



# Tree Removal Self Certification Form

116 Adelaide Street  
Raymond Terrace NSW 2324  
PO 42  
Raymond Terrace NSW 2324  
p | 02 4988 0255  
e | [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)  
DX 21406 | ABN 16 744 377 876

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## About This Form

Please complete this form to determine if removal of a tree is applicable without the requirement of a Council-issued permit.

This is an interactive form which will explain the provisions required before any tree removal.

For further information please follow any relevant links which will direct you to the required third party website.

Throughout this form, the term 'tree' is used to refer to trees and shrubs.

## Part A

### Is the tree located on your private property?

#### Neighbouring trees

If it is a neighbour's tree, contact your neighbour. Disputes about neighbouring trees can only be dealt with by the NSW Land and Environment Court. More information is available in Council's Fact Sheet on Dealing with Trees on a Neighbour's Property.

If the tree is on Council land, contact Council by emailing [council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au) or by calling 02 4988 0255.



Part B

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# Pruning

Part C

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# Tree Removal

## Part D

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## Part E

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## Part F

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## Part G

**Do any of the following exemptions apply to your situation?****Exemption A - Other (for trees less than 3m high/300mm diameter)**

The tree is less than 3m and the trunk is less than 300mm in diameter measured at breast height and the tree or vegetation is:

- not a species listed as requiring Council approval in the [DCP](#) (e.g. a NSW Christmas Bush or a Cabbage Tree Palm, or a species listed under the Biodiversity Conservation Act 2016); or
- not a heritage item, significant tree, Aboriginal object or in an Aboriginal place or heritage conservation area; or
- not otherwise identified as requiring authorisation to remove in the Port Stephens Development Control Plan or under other legislation.

**Exemption B - Other (for trees more than 3m high/300mm diameter)**

The tree is over 3m or the trunk is more than 300mm in diameter measured at breast height, and the tree or vegetation is:

- not a species listed as requiring Council approval in the [DCP](#) (e.g. a NSW Christmas Bush or a Cabbage Tree Palm); or
- not a [heritage item](#), significant tree, [Aboriginal object or in an Aboriginal place or heritage conservation area](#); or
- within 5m of the wall of an approved structure measured from the wall to the trunk of the tree; or
- a tree grown for fruit or nut production; or
- an [undesirable species](#) listed in Section E of the DCP.
- not otherwise identified as requiring authorisation to remove in the Port Stephens [DCP](#) or under other legislation.

**Exempt tree and vegetation removal**

Chapter B1 of the Port Stephens DCP contains detail about the types of vegetation clearing that is exempt from approval and is available on Council's website: <https://www.portstephens.nsw.gov.au/grow/development-controls-plans-and-strategies/dcp>

Contact Council to find out more information on 02 4988 0326.



Part H

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# Details Form

## Part I

### Applicant Details

Name

Address

Email

Phone

Mobile

I/We the undersigned, notify Council of the removal and/or pruning of trees and vegetation as described in this notification, and as per accompanying plans and specifications, in accordance with the provisions of the relevant Acts, Regulations and Port Stephens Development Control Plan, and I/we undertake to remove/prune trees in conformity with such approval and Acts and Codes. I/we indemnify Port Stephens Council against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out the above work or any other work within the road reservation at the property address.

I/we confirm that I/we have read and understood the explanatory material provided in Council's Fact Sheet on Removing Trees Without Council Permission and that the relevant requirements for applying an available exemption have been satisfied.

### Applicant Signature

Print Name

Land Owner  
Signatures

Print Name

Date

**All parties involved must sign consent including the applicant and all landowners.**



## **Other Landowner Consent**

All owners of the property, where the tree(s) are to be removed, must sign consent.

If the application is made on behalf of a company, it needs to be signed by two (2) authorised persons and signatures must be followed by the person's title eg. Director, Secretary.

If your property is part of a strata title, Council requires the signature(s) of the body corporate and the seal (stamp) of the body corporate.

Name

Address

Email

Phone

Mobile

I/We the undersigned, consent to the removal and/or pruning of trees and vegetation as described in this notification, and as per accompanying plans and specifications.

**Land Owner  
Signatures**

**Print Name**

**Date**





## Property Description

Lot No. DS/SP

Section Portion

House No. Street Name

Town

## Tree Description

Tree species

Estimated  
tree height

Estimated tree  
trunk diameter  
measured at  
breast height

## Accompanying information

### Please attach:

- Site plan, map or sketch identifying the location of the trees on the property, key infrastructure and property boundary
- Description of tree or vegetation removal
- Photographs - Photos should be taken before and after removal. Please consult Council's Fact Sheet on Removing Trees Without Council Permission for additional guidance on acceptable photographs.
- AQF 3 qualified arborist report if seeking exemption for dead or dying trees

### Your Privacy

Port Stephens Council is committed to protecting your privacy. We take responsible steps to comply with relevant legislation and Council policy

**Purpose-** Council collects this information to review and confirm eligibility to apply a valid exemption to the tree permit process

**Intended recipients-** Council assessing Officers will use the provided information to review whether it is satisfied that an exemption can be justifiably applied

**Supply-** Submission of this form is required to satisfy chapter B1 of the Port Stephens Development Control Plan

**Consequence of Non Provision-** Failure to provide this form within the stipulated timeframes may result in compliance and enforcement action in instances where trees have been removed without satisfying Council that a valid exemption applies

**Storage and security-** this document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council Policy and relevant legislation.

**Access-** Please contact Council on 02 4988 0255 to enquire how you can access information