

# Tree Works Permit Application

A Permit is required to prune, remove or carry out works within the Tree Protection Zone (TPZ) of any 'Canopy Tree' within the City of Glen Eira

A 'Canopy Tree' is:

- a) a palm tree taller than 8 metres measured from ground level; or
- b) a tree with a stump circumference of 140 cm or more measured at ground level; or
- c) a tree taller than 5 metres measured from ground level; and
  - i. a trunk circumference of 140cm or more measured at a point 140cm along the trunk's length from ground level; or
  - ii. a combined trunk circumference of 140 cm or more measured at a point 140cm along the trunks' lengths from ground level.

A 'Canopy Tree' does not include a Classified Tree meaning any tree that has been included on the Glen Eira City Council's Classified Tree Register.

If you are the tree owner, an Owners Corporation Manager or a company director you can apply to prune or remove a Canopy Tree located on a property you own or manage. If the Canopy Tree is located on a neighbouring property and overhanging into your property, you can only apply for a permit to prune the tree.

No permit is required if any pruning work is limited to the removal of less than 10 percent of the trees canopy volume and branches less than 100 millimetres in circumference at the point of attachment.

No Permit is required for any emergency tree work where the work is carried out to control immediate danger to life or property. Council must be notified within five working days of the commencement of such works and will inspect the tree and issue a relevant permit.

**Please complete this form and submit it along with any supporting documentation to:**

Mail:

Glen Eira City Council  
Parks Services  
P.O. Box 42  
Caulfield South  
Vic 3162

Email:

[tree-canopy-local-law@gleneira.vic.gov.au](mailto:tree-canopy-local-law@gleneira.vic.gov.au)

**Address where the canopy tree is located :**

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**Applicant name :** \_\_\_\_\_

**Are you the tree owner? :**  Yes  No

**Applicant address (if different):** \_\_\_\_\_

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**Contact number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Company undertaking the works:** \_\_\_\_\_

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**Type of works:**

- Tree removal       Deadwood removal       Weight reduction pruning
- Overhanging branches       General canopy pruning       Root pruning
- Other: \_\_\_\_\_

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**Please provide a basic drawing indicating the location of the tree (and the proposed works if within the TPZ):**

**Please provide any further information that may be relevant to your permit application:**

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Please note Council arborists may request additional information or reports prepared by suitably qualified person as required before issuing a Permit.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (Block Letters):** \_\_\_\_\_

Any information you include in your permit application may be provided to other relevant landholders for the purpose of assessing the application or be obtained by the public. The information will only be used or disclosed for the purpose of processing your application, unless otherwise required by law. Council will be unable to process your application if the requested information is not provided.

If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to any information collected as part of your application, please see Council's privacy policy at:

<https://www.gleneira.vic.gov.au/privacy>

or contact Council's privacy officer on 9524 3333.