

# Protected Tree Fund Application Form

## PROTECTED TREE APPLICANT CONTACT DETAILS

Name	
Postal Address	
Property Address of Protected Tree	
Email Address	
Contact Phone Number/s	

## PROPOSED WORK

What is the tree species?	
What work is to be undertaken?	
Why is work required?	

- I have checked the protected tree fund criteria  
 I believe this application meets the protected tree fund criteria

## DISTRICT PLAN

Is the tree a protected tree on the Waipā District Council District Plan? <a href="https://www.waipadc.govt.nz/our-council/waipā-district-plan">https://www.waipadc.govt.nz/our-council/waipā-district-plan</a> (Appendix N4 – Protected Trees)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does this work comply with the rules in the District Plan? <a href="https://www.waipadc.govt.nz/our-council/waipā-district-plan">https://www.waipadc.govt.nz/our-council/waipā-district-plan</a> (Part F – Section 23 Protected Trees)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a resource consent required? <a href="http://www.waipadc.govt.nz/our-services/planning-and-resource-consents">www.waipadc.govt.nz/our-services/planning-and-resource-consents</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes' has a resource consent been applied for?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

Date of resource consent application and reference number:

## QUOTE DETAILS (copies of quotes to be attached)

<b>Quote 1</b>	Supplier Name	
<i>Attach quote to application</i>	Quote Date	
	Cost of Quote (inc GST)	
	Quote No / Reference	
<b>Quote 2</b>	Supplier Name	
<i>Attach quote to application</i>	Quote Date	
	Cost of Quote (inc GST)	
	Quote No / Reference	

- I have attached 2 x quotes relating to this application form.

## EMERGENCY WORK

Is this an application for emergency work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	
<input type="checkbox"/> I have provided evidence (including photos) that there was an imminent hazard to people or property if work was not undertaken immediately.	

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## DECLARATION

I verify that the information provided is true and correct:

Name : \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Final Checklist – Have you.....?

- Checked the work complies with the protected tree fund criteria (outlined below)
- Received quotes from two different pre-approved arborists and attached them
- Checked proposed work complies with District Plan rules
- If required, resource consent has been applied for
- If emergency work, evidence has been provided

## What happens next?

Once completed, please return this to Waipā District Council by one of the following options:

- Scan and email to [CommunityServicesAdministrator@waipadc.govt.nz](mailto:CommunityServicesAdministrator@waipadc.govt.nz)
- Deliver to a Waipa District Council office at 23 Wilson Street, Cambridge or 101 Bank Street, Te Awamutu
- Post to ATTN: Community Services Administrator, c/- Waipa District Council, Private Bag 2402, Te Awamutu 3840

Your application will be processed within 15 working days of receipt.

Please note:

- Successful applicants will be provided a Purchase Order for applicant to arrange work with Supplier. Supplier will invoice Council directly for the approved work.
- If a resource consent is required for this work it cannot be undertaken unless the consent is approved.

## OFFICE USE ONLY

Date application received: \_\_\_\_\_

- Does it meet criteria?
- Have two quotes been received?
- Does it meet DP rules?
- If required, has resource consent been applied for?

Approved: Yes/No

Company: \_\_\_\_\_

Approval amount: \_\_\_\_\_

Purchase order number: \_\_\_\_\_

Date owner notified: \_\_\_\_\_

NOTES:

## Protected Tree Fund Criteria

### Funding process:

- Fund will be assessed and administered on a first-come, first-served basis.
- Fund will be renewed annually in July.
- Fund administered by Council's Community Services unit.
- The landowner is responsible for arranging maintenance directly with the contractor upon successful application.
- All work undertaken must be in accordance with the District Plan rules.
- Approval of any application will be at Council's discretion and subject to budget availability in each year's Annual Plan.
- The contractor may invoice the Council directly for Council's funding contribution as agreed within the application upon completion.
- Trees damaged through storm events would be assessed on a case by case basis retrospectively.
- Emergency work to rectify tree safety – as defined by the District Plan – may be undertaken immediately by the landowner. Council will retrospectively consider the application.
- In the case of emergency work, the application must include evidence (including photos) that there was an imminent hazard to people or property if work was not undertaken immediately. Allocated funding for emergency work will be made at the Council's discretion.

### Eligibility:

- Residents with identified protected trees on private land are eligible to apply to the fund.
- Fund is for maintenance and inspection costs of protected trees only.
- Tree removal, resource consent or legal costs for tree removal or maintenance would not be eligible for funding.
- To qualify for the fund, the landowners must use Council approved arboricultural contractors (a list of approved arboricultural contractors is available on the Council website). This is to ensure the quality of work and contractors follow best arboricultural practice and meet health and safety requirements.
- Two quotes must be provided to Council outlining the proposed maintenance work and expected cost.