



REMOVE, DESTROY OR LOP A TREE

VicSmart is a simple and fast assessment process for straightforward planning permit applications designed to deliver planning outcomes in 10 business days. There are certain categories of application that form part of the VicSmart process with details available on the Council website.

This checklist relates to an application remove, destroy or lop one tree on land affected by the **Environmental Significance Overlay, Vegetation Protection Overlay or Significant Landscape Overlay**. It sets out all of the information that is required to be submitted with an application. If the tree is in the Heritage Overlay you may also need to complete **Checklist 7 – Heritage Overlay**.

If your land is affected by the Salinity Management Overlay, Erosion Management Overlay, or if the land is greater in area than 0.4ha, or if the tree is protected under a restriction on the title then you will need to follow a different process. Please have a chat to a planner to discuss your options.

All of the information in the checklist needs to be provided to ensure that your application can be assessed as quickly as possible. Please use the tick box and sign the declaration at the bottom to confirm you have provided all of the information.

APPLICATION REQUIREMENTS		Applicant use	Council use
1	A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
2	Signed declaration on the application form	<input type="checkbox"/>	<input type="checkbox"/>
3	The application fee	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of title and any registered restrictive covenant <i>Provide a full, current copy of the title (no more than three months old) for each individual parcel of land forming the subject site. (The title includes the covering registered search statement, the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5	If the tree to be removed, destroyed or lopped is identified as a significant tree in a schedule to the overlay, a report prepared by an arborist	<input type="checkbox"/>	<input type="checkbox"/>
6	Three (3) copies of a layout plan drawn to scale and fully dimensioned showing: <ul style="list-style-type: none"> ▪ 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 on the site that have been removed or approved to be removed in the past 3 years 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	A written statement that describes: <ul style="list-style-type: none"> ▪ 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 	<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"/> <input type="checkbox"/>
8	A photograph of the tree to be removed, destroyed or lopped	<input type="checkbox"/>	<input type="checkbox"/>

I acknowledge that if I have not provided all of the information set out in the checklist or if there are any errors in the documentation then Council will request further information in order to properly assess the application. This will result in longer processing times.

Sign / Date