



# APPLICATION FOR TREE WORKS

## APPLICATION FOR TREE WORKS ON COUNCIL LAND

Applications will be assessed by one of Queenstown Lakes District Council's arborists. If the necessary information is not provided, your application may not be accepted for processing.

Before submitting your application, we recommend reading the guidance around significant tree works available online at [www.qldc.govt.nz/services/environment-and-sustainability/trees](http://www.qldc.govt.nz/services/environment-and-sustainability/trees)

## SUBMITTING AN APPLICATION

Completed application forms must be submitted to [services@qldc.govt.nz](mailto:services@qldc.govt.nz)

If there is an immediate risk to public safety due to a tree please contact QLDC on 03 441 0499 (Queenstown) or 03 443 0024 (Wānaka).

## APPLICANT'S DETAILS

Full name:

Physical address:

Postal address (if different):

Phone:

Email:

I am:  a landowner  a tenant  a legal representative  a consulting arborist  
 representing a community association  other:

## SITE LOCATION DETAILS

Council location or nearest address:

*For example: a park's name, or a property number adjacent to an area of road reserve.*

## SCOPE OF WORKS

### PROPOSED ACTIVITY TO TREE/S (TICK ALL THE BOXES NECESSARY TO COVER THE PROPOSAL)

- New planting
- Tree pruning works
- Tree removal (please attach Replacement Planting Plan, refer to QLDC Tree Policy)
- Tree relocation
- Works in the root zone (e.g., earthworks / trenching. Please attach an appropriate Tree Protection Management Plan)

**There may be costs to be covered by the applicant. Please refer to the QLDC Tree Policy for more information.**



**REASON FOR PROPOSED TREE WORK/S**

Include any details of related works or plans (please attach relevant consents / reports / supporting documents).

**LIST THE ALTERNATIVE OPTIONS YOU HAVE YOU EXPLORED AND WHY THEY WERE DISMISSED**

For example: pruning rather than removal, installing gutter guards.

**WHERE KNOWN, PLEASE INCLUDE SPECIES, APPROXIMATE HEIGHT**

**ARE ANY OF THE TREES PROTECTED UNDER QLDC'S DISTRICT PLAN?**

Yes

No

Unsure

If yes, please provide the reference number, e.g. #277 – Sequoiadendron Gigantium:

**Please note: if any works are undertaken which affect a protected tree, resource consent is required.  
Please contact QLDC's Duty Planner for more details.**

**I HAVE ATTACHED THE FOLLOWING RELEVANT DOCUMENTS TO THIS APPLICATION**

Photos

Plans

Relevant consents / reports / supporting documents (if applicable)

Replacement Planting Plan (if applicable)

Tree Protection Management Plan (if applicable)

## QLDC OFFICER DECISION (office use only)

Reference (RFS/RM/Project):

Tree ID:

Is it a significant tree?

Yes

No

**Note a request for removal of a significant tree requires public consultation.**

Comment on significance:

Asset owners/stakeholders consulted:

Decision recommendation:

Recommendation comments and relevant Tree Policy clauses:

Cost of works and payee:

### RECOMMENDER

Assessed and recommendation by:

Position:

Signature:

Date:

### APPROVER

Review and decision by:

Position:

Signature:

Date: