

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)

- 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

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

2) Owner's consent	
2.1) Is written consent of the owner required for this development application?	
<input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this development application <input checked="" type="checkbox"/> No – proceed to 3)	

PART 2 – LOCATION DETAILS

3) Location of the premises <i>(complete 3.1) or 3.2), and 3.3) as applicable)</i>				
<i>Note: Provide details below and attach a site plan for any or all premises part of the development application. For further information, see DA Forms Guide: Relevant plans.</i>				
3.1) Street address and lot on plan				
<input type="checkbox"/> Street address AND lot on plan <i>(all lots must be listed), or</i> <input type="checkbox"/> Street address AND lot on plan for an adjoining or adjacent property of the premises <i>(appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon; all lots must be listed).</i>				
a)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number <i>(e.g. RP, SP)</i>	Local Government Area(s)
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number <i>(e.g. RP, SP)</i>	Local Government Area(s)

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)	
<input type="checkbox"/> Material change of use	<input type="checkbox"/> Reconfiguring a lot
<input checked="" type="checkbox"/> Operational work	<input type="checkbox"/> Building work
b) What is the approval type? (tick only one box)	
<input checked="" type="checkbox"/> Development permit	<input type="checkbox"/> Preliminary approval
	<input type="checkbox"/> Preliminary approval that includes a variation approval
c) What is the level of assessment?	
<input checked="" type="checkbox"/> Code assessment	<input type="checkbox"/> Impact assessment (requires public notification)
d) Provide a brief description of the proposal (e.g. 6 unit apartment building defined as multi-unit dwelling, reconfiguration of 1 lot into 3 lots):	
Private Tree Removal	
e) Relevant plans	
<i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms guide: Relevant plans.</i>	
<input checked="" type="checkbox"/> 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	<input type="checkbox"/> Yes – complete division 1 if assessable against a local planning instrument
Reconfiguring a lot	<input type="checkbox"/> Yes – complete division 2
Operational work	<input checked="" type="checkbox"/> Yes – complete division 3
Building work	<input type="checkbox"/> 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.

14.1) What is the nature of the operational work?		
<input type="checkbox"/> Road work	<input type="checkbox"/> Stormwater	<input type="checkbox"/> Water infrastructure
<input type="checkbox"/> Drainage work	<input type="checkbox"/> Earthworks	<input type="checkbox"/> Sewage infrastructure
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage	<input checked="" type="checkbox"/> Clearing vegetation
<input type="checkbox"/> Other – please specify:		

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

15) Identify the assessment manager(s) who will be assessing this development application
City of Gold Coast Council

16) Has the local government agreed to apply a superseded planning scheme for this development application?
 Yes – a copy of the decision notice is attached to this development application
 Local government is taken to have agreed to the superseded planning scheme request – relevant documents attached
 No

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

19) Information request under Part 3 of the DA Rules
 I agree to receive an information request if determined necessary for this development application
 I do not agree to accept an information request for this development application
Note: By not agreeing to accept an information request I, the applicant, acknowledge

- that this development application will be assessed and decided based on the information provided when making this development application and the assessment manager and any referral agencies relevant to the development application are not obligated under the DA Rules to accept any additional information provided by the applicant for the development application unless agreed to by the relevant parties
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules. Further advice about information requests is contained in the DA Forms Guide.

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

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

List of approval/development application references	Reference number	Date	Assessment manager
<input checked="" type="checkbox"/> Approval			
<input type="checkbox"/> Development application			
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			

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)			
<input type="checkbox"/> Yes – provide details below or include details in a schedule to this development application			
<input checked="" type="checkbox"/> No			
List of approval/development application references	Reference number	Date	Assessment manager
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			
<input type="checkbox"/> Approval			
<input type="checkbox"/> Development application			

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 <i>Note: See the Planning Regulation 2007 for referral requirements</i>	<input checked="" type="checkbox"/> Yes
If building work is associated with the proposed development, Parts 4 to 6 of DA Form 2 – Building work details have been completed and attached to this development application	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not applicable
Supporting information addressing any applicable assessment benchmarks is with development application <i>Note: This is a mandatory requirement and includes any relevant templates under question 23, a planning report and any technical reports required by the relevant categorising instruments (e.g. local government planning schemes, State Planning Policy, State Development Assessment Provisions). For further information, see DA Forms Guide: Planning Report Template.</i>	<input checked="" type="checkbox"/> Yes
Relevant plans of the development are attached to this development application <i>Note: Relevant plans are required to be submitted for all aspects of this development application. For further information, see DA Forms Guide: Relevant plans.</i>	<input checked="" type="checkbox"/> Yes
The portable long service leave levy for QLeave has been paid, or will be paid before a development permit is issued (see 21))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not applicable
25) Applicant declaration	
<input checked="" type="checkbox"/> By making this development application, I declare that all information in this development application is true and correct	
<input checked="" type="checkbox"/> 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 <i>Electronic Transactions Act 2001</i>	
<i>Note: It is unlawful to intentionally provide false or misleading information.</i>	