

Trees Act 1997

APPLICATION FOR PERMIT TO TAKE PROTECTED TREE(S)

About this form: You must use this form to apply to the 'Conservator of Public Reserves', c/- the Norfolk Island Regional Council for a permit to take protected tree(s)

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form
3. Once completed you can submit this form by mail, email or in person. Please see Lodgement Details for further information
4. Application fee (refer to current schedule of Fees & Charges) to be paid at Customer Care, 9 New Cascade Road, Norfolk Island
5. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

NAME OF APPLICANT *

Address *

Email *

Phone *

Location of tree(s). *(Please provide road name, portion number and describe location within the property)* *

Provide details of tree(s) to be taken		
Tree Number	Species	Reason for taking tree(s)

Business/Company Name (if applicable)

ABN/ACN number

Signature of applicant *

Date

LODGEMENT DETAILS

You can lodge the completed Application by:

Mail: 'Conservator of Public Reserves'
c/- Norfolk Island Regional Council
PO Box 95
NORFOLK ISLAND 2899

Email: customercare@nirc.gov.nf Subject: Attention:
'Conservator of Public Reserves'

In Person: 'Conservator of Public Reserves'
C/- Customer Care Team
9 New Cascade Road
NORFOLK ISLAND

What now:	Once your application is received an Officer will respond within 10 working days.
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OFFICIAL USE ONLY	
Receiving Officer - Name:	Date:
Receiving Officer - Signature:	

Permit number

Date Issued

Receipt number

Reason/s for issuing/not issuing permit