



# Planning Application for Tree/Branch Removal within the Vegetation Protection Overlay

Tree Removal/Branch Lopping in the Vegetation Protection Overlay (VPO) areas in the City of Whitehorse must comply with Clause 42.02 – Vegetation Protection Overlay of the Whitehorse Planning Scheme.

This advice note has been prepared to give guidance to applicants so that the required information is lodged with the application and requests for additional information are minimised.

**Address:** \_\_\_\_\_

	Applicant's Use	Council's Use
1. "Application for Planning Permit" form completed & signed.	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2. A current and full copy of title (including title plan) and details of any Restrictive Covenants or other restrictions on the title. This title must have been searched within the last three months. (Note: You can obtain a copy of title by searching on-line at <a href="http://www.land.vic.gov.au">www.land.vic.gov.au</a> or by visiting the Land Information Centre at 570 Bourke Street, Melbourne between 8.30am and 4.00pm Monday to Friday.)	<input type="checkbox"/>	<input type="checkbox"/>
3. "Declaration for Restrictive Covenants" form completed & signed. (note: only if using a non-State Government or City of Whitehorse form.)	<input type="checkbox"/>	<input type="checkbox"/>
4. Three (3) copies of a written assessment by a qualified Arborist assessing the species, health, structure and useful life expectancy of the tree(s) to be removed and adequate explanation for their removal (preferably with a plan showing location of trees).	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Use

Council's Use

5. Three (3) copies of a written submission addressing the provisions of Clause 22.04 - Tree Conservation Policy, Clause 42.02 – Vegetation Protection Overlay and the relevant Vegetation Protection Overlay Schedule, including:
- clear indication of why a planning permit is sought,
  - justification for the tree removal and/or extent of branch lopping of trees (Note, the inclusion of photographs can be useful in highlighting the subject trees and/or extent of branch lopping),
  - how the proposal meets the Objectives and Decision Guidelines of the relevant Schedule.
6. Three (3) copies of a site plan, preferably at a scale of 1:100, clearly dimensioned and indicating:
- the location and species (including height and canopy spread) of protected trees on the site, clearly identifying the tree(s) to be removed/lopped,
  - trees numbered as per arborist report,
  - additional tree planting (preferably indigenous species) to supplement the loss of any tree removal,
  - the location of any buildings and distances of trees from buildings and site boundaries,
  - loss of any trees.

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### Notes

- **There are no fees currently associated with an application for just tree/branch removal/pruning on land affected by the Vegetation Protection Overlay.**
- A copy of the "Application for Planning Permit" form, and Clause 42.02 – Vegetation Protection Overlay and relevant Schedule from the Whitehorse Planning Scheme Schedule may be obtained from the Whitehorse Planning Department or from Council's website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)
- Other provisions of the Whitehorse Planning Scheme may also apply to your proposal, and if so, will need to be addressed in your application.
- Plans can be submitted for a pre-application discussion, please call 9262 6303 for further details.
- Once a planning application is made and has been allocated to a Council Planner, all discussions must be through the applicant only, as planners are available by appointment only. It is the applicant's responsibility to advise all other parties involved in this permit application of this practice.
- Should your planning application require public notification, you will be advised of this and the associated advertising fee, during the processing of the application.
- Please note, Council encourages the submission of all planning information and plans on CD in PDF format, with 3 hard copy sets of accompanying plans and information.