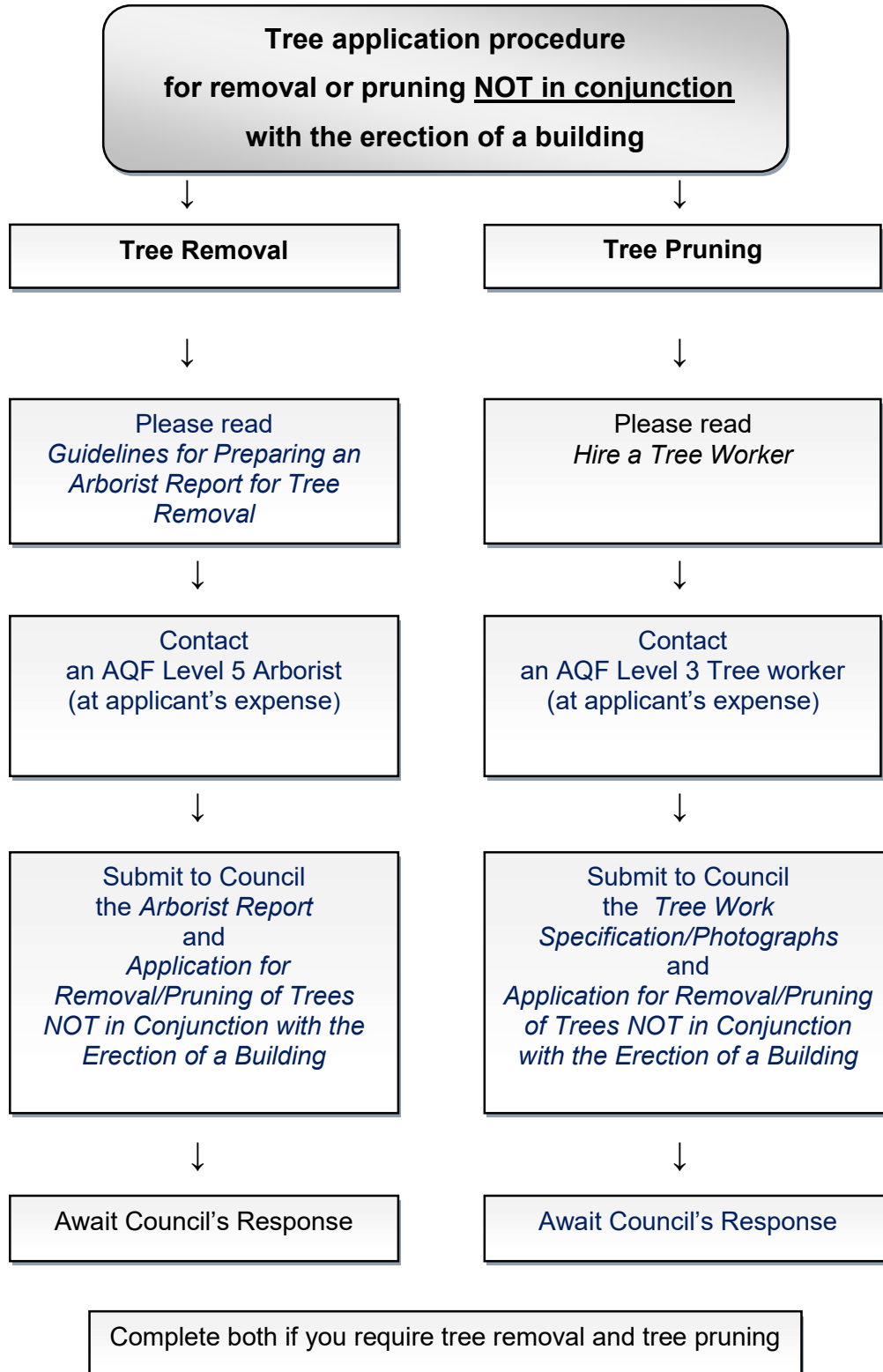
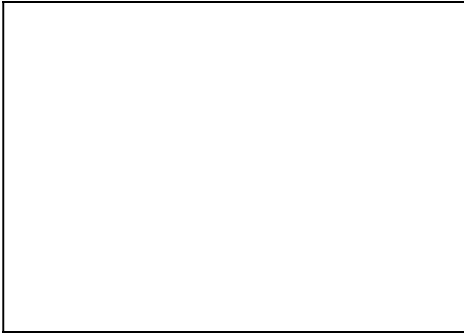


## PORT MACQUARIE HASTINGS DCP 2013 TREE MANAGEMENT PRIVATE LAND





Port Macquarie-Hastings Council  
PO Box 84  
Port Macquarie NSW 2444  
Ph 6581 8111



**APPLICATION FOR REMOVAL/PRUNING  
OF TREES NOT IN CONJUNCTION WITH THE  
ERECTION OF A BUILDING**

*For any tree displaying immediate danger contact an Arborist or Tree Worker immediately.*

**TREE PRUNING**

1-5 trees \$89.00

**Pruning specifications by Arborist/Tree Worker required for pruning applications.**

**TREE REMOVAL**

1-5 trees \$89.00

Applications with AQF5 Arborist Report \$36.00

**Combination Tree Pruning/Removal - \$89.00 maximum fee applies**

**1 APPLICANT DETAILS (Please use block letters)**

Applicant's Name: .....  
Postal Address: .....  
Telephone: Home ..... Mobile ..... Email: .....  
Signature of Applicant: ..... Date: .....

**2 OWNER'S CONSENT (Write "as above" if the applicant is the owner)**

I ..... Of .....  
Telephone: (bus)..... being the owner of the land to which this application applies,  
consent to the making of the application(s).  
Signature of Owner: ..... Date: .....  
**Note 1 : Applications in caravan parks require the signature of the caravan park owner / Note 2 : If the land is owned by a  
company, the signature of the Managing Director or Director and Company Secretary is required**  
Name of Company: ..... ( Director: .....  
OR ( .....  
Signature of Managing Director: ..... ( Company Secretary: .....  
( Please affix Company Seal

**A Council Officer may need to contact you to arrange an inspection**


**3 PROPERTY DETAILS (Property where tree/s are located)**


Street No: ..... Street: ..... Locality:.....  
Lot: ..... Section: ..... DP: ..... Property Size: ..... Zone: .....  
What buildings are on the land? .....


**4 TREE DETAILS**

I wish to prune .....trees I wish to remove ..... trees  
Reasons for application: .....  
.....

**Location Property Sketch**

 Tree to be **removed**

 Tree to be **pruned**

 Tree to be **retained**

Please show all buildings, driveways and access routes

Please sketch the location of trees you wish to remove/prune.

Cashier Code 36	Receipt No	Date	Amount Paid	Permit No

**Privacy and Personal Information Protection Notice:**

**Purpose of Collection:** As per document     **Intended Recipients:** Council Staff     **Supply:** Legally required  
**Storage:** Council's headquarters

# TREE WORK SPECIFICATION

## INTRODUCTION

This form is provided to assist you and protect your interests. It will also assist your qualified tree worker or arborist in preparing a written specification for your proposed pruning work. Once a **qualified person** has filled in this form, please submit to Council with your application.

### WORK SAFETY AND STANDARDS

**SAFETY** - work will be carried out in accordance with the **NSW Work Cover Code of Practice – Amenity Tree Industry**, Technical terms in this specification have the same meaning as in the WorkCover Code

**QUALITY** - pruning will meet **Australian Standard AS 4373-2007 Pruning of Amenity Trees** and the arboriculture industry best practice.

Climbing spikes will not be used in the execution of the specified work except where a tree is to be removed, or to facilitate emergency access to assist an injured person in the tree

**PUBLIC UTILITIES** damaged during the execution of the work will be reported to the appropriate Authority and any repair cost will be borne by the person undertaking the works.

**MATERIAL** arising from the works will not be stored or placed on public land at any time and will be disposed of in a legal manner.

**A COUNCIL REPRESENTATIVE** may conduct periodic audits of tree work to determine if the work is in accordance with the specification submitted to Council.

Details of the Specifying Arborist or Tree Worker						
Full Name						
Qualification Title						
Certificate Number						
Course Number						
Date of issue						
Business Name						
Business Address					Post Code	
ABN		Phone		Mobile		
Fax			Email			
<b>Relevant Insurances</b> (name of insurer, amount of cover, date of expiry)						
<input type="checkbox"/> Public Liability						
<input type="checkbox"/> Worker						
<input type="checkbox"/> Product Liability						
<input type="checkbox"/> Professional Indemnity						
Date this specification was written	Day		Month		Year	
Signature of the Qualified person:						



# TREE WORK SPECIFICATION

## CUSTOMER DETAILS

Customer Details			
Full Name			
Address			
Location of Trees			
Lot		DP	
Tree Owner's Name			
Tree Owner's Signature		Date	

### SUMMARY OF TREE/S AND WORK

Tree No	Species (incl. Scientific name)	Trunk DBH	Tree Height	Specified Pruning Class

### IMPORTANT CONSIDERATIONS BEFORE PRUNING

Prior to pruning being prescribed or carried out, a thorough inspection of the tree should be undertaken. This should include an assessment of tree health, growth habit, structure, stability and pruning requirements in accordance with (AS 4373- 2007).

The inspection should consider hazards, habitats, species, age, condition, location, and the timing of the trees biological processes.

**Comment on tree health and vitality** - based on a visual assessment made from ground level.

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**Comment on tree pests and diseases** - based on a visual assessment made from ground level.

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**Comment on tree structural condition** - where defects are noted during a visual assessment, indicate if a hazard assessment or other more detailed inspection is necessary.

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# TREE WORK SPECIFICATION

## PRUNING TYPE

### CROWN MAINTENANCE

PRUNING CLASS	Information that MUST be specified	
General Pruning	Minimum diameter of branches to be removed	mm
Crown Thinning	% of crown to be thinned	%
	Maximum diameter of branches to be removed	mm
Deadwood Removal	Minimum diameter of branches to be removed	mm
	Location of branches to be removed	
Selective Pruning	Which branch(s) to be removed	
Formative Pruning	The aims and the purpose for this tree at this site	

### CROWN MODIFICATION

PRUNING CLASS	Information that MUST be specified	
Crown Lifting	Maximum clearance to be achieved	
Remedial Pruning	The extent of present damage	
	Identify the hazard (attach a hazard assessment work sheet)	
Line Clearance	Nominate the minimum statutory clearance(s) required	mm
	What is the future pruning cycle required to maintain safety	yrs

### SUMMARY OF WORK FOR EACH TREE

Type – Crown Maintenance	Tree No	Tree No	Tree No	Tree No	Tree No	Tree No	Tree No	Tree No
General Pruning								
Crown Thinning								
Deadwood Removal								
Selective Pruning								
Formative Pruning								
Type – Crown Modification								
Crown Lifting								
Remedial Pruning								
Line Clearance								

***Please submit photographs depicting branches to be removed/pruned.***



# TREE WORK SPECIFICATION

## SITE DIAGRAM

Showing Trees To Be Pruned

**Notes:**

- a) Show the position of each tree/s specified by placing a circle on the diagram with the tree number shown.
- b) Show location of dwelling and any additional existing buildings and other structures where relevant.
- c) Show the location of any carport or garage.
- d) Show the approximate location of water and sewer lines where relevant.
- e) If the property is on a corner, write the street name on the appropriate part of the plan.
- f) Indicate the approximate north point on the four-pointed figure shown below.

**Street Name:**

**Front Property Boundary**



**Rear Property Boundary**

# GUIDELINES FOR PREPARING AN ARBORIST REPORT FOR TREE REMOVAL

## Introduction

An **Arborist** report prepared by an appropriately qualified and independent arborist assists in determining a development proposal that will have an impact on trees.

A person whose primary income is derived from reporting on urban trees, and who has no commercial affiliation with the business of pruning or removing trees may be referred to as an *independent arboricultural consultant* or an *independent consulting arborist* or more simply, a **consulting arborist**.

