

COFFS HARBOUR DEVELOPMENT CONTROL PLAN 2013

COMPONENT B7 BIODIVERSITY REQUIREMENTS

Applies to

This Component of the Development Control Plan applies to all development undertaken in the Coffs Harbour Local Government Area on lands with environmental constraints including:

- protected trees or vegetation, including vegetation management and compensatory planting requirements; and
- riparian lands management.

Note that Local Environmental Plan 2013 has been deferred in some locations of the Local Government Area. This Development Control Plan does not apply to those deferred locations.

Date adopted by Council

13 December 2012

Effective Date

2 October 2013

Amendments

Nil

Disclaimer

The hyperlinks to various State or Federal Government legislation have been included in this Development Control Plan in good faith and were current at the time that this document was prepared.

Applicants, landowners and any person(s) using the hyperlinks should ensure that the relevant legislation or policy is the most up-to-date version. This information may be obtained from the relevant government authority

This Component of the Development Control Plan relates to biodiversity issues for development including koala habitat, riparian lands management and vegetation management.

B7.1 PRESERVATION OF TREES OR VEGETATION

B7.1.1 Objectives

- To protect and maintain important landscape corridors and linkages between habitats.
- To preserve a diversity of plants and animals, through maintenance of ecological processes.
- To protect old-growth, significant hollow-bearing trees and conservation significant vegetation through recognition of their ecological value and scarcity in the landscape.

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administering the legislation.

B7.1.2 Controls

a) Applicable Lands

- i) A “Preservation of Trees or Vegetation” order applies to all land within the following tables (Tables 1-3).
- ii) If your land is identified within Tables 1, 2 or 3, the removal of protected vegetation will require the lodgement of an application for a permit to Council. Map details listed above are held by Council and these are available on request.

Note: Protected vegetation is defined as any woody stemmed native plant with either a height greater than five metres or a diameter greater than 15cm, within the Coffs Harbour LGA.

TABLE 1 - APPLICATION OF ZONES

General Description	Zones	Minimum Lot Size
Residential	R1 R2 R3 R4	2,000m ²
Large Lot Residential	R5	1 ha
Business	B1 B2 B3 B4 B5 B6	2,000m ²
Special Activities	SP1 SP2 SP3	4,000m ²
Industrial	IN1 IN3	4,000m ²
Recreation	RE2	4,000m ²
Environmental Conservation	E2	No minimum size
Waterways	W1 W2 W3	No minimum size

Note: Refer to protected vegetation in B7.2.2(b), which will require approval in all of the above zones and lots sizes.

TABLE 2 - SPECIAL PROPERTY APPLICATION

General Description	Property	Prescription
Jarrah Court	Lots 4 and 5 of DP 1093216	All native vegetation

TABLE 3 - SPECIAL PROVISIONS

General Description	Vegetation Identified	Prescription
Significant Tree Register	All trees identified on Council’s Significant Tree Register and associated map layer	All vegetation listed on the Register
Heritage Listed Vegetation	Vegetation listed as a Heritage item or identified within a Heritage Conservation Area	All vegetation therein listed
Culturally Significant Landscapes	Identified under Council’s Culturally Significant Landscapes Spatial Layer	All vegetation listed

b) Protection of Native Old-Growth and Hollow Bearing Trees

- i) A permit is required to remove or modify native old-growth and/or hollow bearing trees.

Note: Native old growth and hollow bearing trees are native tree species possessing a diameter of 100cm or greater.

Note:

The Consent Authority will take the following matters into consideration when assessing a permit application to remove vegetation:

- whether the vegetation has:
 - significant amenity or aesthetic values;
 - ecological significance in either a local or regional context;
- whether the vegetation is protected by State or Federal Legislation, Act, Regulation or Planning Policy;
- whether the tree or trees provide habitat or a significant component of the habitat of a species listed under the [Threatened Species Conservation Act 1995](#) or [Fisheries Management Act 1994](#); and
- whether the potential hazards to persons or property are clearly demonstrated in the following context:
 - the characteristics and history of a particular individual specimen or species clearly demonstrate an ongoing risk;
 - where pruning would be insufficient to reduce existing or potential hazards;
 - the condition, maturity and useful life expectancy are noted in respect to remedial actions being inadequate to address issues;
 - the issues that give rise to a hazardous situation are excessive;
 - any related occurrence of health complications such as allergies etc are supported by a qualified doctor of medicine; or
 - where the impact of vegetation within private lands, on the functioning of installed solar equipment has been adequately demonstrated as being significantly restricted, Council will consider cosmetic pruning in accordance with [Australian Standards \(AS\) 4373](#). Vegetation located on public lands will not be allowed to be removed in this situation.

