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| Removing, destroying or lopping trees |
| Attachment to grant application |
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**Note: This form must be submitted as an attachment to a completed cemetery grant application form when seeking funds to remove, destroy or lop trees. Both forms are required for the application to be considered.**

# Trust details

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| Cemetery trust: |
| Name of cemetery where the trees are located: |

# Safety concerns

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| Please explain how the tree/s pose a risk to public safety (attach supporting evidence e.g. arborist’s report): |
| Has the trust addressed any immediate occupational health and safety issues posed by the tree/s? For example, trusts should consider placing signs at the cemetery or roping off dangerous areas.  YES  NO  Please provide details of actions/outcomes: |

# Required consultation

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| Has the trust contacted the local council to seek permission to remove, destroy or lop the trees?  YES  Trusts that have not consulted their local council **will not be eligible** to receive a grant. Permit requirements differ depending on the tree’s species, its age/size, the nature of the proposed works and other factors. In some instances, trusts may be informed that a permit is not required by their local council.  Please provide details of actions/outcomes and attach any correspondence from the local council: |
| Has the trust contacted its regional Department of Environment, Land, Water and Planning (DELWP) office to determine if a permit is required or if there are any conditions which apply under relevant legislation (*Flora and Fauna Guarantee Act 1988*, *Heritage Act 1995* and the *Planning and Environment Act 1987*)?  YES  Trusts that have not consulted their regional DELWP office **will not be eligible** to receive a grant. In some instances, trusts may be informed that a permit is not required by DELWP. Contact details for [DELWP regional offices](https://www.delwp.vic.gov.au/communities-and-regions/regions-and-locations) are at <https://www.delwp.vic.gov.au/communities-and-regions/regions-and-locations>.  Please provide details of actions/outcomes and attach any correspondence from DELWP: |
| Has the trust consulted the community regarding the trust’s intention to remove, destroy or lop the trees within the cemetery grounds by advertising in the local paper and on a notice board at the cemetery?  YES  NO  Community consultation is not required when local council or an arborist’s report has confirmed the tree/s pose a public safety risk (please attach this correspondence).  Notices advising of the trust’s intention to remove, destroy or lop the trees should invite feedback from the community. It is considered appropriate to allow three weeks for community feedback to be received. The trust will need to demonstrate to the department that it has considered any concerns raised by the community.  Please provide details of actions/outcomes, including copies of notices and any correspondence to/from the community: |

# **Trust authorisation**

Note: The three trust members who signed the related grant application form must also sign this form.

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| Trust member name | Signature | Date |
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# Lodgement

Email: [cemeteries@health.vic.gov.au](mailto:cemeteries@health.vic.gov.au)

Post: Cemetery Sector Governance Support Program  
 Department of Health

GPO Box 4057

MELBOURNE VIC 3001

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