

# Tree Removal/Pruning Permit

## Local Law

Tree Controls under a Community Local Law exist within the City of Kingston that prohibit, regulate and controls activities, which may endanger Protected Trees and Vegetation, and to protect the existing tree canopies on private properties to ensure that the leafy character of the municipality and the amenity provided by trees is enhanced for the enjoyment of the present and future community.

### Community Local Law refers to the following:

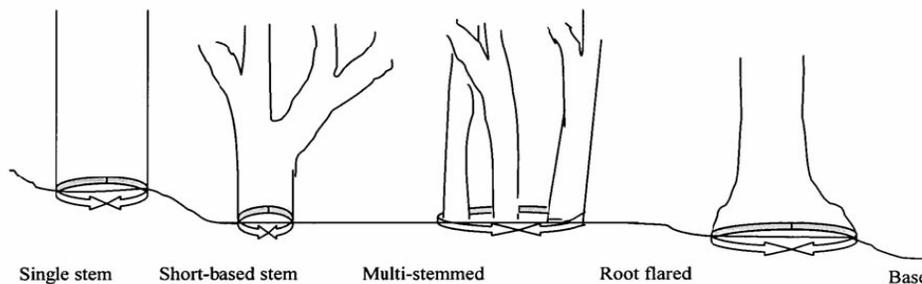
- tree with a trunk circumference greater than 110 centimetres measured at its base; or
- multi-stemmed tree where the circumference of its exterior stems measured at its base equals or is greater than 110 centimetres

### A Person Must Not Without A Permit

- A person must not without a permit: remove, damage, kill or destroy or direct, authorise or allow to be removed, damaged, killed or destroyed; or
- Cut, trim, lop or prune or allow to be cut, trimmed, lopped or pruned contrary to the guidelines recommended in the *Australian Standard AS4373-1996 Pruning of Amenity Trees*
- A person must not carry out, or direct, authorise or allow to be carried out, any works near a protected tree or vegetation contrary to the guidelines in the *Australian Standard AS4970-2009 Protection of Trees on Development Sites*.

This also applies to trees on adjoining properties where part or their entire canopy overhangs the property boundary or roots extend into adjoining properties.

Figure 1: Diagram illustrating how to measure a circumference of 110cm at the base of different shaped trees.



When is a permit not required?

You are not required to obtain a permit to remove or prune a tree if it -

- has a trunk circumference less than 110 cm measured at its base; or.
- is an environmental weed species listed in Schedule 6 of the Local Law

This includes but is not limited to: Hawthorn (*Crataegus monogyna*), Mirror Bush (*Coprosma repens*), Sweet Pittosporum (*Pittosporum undulatum*). Refer to schedule for complete list

### How do I apply for a permit?

Applications for a permit to remove/prune or undertake works near a tree can be obtained from any Kingston Customer Service or via council's website [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au)

- **A fee per tree** is levied for the administration of any application and must be accompanied by the completed Permit application. (This fee will be waived for pensioner concession cards or Veteran affairs gold card holders)
- Permit applications must also contain **written consent of the relevant land owner**.

Permit Application forms may be lodged at the City of Kingston, Planning Department Municipal Offices, Level 1, 1230 Nepean Highway Cheltenham or returned via mail to:

City of Kingston  
Vegetation Management Officer  
P.O Box 1000  
Mentone 3194

### What happens once an application has been submitted?

Upon receipt of the fee and permit application form, Council will inspect the tree(s) and issue an Approval/Refusal Notice. Council may in some circumstances request the applicant to provide an independent arboricultural report or provide further information before a decision is made.

tip

It is your responsibility to ensure the tree has been correctly identified and measured before it is removed. Serious penalties apply for breaches and non compliance of the Local Law. If you are unsure contact the Council Vegetation Officers

## Further Information

If you would like further information or assistance, please contact our Planning Team:

 **Online:** [kingston.vic.gov.au/planning](http://kingston.vic.gov.au/planning)

 **In person:** Planning Enquiry Counter  
Level 1, 1230 Nepean Hwy,  
Cheltenham  
Operating hours:  
8:30am–5pm (Mon–Fri)

 **Telephone:** (03) 9581 4131

 **Email:** [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)

 **Translation service:**  131 450