B7.2 RIPARIAN LANDS

B7.2.1 Objectives

1. To improve water quality within waterways through sustainable design.
2. To improve the stability of the bed and banks of waterways through the management of riparian vegetation.
3. To improve the relationship between aquatic and terrestrial habitats associated with the riparian lands interface.
4. To improve the ecological function of riparian areas within the landscape.
5. To identify and protect scenic and cultural values.

B7.2.2 Controls

a) Riparian Buffers Zones

- i) Identified riparian buffer requirements are outlined in Table 4.
- ii) Where a riparian buffer is not indicated within this Component of the DCP, the riparian buffer must be consistent with controlled activity guidelines for riparian corridors issued by the NSW Office of Water for:
 - core riparian zones; and
 - vegetated buffers.
- iii) Cleared buffer areas are to be re-vegetated.
- iv) Buffer zones are not to be used for private infrastructure purposes, such as on-site effluent disposal, Asset Protection Zones (APZ) and the like.

TABLE 4 - IDENTIFIED RIPARIAN BUFFER REQUIREMENTS

Waterway	Buffer	Comments
Moonee Creek	100m	
Skidders Creek	50m	
Hearnese Lake and Double Crossing Creek	50m (horizontal and vertical buffer)	Taken from a level of 3.5 metres Australian Height Datum
SEPP14 Coastal Wetlands	50m	
Willis Creek	50m	
Water Courses on Natural Resource – riparian lands and water course maps classified as stream orders of 3 or greater (by applying the Strahler method)	40m	

b) Subdivision

- i) Riparian lands within a subdivision are to be stabilised and revegetated according to stream order and buffer category.
- ii) In determining a subdivision proposal that may impact on riparian lands, the Consent Authority shall consider the following:
 - the slope and orientation of allotments in regards to suitability for long-term conservation of the riparian zone;
 - the configuration of the riparian buffer to ensure access for the future management of the buffer;
 - that all identified hazards and/or constraints that may affect the riparian buffer are considered and satisfactorily addressed where necessary;
 - that opportunities for future solar access are considered and account for mature vegetation heights;
 - that provision has been made for adequate drainage and urban filtration through Integrated (Natural) Water Cycle Management techniques;
- iii) Roads are to be located outside riparian buffer areas where possible. Where roads traverse the riparian buffer area, the road design is to minimise the area of disturbance and demonstrate minimal impact on the riparian function and integrity.
- iv) Driveway/roadway crossings/other infrastructure located over waterways are to have regard to the requirements for fish passage in accordance with relevant NSW State Government requirements under the [Fisheries Management Act](#).

B7.3 BIODIVERSITY

B7.3.1 Objective

1. To determine whether there is likely to be an adverse effect on threatened species, populations or ecological communities, or their habitats.

B7.3.2 Controls – Submission Requirements

Where development is likely to have a significant impact on threatened species, populations or ecological communities, or their habitats, Council will require the submission of the following:

- a preliminary ecological assessment prepared in accordance with B7.3.3 below; and/or
- a preliminary Vegetation Management Plan (VMP) prepared in accordance with B7.3.4 below, and/or
- compensatory planting prepared in accordance with B7.3.6 below.

Notes:

1. *A ‘significant impact’ is an impact which is important, notable, or of consequence, having regard to its context or intensity. Whether or not an action is likely to have a significant impact depends upon the sensitivity, value, and quality of the environment which is impacted, and upon the intensity, duration, magnitude and geographic extent of the impacts. You should consider all of these factors when determining whether an action is likely to have a significant impact on matters of environmental significance.*
2. *For a ‘significant impact’ to be ‘likely’, it is not necessary for a significant impact to have a greater than 50% chance of happening; it is sufficient if a significant impact on the environment is a real or not remote chance or possibility. If there is scientific uncertainty about the impacts of your action and potential impacts are serious or irreversible, the precautionary principle is applicable. Accordingly, a lack of scientific certainty about the potential impacts of an action will not itself justify a decision that the action is not likely to have a significant impact on the environment.*

3. *Council may require the submission of a comprehensive ecological assessment under some circumstances. Comprehensive ecological assessments, where required, are to be prepared in accordance with the controls listed in B7.4.3 below.*
4. *Council may require the submission of a comprehensive VMP prior to the issue of a Construction Certificate or Subdivision Certificate. The comprehensive VMP is to be prepared in accordance with the controls listed in B7.3.4(b) below.*
5. *Development proposed for land which is critical habitat, or which is likely to significantly affect threatened species, populations or ecological communities, must have a species impact statement (SIS) prepared.*
6. *Compensatory offset requirements (as referred to in B7.3.4) are outlined in B7.3.6 below.*
7. *Where Council’s Preservation of Vegetation Clause applies, and development proposes the removal of 4 or more native trees, Council will require the following to be included within an ecological assessment report:*
 - *An arborist assessment report prepared in accordance with B7.4.7 below.*
 - *Arborist cover note/s prepared in accordance with B7.3.8 below.*

B7.3.3 Ecological Assessment Requirements

a) When is an Ecological Assessment required?

- i) When determining a DA under Part 4 of the [EP&A Act](#), Council is required under Section 79C of the Act, to consider the likely impacts of the development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality. To allow the Consent Authority to form a view on these requirements the DA may need to be accompanied by:
 - an environmental impact statement (EIS) if the application is designated development;

- a species impact statement (SIS) if the application involves development on land that is, or is a part of critical habitat, or is likely to significantly affect threatened species, populations or ecological communities, or their habitats as listed on the [Threatened Species Conservation Act 1995](#) or [Fisheries Management Act 1994](#); or
- a statement of environmental effects (SEE) if the application is development not referred to in paragraph (a) or (b).

Note:

1. *ecological assessments for developments proposed within 100 metres of a marine park or aquatic reserve must consider the objectives of the [Marine Parks Act 1997](#) or [Fisheries Management Act 1994](#) respectively. The assessment must consider any potential direct and indirect impacts on the plants or animals within the marine park or aquatic reserve and their habitat.*
2. *NSW DPI is an ‘approved body’ for ‘integrated development’ that requires one or more of the following permits under the [Fisheries Management Act 1994](#):*
 - *Section 144 – aquaculture permit (i.e. cultivating fish or marine vegetation for sale or commercial purposes).*
 - *Section 201 – permit to carry out works of dredging or reclamation.*
 - *Section 205 – permit to harm (cut, remove, damage, destroy, etc) marine vegetation on public water land or aquaculture lease or the foreshore of such land.*
 - *Section 219 – permit to obstruct the free passage of fish.*

Several other types of approvals for activities that may affect natural waterways required under the [Fisheries Management Act 1994](#) are not presently covered by the integrated development legislation. As such, persons proposing to undertake activities that may affect natural waterways to discuss the proposal with NSW DPI before lodging the application.

ii) The preparation of the above-mentioned “statements” generally requires the undertaking of an ecological assessment, particularly in circumstances where the proposed development is expected to directly or indirectly impact on:

- significant native vegetation including but not limited to, remnant native trees, old growth forest, Endangered Ecological communities, core koala habitat, critical habitat, State Environmental Planning Policy (SEPP) 14 lands, SEPP 26 lands and under represented forest types;
- threatened species, populations or ecological communities or their habitats within the meaning of the [Threatened Species Conservation Act 1995](#), Environment Protection and Biodiversity Conservation Act (EPBC) Act 1999 and [Fisheries Management Act 1994](#).
- the functioning of local, regional or state significant wildlife corridors;
- critical habitat within the meaning of the TSC Act and FM Act; or

iii) Unless Part 3A of the [EP&A Act](#) applies, projects undertaken by public authorities generally fall under the provisions of Part 5 of the [EP&A Act](#). To enable the determining authority to assess these matters, , the proponent is required to lodge an ecological assessment with their Review of Environmental Factors (REF) if the proposed activity is expected to directly or indirectly impact on:

- critical habitat within the meaning of the [Threatened Species Conservation Act 1995](#) or [Fisheries Management Act 1994](#);
- threatened species, populations and ecological communities and their habitats within the meaning of the [Threatened Species Conservation Act 1995](#) or [Fisheries Management Act 1994](#);

- any other protected fauna or protected native plants within the meaning of the NSW [National Parks and Wildlife Act 1974](#) (NPW Act); or
- Matters of national environmental significance under the [Environmental Protection and Biodiversity Act 1999](#).

