



TREE REPORT REQUIREMENTS

A Tree Report submitted in support of an application for tree pruning or removal under Council's Tree & Bushland Preservation Order, or as supporting documentation for a Development Application involving tree removal or protection, must include the following information:

- ❑ The name, address and phone number of the person or company preparing the report;
- ❑ The purpose of the report (the Brief) and who commissioned the report;
- ❑ The address of the property where the trees are located;
- ❑ The owner of the property where the trees are located;
- ❑ Applicant's name and address, if different from the owner of the property;
- ❑ Consideration of all relevant planning laws, regulations and planning instruments pertaining to the site.
- ❑ The date site inspection/s were undertaken;
- ❑ The assessment methodology and techniques used during site inspections;
- ❑ Diagram or surveyed site plan showing all tree/s on the subject property, together with all trees within 10 metres of the subject property boundaries;
- ❑ Numbering of the trees for identification;
- ❑ Tree species (scientific and common names);
- ❑ Tree height, trunk diameter measured at 1.2m above ground level, age, and crown spread;
- ❑ A detailed description of the health and condition of each tree – addressing the condition of the root system, trunk, branches, and foliage;
- ❑ Photographs of the tree/s for identification purposes and to illustrate issues discussed in the report;
- ❑ Details of previous work activities that may have impacted on the tree - including previous pruning work, soil level changes, construction activity, etc;
- ❑ Pests and diseases present;
- ❑ Site changes and surrounding structures impacting on the trees;
- ❑ Wildlife habitats, nesting hollows, shelter sites, etc;
- ❑ Relevant supporting documentation - such as photographs, engineers reports, etc;
- ❑ A detailed consideration of the management options available to the applicant; i.e. building repairs, development redesign, root barriers, pruning, tree removal, etc;
- ❑ A recommendation for the preferred management option/s, together with supporting rationale;
- ❑ Details of any replacement tree planting on site, including a site plan showing planting locations.

This list of information is not exhaustive and other site specific details may need to be addressed to provide adequate information to Council to assist in the assessment process.

To ensure that the Tree Report is of a professional standard and suitable for the purpose, Council suggests that it is prepared by an arborist with:

- TAFE or higher qualifications in Arboriculture;
- A minimum five (5) years relevant experience, including report writing and tree hazard assessment;
- Membership of a relevant professional association.

For information please contact Council's Landscape Officers on 97771000. Further information can also be obtained from Council's web site at www.willoughby.nsw.gov.au