A person whose primary income is derived from pruning and/or removal of trees is called a **tree worker** (previously also referred to as a *tree surgeon*, *'lopper'*, *arborist*, *tree doctor*, *tree feller* and the like).

Training for **tree workers** does not include specialized training in tree diagnostics or the preparation of written technical reports on trees. In NSW **arborists** and **tree workers** are not regulated, licensed or certified by any authority.

Before commissioning a person to prepare an arborist report Council recommends you consider the arborist's qualifications and experience. It is also very important to confirm the adequacy of the prospective arborists **professional indemnity insurance** when seeking a written statement on your trees.

Council recommends choosing an appropriately insured, qualified, experienced and independent arborist to prepare an arborist report to accompany a development application or tree application.

## Definition of Arborist

- a. A person who holds the Australian Qualifications Framework Diploma in Horticulture (Arboriculture) or other qualification to the satisfaction of Council, and
- b. who has been registered with the Council as a qualified person for the purposes of the preparation of an arborist report, or
- c. the Council.

## Definition of Tree Worker

A tradesperson who holds the Australian Qualifications Framework Certificate III Horticulture (Arboriculture), or acceptable international equivalent.

Note: The term **tree surgeon** is not formally recognised; the correct title is **tree worker**.

## Contents of an Arborist Report

The following matters **should** be addressed in an arborist report submitted to Council. Council may reject a report that does not adequately address these matters:-

- 1 The full name, business address, telephone number(s), evidence of technical qualification(s) and the experience of the arborist carrying out the tree inspection, diagnosis and reporting.
- 2 The full address of the site containing the trees.



- 3 The full name of the person or company for whom the report is prepared.
- 4 The methods and techniques used in the site and tree inspection.
- 5 A suitably scaled plan of the site showing:-
  - a) the location of all trees on the site and any trees on adjoining land which overhang or under grow
  - b) the subject land
  - c) the lot boundaries
  - d) the location of above and below ground services/utilities in proximity to the trees shown.
- 6 A table showing for each tree surveyed:-
  - a) the common and full scientific name
  - b) the age class
  - c) the estimated height
  - d) the trunk diameter at 1.4 metres
  - e) the canopy spread to the four cardinal points
  - f) a summary of the trees' health and structural condition
  - g) an estimation of the trees useful life expectancy (refer to literature on SULE assessments).
- 7 A summary and/or discussion of other relevant tree and site information such as soil and drainage characteristics, wildlife habitation, root structure and distribution, pests and diseases, and tree hazard assessment details.
- 8 Tree hazard assessments should be conducted and recorded in accordance with industry best practice.
- 9 Supporting evidence such as annotated photographs and laboratory results if relevant to the proposed works or to assist in describing tree or site conditions.
- 10 A discussion of ALL options available, including why they are recommended or not recommended, eg, can a built structure be relocated, repaired and tree(s) retained?
- 11 A review of the implications of the proposed development on the health and structural condition of trees to be retained.
- 12 A description of the recommended protection measures to be put in place to ensure the protection of trees to be retained, and a description of any proposed method of tree removal.
- 13 A list of recommendations and the reasons for their adoption.
- 14 The sources of technical information referred to in the report. References not used in the report should not be included.
- 15 Present information as objectively as possible without attempting to support a specific development outcome.
- 16 Provide the scientific and common names of all tree species proposed for planting, including recommendations on the size and quality characteristics of trees to be planted.
- 17 Any other relevant matters.

## HIRE A TREE WORKER

Appropriately qualified and ethical **tree workers** make a career of maintaining amenity trees. The NSW amenity tree sector is not regulated or licensed and so it may be confusing to select an experienced and safe operating tree contractor. As in many commercial situations, cheap is not necessarily better - tree work is inherently dangerous and serious accidents, including deaths, occur. Household insurance policies rarely provide cover for tree work on the insured property. Here are several tips for selecting the right tree worker to advise or work on your trees:-

- **Avoid employing tree workers who top trees.** Topping means cutting the crown off a tree - it is usually done by inexperienced or unethical tree workers to reduce tree height, often to alleviate a fear of a tree falling over. Topping is a very dangerous practice. It causes many health and structural problems for the tree as well as a potentially long-term legal liability for the tree owner and the contractor. A topped tree that falls and causes serious injury or death may lead to a charge of criminal negligence.
- **Avoid companies or individuals who advertise 'lopping'** or who use the term 'lopper' in describing themselves. Tree lopping and topping are internationally discredited practices. Untrained and unethical tree workers still market lopping as a legitimate, even essential response to perceived tree risks. Such businesses commonly offer land clearing and other general non-tree related services as well. Businesses that advertise only a mobile phone number may also prove unsatisfactory.
- **Have more than one tree worker price your job, and ask for a written specification** from each arborist for the work they propose. Never accept a word of mouth quote or verbal assurance of outcomes. If you are not confident in writing down exactly what you want, then as the contractor to provide a basic written specification as to what he will do and what standards of safety he will abide by. Ask him to write the specification to comply with **Australian Standard AS 4373-2007 Pruning Amenity Trees**. Other contractors could also quote on the same work specification, or you might request a written specification with each quote you receive. A professional tree worker will always present a specification and price in writing on company letterhead paper with the company ABN, along with the tree worker's full name, not just a first name.
- **Some tree workers will offer a pruning or removal specification at no cost** as long as you accept their quote. Be aware that few such businesses can afford to provide free services, especially the small operators typical of the amenity tree sector – the cost of the specification will most likely be included in the total quoted price for the job. Remember that your personal and property safety is the critical factor as is the health and safety of the tree workers you employ.
- **Insist on seeing and do check your tree workers local references by phoning or visiting.** This is very worthwhile as some contractors leave a trail of minor damage behind them. Issues to ask about include safe work practices, non-use of leg spikes to climb trees (spikes should NEVER BE USED ON LIVE TREES unless being felled) quality of clean-up, general attitude to the work at hand and to employees, and if the work was done as specified in writing or based on a verbal statement.
- **Beware of a contracting tree worker who wants to remove a living tree.** Removal of live trees is sometimes needed, but should always be a last resort. Always seek a second opinion if an arborist wants to condemn your tree without providing a detailed written assessment of the tree's problems. Always seek Council advice regarding tree preservation orders before removing or pruning any tree that is more than three metres in height. Some contractors, especially the untrained and unqualified operators would rather condemn a tree and get the contract to remove it, than retain it and perhaps get no work. Such contractors will usually regard a tree as a dangerous object to be immediately removed or lopped.

- **Ask if the contractor is a member** of the *International Society of Arboriculture* or the *National Arborist Association of Australia*, the *NSW Tree Contractors Association* or other industry association. Membership does not guarantee quality or training, but lack of membership casts doubt on a person's professionalism.
- **Ask to see personal and property liability insurance and worker's compensation insurance.** Take details and phone the insurers to make certain the policy is current. A contractor's policy may have lapsed or they may be under-insured for the work they attempt. This is an area that is routinely misunderstood and sometimes exploited, so insurance should always be crosschecked before accepting an offer. Note as well that your **general household insurance policy will not cover tree work executed under contract**. Your contractor's insurance cover and operating skill is your only protection.
- **Lowest price is a particularly poor gauge of a quality tree worker.** Often the better tree worker is more expensive because of better-specialised safety equipment, more trained help, safer operational procedures, and adequate insurance costs.
- **Ask the prospective contractor** if he works in strict compliance with the **NSW WorkCover Code of Practice for the Amenity Tree Industry** – please note the very sad fact that a number of commercial tree contractors are seriously injured or die every year, prompting WorkCover to classify the commercial tree sector as amongst the most hazardous industries in NSW.
- **If a tree worker** gives you **verbal** advice such as 'the tree is okay' or similar, then he is giving you professional advice that you have a right to take into consideration in determining your safety and that of your tree. Just because a tree worker does not write his diagnosis or prognosis down, he is still liable for the advice he offers.