If the REF process concludes that the proposed activity is likely to have a significant effect on the environment or on threatened species, populations, ecological communities or their habitats, the determining authority will require the preparation of an Environmental Impact Statement (EIS) and/or a Species Impact Statement (SIS).

b) What information is to be shown on an Ecological Assessment report?

- i) The recommended structure and content of an Ecological Assessment Report is provided in Council’s Ecological Assessment Report Structure Information Sheet.

c) Who can prepare an Ecological Assessment report?

- i) Council requires that ecological reporting be prepared by a suitably qualified, experienced and independent person or persons with the following qualifications:
 - all individuals involved in field survey must possess a OEH Scientific Licence (120s 132c NPW Act) for conducting flora and fauna survey work, and an Animal Research Authority issued by the Department of Primary Industries (s25 [NSW Animal Research Act](#)) if conducting fauna survey;

- all individuals involved in field assessment and ecological reporting should have relevant academic qualifications and a minimum of five years professional experience; and
- the person(s) responsible for the ecological assessment should carry an appropriate level of public liability and professional indemnity insurance cover.

d) Ecological Assessment process for “minor development”

- i) The term “minor development” refers to proposed development on sites that do not comprise any of the following:
 - land zoned E2 - Environmental Protection in LEP 2013;
 - land adjoining a formal conservation reserve (e.g. National Park, Nature Reserve, Flora Reserve, State or Regional Park);
 - Endangered Ecological Community defined under the TSC Act and EPBC Act
 - koala habitat as defined in the Coffs Harbour City [Koala Plan of Management](#) (1999); or
 - development that removes either trees with hollows or more than four individual native trees. The term “native tree” is defined in Council’s Preservation of Vegetation Clause.
- ii) Ecological assessment for minor development sites should be conducted by a suitably qualified, experienced and independent person(s) as described in Section B7.3.3(c).
- iii) The ecological assessment process for minor development as described above should be prepared in accordance with the preliminary ecological assessment requirements in B7.3.3(a), (b) and (c), and Council’s Ecological Assessment Report Structure Information Sheet.

B7.3.4 Preliminary Vegetation Management Plan Requirements

a) When will a Preliminary VMP be required to be submitted?

- i) A Preliminary VMP will be required to be submitted with a Development Application where:
- the proposal impacts directly or indirectly on the buffer zones identified for listed Endangered/Threatened Ecological Communities under the [Threatened Species Conservation Act 1995](#), [Environmental Protection and Biodiversity Act 1999](#), [Fisheries Management Act 1994](#) or [Marine Parks Act 1997](#);
 - the proposal impacts directly on mapped Koala Habitat under the Coffs Harbour City [Koala Plan of Management](#) and requires the removal of less than four listed resource species;
 - the proposal impacts on the buffer zone 50m within a listed [SEPP No. 14 Wetlands](#) or [SEPP No. 26 Littoral Rainforests](#);
 - the proposal impacts on riparian vegetation on 1-2 Order Classified Streams, which are either permanently or seasonally inundated independent of current plant community type or land use;
 - the proposal seeks to modify identified urban links within the landscape under the Coffs Harbour City Koala Plan of Management (mapped corridors);

- no trees (as defined by the Preservation of Vegetation Clause) are listed for removal, but where less than 50m² of vegetation defined as 'indigenous midstorey', 'understorey vegetation' or 'low growing community type' (Class 5 vegetation mapping) is to be removed and not identified as conservation significant;
- where required or directed by a specific Development Control Plan or Council Policy; or
- where a formal condition of consent requirement exists for a proposed activity or development.

b) What will need to be included in the Preliminary VMP?

- i) The recommended structure and content of a Preliminary VMP is provided in Council's Preparing Vegetation Management Plans Information Sheet.

c) Who can prepare a preliminary VMP?

- i) Preliminary VMPs are to be prepared by a suitably-qualified and experienced person such as an Ecologist, Bush Regenerator, Horticulturist or Landscape Architect with practical, demonstrated experience in bush regeneration.

Note:

Where vegetation removal does not coincide with the above criteria, existing native vegetation proposed for removal as part of a development proposal or application will still require notation within a "Compensatory Plan". Compensatory Plans must be submitted with the development or activity proposal, and the requirements for submission are contained below in B7.3.6.

B7.3.5 Comprehensive Vegetation Management Plan Requirements

a) When will a Comprehensive VMP be required to be submitted?

- i) A comprehensive VMP will be required to be submitted with a Development Application where:
- the proposal impacts directly or indirectly on listed Endangered/Threatened Ecological Communities under the [Threatened Species Conservation Act 1995](#), [Environmental Protection and Biodiversity Act 1999](#), [Fisheries Management Act 1994](#) or [Marine Parks Act 1997](#);
 - the proposal impacts directly or indirectly on mapped Koala Habitat under the Coffs Harbour City [Koala Plan of Management](#) and requires the removal of any listed resource species;
 - the proposal impacts on listed SEPP 14 Wetlands or SEPP 26 Littoral Rainforest (on site or on adjacent land within 50m);
 - the proposal impacts on riparian vegetation or buffer zones in accordance with identified stream order, either permanently or seasonally inundated independent of current plant community type or land use;
 - the proposal seeks to modify identified Wildlife Corridors or Links within the landscape under the Coffs Harbours Koala Plan of Management (mapped corridors);

- where no trees (as defined by the Preservation of Vegetation Clause) are listed for removal, but more than 50m² of vegetation defined as 'indigenous midstorey', 'understorey vegetation' or low growing community type (Class 5 Vegetation mapping) is to be removed;
- the property is located within 100m of a protected area e.g. National Park or other lands administered by the NSW Office of Environment and Heritage (OEH) or Solitary Islands Marine Parks Authority (SIMP);
- where required or directed to by a specific Development Control Plan or Council Policy; or
- as part of a formal condition of consent for a proposed activity or development.

b) What will need to be included in the Comprehensive VMP?

- i) The recommended structure and content of a Comprehensive VMP is provided in Council's Preparing Vegetation Management Plans Information Sheet.

c) Who can prepare the document?

- i) Comprehensive Vegetation Management Plans are to be prepared by a suitably-qualified and experienced person such as an Ecologist or Horticulturist with practical knowledge in bush regeneration and are members of the Australian Association of Bush Regenerators (AABR).

B7.3.6 Compensatory Planting Requirements

a) When will compensatory planting be required?

- i) Compensatory planting (to offset the impacts associated with vegetation removal or modification) is required where vegetation removal and/ or habitat modification are deemed necessary.
- ii) Offsets should be clearly indicated within a Vegetation Management Plan (see B7.3.4 and 5).
- iii) The level of detail required is determined by the type and severity of impact.

b) Tree replacement rates

- i) The replacement ratio is generally based on one tree lost = a higher number of individuals to be planted as part of the compensation. Vegetation removal or modification must be compensated for at a ratio in accordance with Table 5.

- ii) In areas where offsets are difficult to achieve due to the forested nature of the area, a detailed Vegetation Assessment under a Vegetation Management Plan is required (see B7.3.5). Weed control and infill planting should be considered as part of the compensation strategy in accordance with Table 6.
- iii) Vegetation removal and modification, along with associated compensatory habitat planting, must occur concurrently or as stipulated under the Schedule of Conditions in the Development Consent.
- iv) A suitable area on the property, where compensatory planting can occur, shall be identified prior to the issue of consent. These areas must either link to existing vegetation or enhance existing areas of habitat where possible.

TABLE 5 - TREE REPLACEMENT RATES FOR VARIOUS HABITAT TYPES IN THE COFFS HARBOUR LGA

Description	Significance Category	Ratio
Tree	Old growth or hollow-bearing tree	1:20
Tree	Endangered Ecological Community	1:10
Tree	Primary Koala Habitat	1:5
Tree	Secondary A Koala Habitat	1:5
Tree	Wildlife Corridors	1:10
Tree	Secondary B & Tertiary Koala Habitat	1:3
Tree	Riparian Zones	1:10
Tree	Steep lands	1:3
Tree	Other	1:2
Under-storey & mid-storey (replacement considered on an area-to-area ratio where required)		
Under	Complete area replacement value with plantings at 1 m2	1:1
Mid	Complete area replacement value with plantings at 3 m2	1:1
Species list:		
<ul style="list-style-type: none"> • Coffs Harbour City Council can supply a suitable species list (based on the plant community type); • The contracted ecologist may supply a recommended species list for each community type as part of their report to reduce significant impacts under an Ecological Assessment or; • The Vegetation Management Plan species list. 		

TABLE 6: RETENTION & RESTORATION TECHNIQUES AND REPLACEMENT RATES FOR FORESTED AREAS

Description	Significance Category	Ratio
The offset in fully forested landscapes should consider weed composition and infill planting requirements in each of the structural layers of the plant community in question. The restoration techniques should state the replacement ratio required (below) or obtainable on site.		
Tree	Replacement values can be calculated on percentage area of canopy lost with a consideration of 8-15m ² plantings - density depending on plant community.	1:2
Tree	Replacement values can be calculated on percentage area of upper mid-storey lost with a consideration of 5-8m ² plantings - density depending on plant community.	1:2
Tree	Replacement values can be calculated on percentage area of lower mid-storey lost with a consideration of 3-8m ² plantings - density depending on plant community.	1:2
Tree	Replacement values can be calculated on percentage area of under-storey lost with a consideration of 5-8m ² plantings - density depending on plant community.	1:2
Tree	Replacement values can be calculated on percentage area of vine coverage or density of individuals.	1:1
<p>Species list:</p> <ul style="list-style-type: none"> • Coffs Harbour City Council can supply a suitable species list based on the plant community type; • The contracted ecologist may supply a recommended species list for each community type under their consideration to ameliorate significant impacts under the Ecological Assessment; or • The Vegetation Management Plan species list. 		

B7.3.7 Arborist Assessment

a) Preparing Arborist Assessment Reports

- i) An arborist assessment report is required to be submitted to Council for approval under the following circumstances:
 - the removal of four or more trees (a tree as defined under section B7.1 above); or
 - the removal of one or more trees that are considered significant under the following environmental criteria:
 - defined as Oldgrowth under the [Native Vegetation Act 2003](#);
 - hollow bearing trees under the [Threatened Species Conservation Act 1995](#);

- defined as part of an Endangered Ecological Community, Threatened Species or habitat resource specific to a threatened species under the [Environmental Protection and Biodiversity Act 1999](#), [Threatened Species Conservation Act 1995](#) or [Fisheries Management Act 1994](#);
- listed habitat under the Coffs Harbour [Koala Plan of Management](#), or is listed as a primary or secondary resource species;
- the tree is to be removed within 100m of a SEPP listed area, OEH Estate or within the Solitary Islands Marine Zone;
- a listed tree or stand of trees in Coffs Harbours City Significant Tree Register.

- ii) An arborist assessment report is also required to be submitted to Council for approval where safety and design considerations need to be addressed under the following circumstances:
- where a tree is to be retained within 20 metres of a dwelling, structure or proposed building envelope;
 - where soil level modification is to take place within the critical root zone of a retained tree;
 - where any services, trenches, roadways or building foundations are proposed to be located within the critical root zone of a retained tree;
 - where pruning or canopy reshaping involves removal of greater than 10% of a retained tree's canopy.
- iii) Example contents of an arborist assessment report are contained in Table 7.

TABLE 7: REQUIRED CONTENTS OF AN ARBORIST ASSESSMENT REPORT

Section of Report	What to include in each section
Cover Sheet	<ul style="list-style-type: none"> • Development Application number. • Property (Lot, DP and Street Address). • Report date. • The period in which the report is valid.
Section 1: Contractor contact details & qualifications.	<ul style="list-style-type: none"> • Contractor Business Name/ ABN. • Arborist's Name. • Address. • Phone Number. • Fax. • Email. • A qualifications brief (Minimum AQF Cert. IV Arborist for reports – operational works AQF Cert. III Arborist supervised by level IV). • Professional Memberships. • Date, Time and length of time on site during Inspection. • Engaged by (if not the owner): please supply details of planner, designer or contractor.
Section 2: Applicant/Client Details	<ul style="list-style-type: none"> • Applicant(s) contact details (Name, address both residing and mailing and phone number). • Site address of trees/vegetation considered in the report (if different from contact address). • Aim of the report (scope of works). • Historic details (include site history or reference to previous reports). • Overall summary of methodology and/or techniques used in inspection. • Report brief: include assumptions and limitations of reports.

<p>Section 3:</p> <p>What should be included in an Arborist Assessment Report?</p>	<p><i>Section 3a</i></p> <p>Site and tree details:</p> <ul style="list-style-type: none"> • Exact number of trees considered in the report. • Site layout and position of tree(s): <ul style="list-style-type: none"> - number of trees on site clearly identified to be removed and those to remain; - layout or position relative to building envelopes or development (to scale); - genus and species identification of individual tree(s); - presence of hollows, fissures & crevices - noted as an observation; - age class and DBH; - canopy spread; - tree Assessment type in conjunction with Australian Standard recommendations; - assessment level (ground, aerial, testing, excavation or pathogen analysis); - hazard assessment; and - removal requirements and conditions. <p><i>Section 3b</i></p> <p>Effect of development or proposal & tree protection planning.</p> <ul style="list-style-type: none"> • Effect of proposed development (if applicable). - Note impact expected on retained tree(s) on site. Include effects of alteration to ground levels, severing roots in the critical root zone or optimum tree protection zones etc. This section must cover the full scope of development including driveways, service trenches etc. • Effect of operational works. • Level of fill considered, modification to moisture regimes on retained vegetation if required, this should accompany recommendations to limit these impacts by the arborist. • Any future considerations required e.g.... root barriers (type and location), retaining walls, fencing and pruning requirements e.g. deadwooding. • Maintenance requirements (This should include access and future suitability of retained species, protection methods and post construction tree maintenance program).
<p>Section 4:</p> <p>Recommendation</p>	<ul style="list-style-type: none"> • Detail of alternatives to removal if trees are healthy & justification of retention can be made. • Preferred options and explanation: sources of information, supporting evidence lists e.g. photos or damage reports. • References – Australian Standards used & other professional sources.

Note: *If an Arborist Assessment Report is not required then a cover note from a qualified Arborist may be requested in accordance with B7.3.7(b). In addition to the Arborist cover note, the following information is requested from the applicant:*

- *written advice on the number of trees to be removed and clear identification of those to remain;*
- *location of tree(s) relative to building envelope or current dwelling;*
- *species or type of tree to be removed; and*
- *reasoning and justification why removal is necessary if additional to the arborist recommendations.*

b) Preparing Arborist Cover Notes

- i) An arborist assessment report is required to be submitted to Council for approval under the following circumstances:
- the proposal includes the removal of less than four trees (a tree as defined under section B7.1);
 - the trees are not considered ecologically significant and are not listed under any other legislation;
 - the trees are identified within a mapped habitat area under Coffs Harbour City's Koala Plan of Management but are not identified as resource species;
 - or where the following safety and design considerations need to be assessed:
 - the tree is to be retained within 20m of a dwelling, structure or proposed building envelope under a development application;
 - or
 - pruning or canopy reshaping involves the removal of greater than 10% of a retained tree's canopy.
- ii) Example contents of an arborist cover note are contained in Table 8.

TABLE 8: ARBORIST COVER NOTE REQUIREMENTS

Section	What to include in each section
Cover letter	<ul style="list-style-type: none"> • Development Application number (if applicable). • Property (Lot & DP or street address).
Arborist cover note	<ul style="list-style-type: none"> • Contractor's business name or arborist's name with contact details. • Qualifications (minimum AQF Cert.IV Arborist for reports). • Date and time of inspection. • Exact number and species of trees to be considered. • A basic health, stability and structure assessment. • Reason for removal. • Removal or pruning requirements (simple statement). • Removal conditions (if required).

