



Native vegetation removal/ lopping

Planning guide and checklist

This guide describes the information you need to provide to Council when applying for a planning permit for the removal of native vegetation. Council requires certain information in order to properly assess your application against the Queenscliffe Planning Scheme. To ensure that your application can be processed quickly and efficiently, it is important that all the relevant information is included. This guide will help you do this.

A planning permit is often required for the removal of native vegetation within the municipality. Vegetation protection overlays apply to a number of areas, particularly in Point Lonsdale, and these result in the need for a planning permit for the removal of native vegetation on private property and on public land, including in the road reserve. In many cases, a planning permit is also required to lop native vegetation. There are some exemptions from the need for a planning permit and it is advisable to contact the Planning Department to find out whether you require a planning permit.

How to apply for a planning permit:

To apply for a permit to subdivide, simply follow these steps:

1. **Complete an Application for Planning Permit Form.** These are available at our office or on Council's website.
2. **Refer to the Fee Schedule** to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
3. **Prepare your application**, making sure to include all the information described in this guide, such as plans and a written submission.
4. **Lodge your completed application.**

What information should be provided with your application:

A **Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months.

If the land is covered by a Restrictive Covenant or Section 173, a copy will also need to be provided. These will be referred to on the Certificate of Title. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.

A **site analysis plan (two copies)**, this is a clear drawing which shows your site, including the location of buildings and their uses. It must be drawn to scale and show:

- The total extent of native vegetation on the subject land and the extent of proposed clearing, destruction or lopping
- Specify the areas where re-vegetation will be undertaken noting that Council requires replanting to be undertaken at a ratio of two new plantings for every one tree removed using species of local provenance. The use of Tea Tree (*Leptospermum laevigatum* and *Leptospermum juniperinum*), Coastal Heath (*Leucopogon parviflorus*) and Moonah (*Melaluca lanceolata*) is encouraged.
- Clearly label the vegetation to be removed, including species, height and width.

Written submission (one copy). Council requires you to provide a written submission that supports your proposal. It should contain as much information as possible and should address the following:

- The purpose of the proposed clearing
- Demonstrate that the extent of clearing has been reduced as much as practicable
- Identify and respond to the value of the native vegetation to be removed in terms of its habitat, landscape and environmental values, age, physical condition, rarity or variety
- Indicate whether the siting of the building and works has been considered in order to conserve the native vegetation of the area
- The role of the vegetation in relation to habitat, food and biodiversity.

Other permits/ regulations you may need to consider

Tree removal permit (if trees are in the road reserve area)
Vehicle crossing permit

Borough of Queenscliffe
50 Learmonth Street (PO Box 93)
QUEENSCLIFF VIC 3225
Phone enquiries: 03 5258 1377

Checklist

- Completed Application form
- Fee
- Certificate of Title and copy of any covenants or restrictions that affect the site (the Certificate of Title must have been issued by Land Victoria in the last 60 days)
- Site analysis plan (2 copies)
- Written submission (1 copy)



Note: A pre application meeting is encouraged

Email: info@queenscliffe.vic.gov.au
www.queenscliffe.vic.gov.au

Last updated: 27/4/09