

# Request for approval to work within the root protection zone of or remove a Council tree

## APPLICANT CONTACT DETAILS

Applicant's Name	
Postal Address	
Email Address	
Contact Phone Number/s	

## PROPOSED WORK

Property Address where tree is located at or adjacent to. <i>Please complete with as much detail as you can, so the site for your proposal is clearly identifiable.</i>	
Are you requesting permission for total tree removal?	<p><b>Yes</b> – request is for approval for total tree removal</p> <p><b>No</b> – request is not for approval for total tree removal but work within the dripline</p>
<p><b>Outline of proposed work:</b></p> <p>Please provide a brief description of the proposal and the reasons why permission is sought to work within the dripline of or remove a council tree. Include the following details:</p> <ul style="list-style-type: none"> <li>What work is to be undertaken e.g. installation of vehicle crossing?</li> <li>Why is work within the root protection zone* or tree removal requested?</li> </ul> <p>*see last page for root protection zone definition</p> <p><i>If the space provided is insufficient, please attach additional pages.</i></p>	

## SUPPORTING INFORMATION

Is the application part of a Vehicle Crossing application, Building, Landuse or subdivision consent? <b>Yes/No</b> If yes, provide application number/s here:	
Have you had any conversations with any other Council staff about this proposal? <b>Yes/No</b> If so, please include names of council staff who you have spoken to about this here:	
What is the tree species?	
Please provide a photo/photos of the tree	<input type="checkbox"/> <b>Photo/s provided</b>
Please provide a location plan showing the tree in relation to relevant features and proposed work (e.g. proposed vehicle entrance)?	<input type="checkbox"/> <b>Plan provided</b>
Have all alternative options to avoid tree removal been considered?	<input type="checkbox"/> <b>Alternatives considered and outlined below</b>

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Please provide detail of the alternatives which have been considered (e.g. relocating a vehicle entrance away from the tree) and why they are not feasible: **If the space provided is insufficient, please attach additional pages.**

If work is occurring within the root protection zone of a tree, please outline what methodology will be used to mitigate damaged to the roots and canopy of the tree: **If the space provided is insufficient, please attach additional pages.**

## DECLARATION

I verify that the information provided is true and correct:

Name :

Signed:

Date:

## Final Checklist – Have you.....?

- Have you provided a photo/photos of the tree?
- Have you provided a location plan showing the tree in relation to relevant features (e.g. proposed vehicle entrance)?
- Considered alternative options to avoid removal of the tree/working within the dripline and outlined them and why they are not feasible.

## What happens next?

Once completed, please return this to Waipā District Council by one of the following options:

- Scan and email to [CommunityServicesAdministrator@waipadc.govt.nz](mailto:CommunityServicesAdministrator@waipadc.govt.nz)
- Deliver to a Waipā District Council office at 23 Wilson Street, Cambridge or 101 Bank Street, Te Awamutu
- Post to ATTN: Community Services Administrator, c/- Waipā District Council, Private Bag 2402, Te Awamutu, 3840

## Please note:

- If approval is given to remove or work within the dripline of a council tree it is subject to approval of all other council approvals required for the work outlined in the request (e.g. approval of a vehicle entrance being applied for in conjunction with this application).
- Unauthorised people are not permitted to prune or remove any street or park tree without Council's prior consent.
- Penalties may be imposed for pruning or removing a Council tree without permission.
- Requests for tree removal will be considered by the Community Services team and assessed against council's tree policy; it will need to meet one or more of the criteria for removal.
- If a tree removal is approved the cost of removal and all associated costs are to be paid by the applicant.
- All relevant legislation relating to the removal of the tree and any other requirements must be met by the applicant, including health and safety, traffic management, ecological

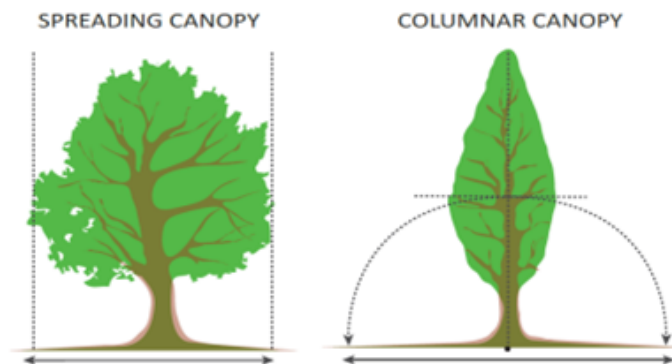
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requirements (e.g. monitoring for and protecting critically endangered long tailed bats if they could be present in the tree).

## Root protection zone definition

**'Root protection zone'**

means for a tree with a spreading canopy, the area beneath the canopy spread of a tree, measured at GROUND LEVEL from the surface of the trunk, with a radius to the outer most extent of the spread of the tree's branches, and for a columnar tree, means the area beneath the canopy extending to a radius half the height of the tree. As demonstrated by the diagrams below.



### OFFICE USE ONLY

Date application received:
<input type="checkbox"/> Has all information been received?
Approved: Yes/No
Date applicant notified:
Relevant council staff notified:
NOTES: