



# Significant tree pruning or removal

## What you need to do

### Before you start!

The fast and easy way to apply is online via [portphillip.vic.gov.au/pay-apply-report](https://portphillip.vic.gov.au/pay-apply-report). Otherwise complete this form and submit via email.



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

Submit your application via email, post or in person at any Town Hall.



### Receive your invoice

Allow a minimum of 10 business days for assessment of your application.

## Read before starting

A permit must be obtained **before** the pruning or removal.

### Insurance

The Permit holder must maintain a comprehensive public liability insurance policy for a minimum of \$20,000,000, with an insurer approved by the Australian Prudential Regulation Authority which shall remain current for the term of the Permit. The permit holder must also provide a certificate of currency noting Council as an interested party.

### Indemnity

The Permit holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder.

The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

### How to apply

Submit this form and required supporting documentation:

- ✉ [devpermits@portphillip.vic.gov.au](mailto:devpermits@portphillip.vic.gov.au)
- ✉ City Permits  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6216
- 🌐 [portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/significant-tree-permit](https://portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/significant-tree-permit)

## 1 Declaration

I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

I am an authorised person to apply for the significant tree permit and that all information in this application is true and correct. I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

## Privacy policy

The personal information requested on this form is being collected by the Council for purposes of assessment in accordance with Community Amenity Local Law No. 1, Clause 44. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for a significant tree permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer, Governance & Engagement Department, City of Port Phillip.

## 2 Supporting documentation checklist

The following information must be provided and will be used to assess your application.

Site plan/drawing clearly identifying tree location

Consent from manager or committee or management (if applicable)

### Pruning requests

A photograph or diagram delineating with red lines where pruning of branches is proposed

Copy of current Public Liability Insurance (minimum of \$20m)

### Removal requests

For example: photographs of existing health/damage, arborist report, existing development permits

## 3 Applicant's details

### Site address

Unit number      Number      Street name

Suburb / locality

State

Postcode

### Applicant's details

First name

Last name

Best phone number to contact you on      Email

Same as site address

Unit number      Number      Street name

Suburb / locality

State

Postcode

**4 Tree request details (describe the reason for your request)**

**Tree 1**

Species of tree

**Tree 2**

Species of tree

**Tree 3**

Species of tree

**What does your request involve?**

Removal

Prune

Palm tree – dead frond  
removal only

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Removal

Prune

Palm tree – dead frond  
removal only

Reason for request

Reason for request

Reason for request

**Is replacement planting proposed?**

Yes      No

**Is replacement planting proposed?**

Yes      No

**Is replacement planting proposed?**

Yes      No

If yes, please detail below:

If yes, please detail below:

If yes, please detail below: