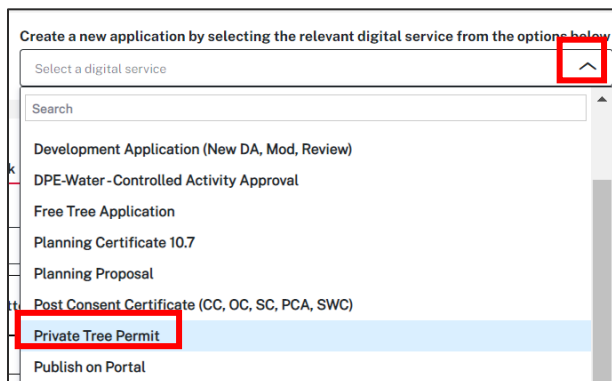# Submit an application for a Private Tree Permit

You can request to have a tree pruned, replaced, or removed on a private property by submitting a Private Tree Permit application via the NSW Planning Portal (the Portal).

To apply for a Private Tree Permit application, you will need a NSW Planning Portal account. To register a new account, refer to our *Register for the NSW Planning Portal* quick reference guide or video.

Initiate application

1. Log in to the NSW Planning Portal. **Select** Private Tree Permit from the list of options within the create a new application drop-down arrow.	
2. **Click** Create new.	

Note: A new application will be created with a status of 'In progress'. The status will remain as 'In progress' until the application is submitted.

Applicant details

3. **Indicate** if the applicant is a business or company. If you answer yes, 22. Search for the company by choosing an operator, ACN, ABN, or Name. 23. Enter the search term in the search field. 24. Click the search button. 25. Select a result from the list.	

Some applicant details are pre-populated based on your registration profile. You can edit these details as needed.

4.	**Verify** (and adjust if needed) the application contact details including first and family name, contact number and a valid email address. **Enter** your postal address. The system will provide suggestions based on the information entered. **Select** an option from the list to proceed.	
5.	**Select** Add applicant to enter further applicant details.	
6.	**Indicate** if any of the applicants are the landowner.	
7.	**Click** Save and continue to progress to the next step.	
Note: You can also **click** Cancel to exit, or Save and exit to save all the information entered, and return to your dashboard. Save and exit will work only if all mandatory fields have been completed.		

Site details

8.	**Indicate** whether the Private Tree Permit application relates to an existing Complying Development Certificate (CDC), Development Application (DA), or No related application.	
Note: In the case of an existing CDC or DA, you will be prompted to **enter** the reference number. If the CDC or DA was submitted via the Portal, the reference number will link this application to the CDC or DA.		

9. **Enter** the property details using the Address or Lot /Section number/Plan search functionality.

Select the site of the development *

Enter address

e.g. 66 Harrington Street, Sydney NSW 2000

OR

Enter the Lot number / Section number / Plan number e.g. 4/5/DP1044304
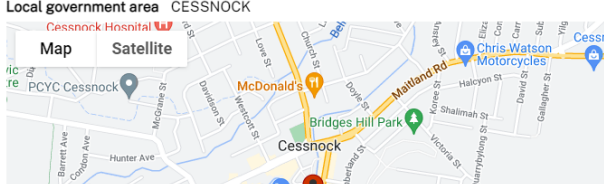
e.g. 4/5/DP1044304

Address did not display ?

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Local government area   CESSNOCK

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
85 VINCENT STREET CESSNOCK 2325	☐	7 / — — / DP214069	☐

Note: If the site address is registered, a map will display on the right-hand side of the screen with site information including the relevant local government area (LGA) on the left.

10. **Click** the tick-boxes to indicate the primary address for this application, the lot/section/plan number, and if there is proposed work to be carried out on the land adjacent to the selected lot(s).

    Note: You can delete the address by clicking on the bin icon.

Please select "Land adjacent to selected lot?" checkbox if there is proposed work to be located on land adjacent to the selected lot(s) eg a driveway crossing of the footpath?

Street address	Land adjacent to selected lot?	Lot/Section/Plan	Primary address *
85 VINCENT STREET CESSNOCK 2325	☐	7 / — — / DP214069	☐

Note: For unregistered addresses, there is no auto-populate feature. You need to **tick** the Address did not display box and enter the address manually.

This will disable the predictive text feature and map functionality. You will also need to enter the Lot/Section/Plan number and select the relevant local government area name.

Address did not display ? ☑

Enter address *

e.g. 66 Harrington Street, Sydney NSW 2000

Primary address? *

☐

The Planning controls affecting the property can be viewed by **clicking** on the arrow next to the property address.

Planning controls affecting property

⌄ 85 VINCENT STREET CESSNOCK 2325

Summary of planning controls

Land Application LEP	Cessnock Local Environmental Plan 2011
Land Zoning	B3: Commercial Core
Height of Building	12 m
Floor Space Ratio (n:1)	1.5:1
Minimum Lot Size	NA
Heritage	NA
Land Reservation Acquisition	NA
Foreshore Building Line	NA
Obstacle Limitation Surface	150-160

11. **Indicate** whether there are any conditions applicable to the site's existing development consent that prohibit the pruning or removal of vegetation. If Yes, provide details of the subject consent.	If there is an existing development consent for the site, are there any conditions ◯ Yes ◯ No
12. **Click** Save and continue to progress to the next step.	Save and continue
Note: In cases where the appropriate Local Government Area (Council) is not currently receiving Private Tree Permit applications via the Portal, an error message will display after you click Save and continue instructing you to contact the council to apply for a Private Tree Permit.	**Select the site of the development** * **Enter address** ⓘ e.g. 66 Harrington Street, Sydney NSW 2000 The address you have entered is within a Local Government Area that is not currently receiving Private Tree Permit applications via the NSW Planning Portal. Contact the council to apply for a Private Tree Permit.

Application details

13. **Enter** a description of the proposed tree removal and/or pruning work.	Please provide a description of the proposed tree removal and/or pruning work * e.g. Prune 2 trees, remove 5 trees
14. **Enter** the number of trees or the land area impacted by the proposed work. **Note:** If the land area is entered, **select** either Square metres or Hectares.	Number of trees to be impacted by the proposed work * Land area to be impacted by the proposed work **Units** ◯ Square metres ◯ Hectares
15. **Click** Add Tree to enter the details of the impacted tree. You will need to complete this step for each impacted tree. **Note:** The tree numbering should match the 'Tree plan' to be uploaded to this application.	Add Tree
Note: You can remove tree details by **clicking** Delete.	Delete

16. **Indicate** whether there are any security or site conditions which may impact on the person undertaking the inspection (e.g., locked gates or animals). If Yes, provide details in the added text field.	**Site access** Are there any security or site conditions which may impact on the person undertaking ● Yes ○ No Please provide details *
17. **Indicate** whether the applicant or owner is a staff member or councillor of the council assessing the application. If Yes, provide a description in the added text field.	Is the applicant or owner a staff member or councillor of the council ● Yes ○ No Please provide a description (name of person, role in council) *
18. **Indicate** whether the applicant or owner has a relationship with any staff or councillor of the council assessing the application. If Yes, provide a description in the added text field.	Does the applicant or owner have a relationship with any staff or councillor of the council ● Yes ○ No Please provide a description (name of person, role in council, relationship to the person) *
19. **Indicate** if you are aware of any person who has financial interest in the application who has made a political donation or gift in the last two years. If Yes, complete the political donations or gifts declaration form (newly displayed) relating to the donation or gift.	Are you aware of any person who has financial interest in the application who has made a political donation or gift in the last two years? * ○ Yes ○ No
20. **Click** Save and continue to progress to the next step.	Save and continue

Payer details

Schedule 4 of the *Environmental Planning and Assessment Regulation 2021* and council's adopted fees and charges documents, establish how fees are calculated for this application.

Once the application is submitted to the relevant council, they will calculate the fees and will contact the nominated payer to obtain payment. **Note**: The application may be rejected if the fees are not paid.

21. **Indicate** if the payer is a Company, Business, Government entity or other similar body. If you answer Yes; • **Search** for the company by choosing an operator, ACN, ABN, or Name.	Is payer a Company, Business, Government entity or other similar body ? * ○ Yes ○ No

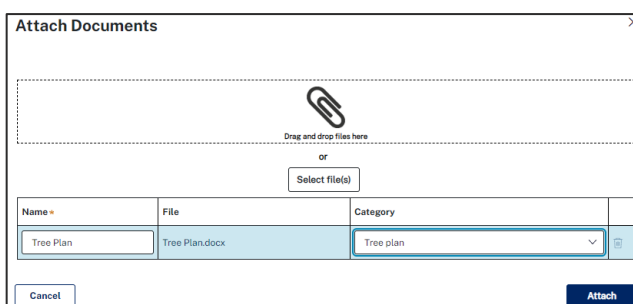|	
• **Enter** the search term in the search field. • **Click** the search button. • **Select** a result from the list. • **Enter** the Company email and billing address.	ABN [Enter here and search] [Search] Name – – ABN ACN – – – – Trading name [ ] Company email * [ ] Billing address * [e.g. 66 Harrington Street, Sydney NSW 2000]
If you answer No, **enter** the following details of the person making the payment unless already completed correctly: • First name • Other given name(s) • Family name • Contact number • Email address • Billing address **Note:** Your details will pre-populate based on your account set-up.	Title [Please Select... ▾] First given name * [Walter] Other given name/s [ ] Family name * [White] Contact number * [0112345675] Email * [svpaapplicant1@yopmail.com] Billing address * [18 HARRY AVENUE LIDCOMBE 2141]
22. Click Save and continue to progress to the next step.	[Save and continue]

Requirements and uploads

There are certain required documents that must be uploaded to your application. However, there are also additional documents you may need to upload to complete your application. Ensure you satisfy the application requirements of the relevant council.	
23. **Click** Upload.	[Upload]

a. **Click** Select files (s) or drag and drop your file(s) in the space provided. b. **Categorise** the file type(s) c. **Click** Attach.	**Attach Documents** ✕ Drag and drop files here or [Select file(s)] Name＊ | File | Category Tree Plan | Tree Plan.docx | Tree plan ⌄ 🗑 [Cancel] [Attach]
24. Click Save and continue to progress to the next step.	[Save and continue]
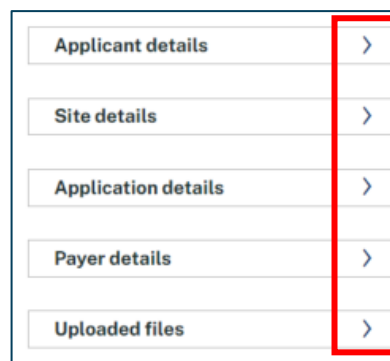
Review and submit

25. Review the application details entered by **clicking** the [›] to expand each of the sections.	Applicant details › Site details › Application details › Payer details › Uploaded files ›

26. Once you have reviewed the information entered, complete the Declarations at the bottom of the page by selecting each tick-box or clicking Select all.

Declarations ＊

☐ Select all

☐ I declare that all the information in the application and accompanying documents is true and correct to the best of my knowledge.

☐ I understand that the application and the accompanying information will be provided to the appropriate consent authority and relevant agency(ies) for the purposes of the assessment and determination of this application. I acknowledge that the information may be used for other Government purposes.

☐ I understand that if incomplete, the consent authority may request more information, which will result in delays to the application.

☐ I agree to the appropriately delegated assessment officers attending the site for the purpose of inspection.

☐ The consent authority may use the information and materials provided for notification, advertising purposes, and materials provided may be made available to the public for inspection. Information related to the application may also become available via NSW Planning Portal.

☐ I acknowledge that copies of this application and supporting documentation may be provided to interested persons in accordance with the Government Information (Public Access) 2009 (NSW) (GIPA Act) under which it may be required to release information.

☐ I have read and agree to the collection and use of my personal information as outlined in the **Privacy Notice**

27. **Click** Submit.	[Submit]

End of steps

What happens next?

- Your application will be sent to the relevant council for their review.

- You will receive email notifications advising you of the progress of the application and if further action is required.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.

- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.