Private Tree Removal Request (DA Form 1) Guideline

The below is a guideline created to assist residents of the Gold Coast in filling out the State Government Development Assessment Form 1 for the removal of a tree (private).

Sections to fill out on the State DA Form 1 (Private Tree Removal App)

1. Go to ‘PART 1 – APPLICANT DETAILS’ and ‘PART 2 – LOCATION DETAILS’ – fill out your personal details accordingly:
   - Owner’s Consent: Select ‘No’

### PART 1 – APPLICANT DETAILS

<table>
<thead>
<tr>
<th>1) Applicant details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant name(s) (individual or company full name)</td>
<td></td>
</tr>
<tr>
<td>Contact name (only applicable for companies)</td>
<td></td>
</tr>
<tr>
<td>Postal address (P.O. Box or street address)</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Postcode</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Email address (non-mandatory)</td>
<td></td>
</tr>
<tr>
<td>Mobile number (non-mandatory)</td>
<td></td>
</tr>
<tr>
<td>Fax number (non-mandatory)</td>
<td></td>
</tr>
<tr>
<td>Applicant’s reference number(s) (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2) Owner’s consent</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1) Is written consent of the owner required for this development application?</td>
<td></td>
</tr>
<tr>
<td>[ ] Yes – the written consent of the owner(s) is attached to this development application</td>
<td></td>
</tr>
<tr>
<td>[X] No – proceed to 3)</td>
<td></td>
</tr>
</tbody>
</table>

### PART 2 – LOCATION DETAILS

<table>
<thead>
<tr>
<th>3) Location of the premises (complete 3.1 or 3.2), and 3.3) as applicable</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Form 1 Guide, Development Area</td>
<td></td>
</tr>
<tr>
<td>3.1 Street address and lot on plan</td>
<td></td>
</tr>
<tr>
<td>[ ] Street address AND lot on plan (all lots must be listed) or</td>
<td></td>
</tr>
<tr>
<td>[ ] Street address AND lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water, but adjoining or adjacent to land e.g. jetty, promon, all lots must be listed)</td>
<td></td>
</tr>
<tr>
<td>a) Unit No.</td>
<td>Street No.</td>
</tr>
<tr>
<td>Postcode</td>
<td>Lot No.</td>
</tr>
<tr>
<td>b) Unit No.</td>
<td>Street No.</td>
</tr>
<tr>
<td>Postcode</td>
<td>Lot No.</td>
</tr>
</tbody>
</table>
2. Go to ‘PART 3 – DEVELOPMENT DETAILS’ – complete ‘Section 1 – Aspects of Development’ as follows:

   What is the type of development? Select ‘Operational Work’
   What is the approval type? Select ‘Development Permit’
   What is the level of assessment? Select ‘Code Assessment’
   Provide description: Write ‘Private Tree Removal’
   Relevant plans? Select plans are attached to development application

   # PART 3 – DEVELOPMENT DETAILS

   Section 1 – Aspects of development

   6.1) Provide details about the first development aspect

   a) What is the type of development? (tick only one box)
      - Operational work
      - Building work

   b) What is the approval type? (tick only one box)
      - Development permit
      - Preliminary approval
      - Preliminary approval that includes a variation approval

   c) What is the level of assessment?
      - Code assessment
      - Impact assessment (requires a public notification)

   d) Provide a brief description of the proposal (e.g. 6 unit apartment building converted to a multi-unit dwelling, reconfiguration of 1 lot into 3 lots).

      Private Tree Removal

   e) Relevant plans
      - Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide. Relevant plans
      - Relevant plans of the proposed development are attached to the development application

3. Go to ‘Section 2 – Further Development Details’ and complete as follows:

   Does the proposed development application involve any of the following? Select ‘Operational work’ only

   # Section 2 – Further development details

   7) Does the proposed development application involve any of the following?

      Material change of use
      - Yes – complete division 1 if assessable against a local planning instrument
      Reconfiguring a lot
      - Yes – complete division 2
      Operational work
      - Yes – complete division 3
      Building work
      - Yes – complete DA Form 2 – Building work details

4. Go to ‘Division 3 – Operational Work’ and complete as follows:

   What is the nature of the operational work? Select ‘Clearing Vegetation’

   # Division 3 – Operational work

   Note: This division is only required to be completed if any part of the development application involves operational work.

   4.1) What is the nature of the operational work?

      - Road work
      - Drainage work
      - Landscaping
      - Other – please specify:

      - Stormwater
      - Earthworks
      - Signage
      - Water infrastructure
      - Sewage infrastructure
      - Clearing vegetation
5. Go to ‘PART 4 – ASSESSMENT MANAGER DETAILS’ – complete as follows:

   Who will be assessing this development application? Write ‘City of Gold Coast Council’

   Have the local government agreed to apply a superseded planning scheme for this development application? Select ‘No’

   **PART 4 – ASSESSMENT MANAGER DETAILS**

   ![Assessment Manager Details Table]

6. Go to ‘PART 6 – INFORMATION REQUEST’ – complete as follows:

   Information Request under Part 3 of the DA Rules: Select ‘I agree’

   **PART 6 – INFORMATION REQUEST**

   ![Information Request Table]

7. Go to ‘PART 7 – FURTHER DETAILS’ – complete as follows:

   If there are any associated development applications or current approvals:
   Please select ‘Yes’ and provide application number

   **PART 7 – FURTHER DETAILS**

   ![Further Details Table]
Alternatively, if there are no associated development applications or current approvals:
Please select ‘No’

PART 7 – FURTHER DETAILS

20) Are there any associated development applications or current approvals? (e.g. a preliminary approval)

- Yes – provide details below or include details in a schedule to this development application
- No

<table>
<thead>
<tr>
<th>List of approval/development application references</th>
<th>Reference number</th>
<th>Date</th>
<th>Assessment manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development application</td>
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</tbody>
</table>

8. Go to ‘PART 8 – CHECKLIST AND APPLICANT DECLARATION’ – complete as follows:

DEVELOPMENT APPLICATION CHECKLIST

I've identified the assessment management in question 15: Select ‘Yes’
Building Work Details have been completed and attached: Select ‘Not Applicable’
Supporting information RE: applicable assessment benchmarks is with development application:
Select ‘Yes’
Relevant plans of development attached: Select ‘Yes’
Portable Long Service leave levy has been paid: Select ‘Not Applicable’

APPLICATION DECLARATION

Mark both boxes

PART 8 – CHECKLIST AND APPLICANT DECLARATION

24) Development application checklist

- I have identified the assessment manager in question 15 and all relevant referral requirement(s) in question 17: Select ‘Yes’

Note: See the Planning Protection and Development Regulations 2015 requirements.

- If building work is associated with the proposed development, Parts 4 to 8 of DA Form 2 – Building work details have been completed and attached to this development application: Select ‘Not applicable’

Note: See the Form 2 in the DA Forms Guide – Building work details.

Supporting information addressing any applicable assessment benchmarks is with development application:
Select ‘Yes’

Relevant plans of the development are attached to this development application: Select ‘Yes’

The portable long service leave levy for Q leave has been paid, or will be paid before a development permit is issued (see 21): Select ‘Not applicable’

25) Applicant declaration

- By making this development application, I declare that all information in this development application is true and correct.

Note: It is an offence to intentionally provide false or misleading information.

- Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the assessment manager and any referral agency for the development application where written information is required or permitted pursuant to sections 11 and 12 of the Electronic Transactions Act 2001.