

### Application

#### How to process

**Required Document:** 1. [Application form\(001/DZVJ\)](#).

2. A clear photocopy of valid works license or certificate issued by the Land and Urban Construction Bureau.
3. A clear photocopy of the property owner's identity document, including the identity document and business registration certificate.
4. A clear photocopy of the business registration certificate of the works contractor company.
5. Cadastral map (indication of tree location).
6. A clear photocopy of the land use certificate, such as related the gazettes, property registration reports, licenses of temporary occupation, etc. (Public works approved by the authorities are exempt from this requirement).

**Documents to be presented:** 1. Originals of valid works permit or works approval certificate issued by the Land and Urban Construction Bureau.

2. The original of the property owner's identity document, including the identity card and business registration certificate.
3. The original of the business registration certificate of the works contractor company.
4. Originals of land use certificates, such as related gazettes, property registration reports, permits of temporary occupation, etc. (public works approved by the authorities are exempt from this requirement)

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#### Locations for processing the procedure and office hours

##### Location:

1. Integrated Services Centre: Avenida da Praia Grande, n.<sup>OS</sup> 762-804, Edifício China Plaza, 2.<sup>o</sup> andar, Macau;
2. Northern District Public Services Centre: Rua Nova da Areia Preta, n.<sup>o</sup> 52, Centro de Serviços da RAEM, Macau;
3. Northern District Public Services Centre - Toi San Station: Avenida de Artur Tamagnini Barbosa, n.<sup>o</sup> 127, Edifício D.<sup>a</sup> Julieta Nobre de Carvalho, Bloco B, R/C, Macau;
4. Northern District Public Services Centre - Fai Chi Kei Station: Rua Nova do Patane, Habitação Social de Fai Chi Kei, Edifício Fai Tat, Bloco II, R/C, Lojas G e H, Macau;
5. Central District Public Services Centre: Rotunda de Carlos da Maia, n.<sup>OS</sup> 5 e 7, Complexo da Rotunda de Carlos da Maia, 3.<sup>o</sup> andar, Macau;
6. Central District Public Services Centre - S. Lourenço Station: Rua de João Lecaros, Complexo Municipal do Mercado de S. Lourenço, 4.<sup>o</sup> andar, Macau;
7. Islands District Public Services Centre: Rua de Coimbra, n.<sup>o</sup> 225, 3.<sup>o</sup> andar, Centro de Serviços da RAEM das Ilhas, Taipa;
8. Islands District Public Services Centre - Seac Pai Van Station: Avenida de Vale das Borboletas, Complexo Comunitário de Seac Pai Van, 6.<sup>o</sup> andar, Coloane;

**Office hours:** Monday to Friday: 9:00am - 6:00pm (No lunch break)

Note: Close on Saturdays, Sundays and public holidays

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#### Fees

**Application fee:** MOP 100

**Form fee:** Not applicable

**Stamp Duty:** Not applicable

**Deposit:** Not applicable

**Fees, Charges and Prices List:** Not Applicable

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## **Time required for processing**

**Processing time:** After submission of all required documents, the processing time listed in the following table will apply:

Number of Trees Requested Performance Pledge Time

20 trees or less 15 working days

21 to 50 trees 20 working days

51 trees or more 25 working days

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## **Remarks/ points to note for application**

**Important note:** 1. The application form should indicate the applicant's name, contact telephone number, the reason(s) of tree cutting and the location(s) of the tree(s) to be cut.

2. If the applicant fails to submit all required documents within 30 days after the notice is received, the application will be deemed invalid, and the applicant is required to re-apply and re-submit all relevant documents.

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## **Relevant standards or requirements**

N/A

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## **Progress enquiry and obtaining result of service**

N/A

## **Formalities**

- Application

Last Update : 08/06/2022