

# Heritage Items - Minor Works & Maintenance

## Planning, Environment & Development Group

*Environmental Planning and Assessment Act 1979, s4.1*

*Shoalhaven Local Environmental Plan 2014, Clause 5.10 (3)*

### Guidance

Use this form to make an application for written authorisation to undertake minor works and/or maintenance to a heritage item or a place within a heritage conservation area without development consent.

Heritage items are listed and described in Schedule 5 of Shoalhaven LEP 2014. Heritage conservation areas (if any) are shown on the Heritage Map as well as being described in Schedule 5.

The application must be assessed, and authorisation provided in writing, before the proposed activity/works can proceed. If the application, is declined, a Development Application must be lodged if the works are to proceed.

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

The checklist forms part of the application and must be completed.

- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.

### 1 Applicant details

Company Name *(if applicable)*:

ABN / ACN:

Position:

Mr  Mrs  Ms  Other (specify):

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address Shop /Unit / Street No.:

Street Name:

### Office use only

Related Policies: Requirement of an Environmental Planning Instrument  
 – Shoalhaven Local Environmental Plan 2014, cl 5.10 (3)

Issue Date: 15/01/2019

Review Date: 15/01/2020

Owned by (section): Development



Suburb / Town / Village / Locality:		
State:	Postcode:	
<b>2 Development site – location and title details</b>		
Lot:	DP:	Section (where relevant):
Portion No:	Parish:	
Shop / Unit / Street No:	Street name:	
Suburb:		Postcode:
Area of Land (in m <sup>2</sup> or hectares):		
An inspection of the property may be required. Detail the contact person for Council to arrange access: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other (e.g. tenant / real estate): If you have selected Other provide Name: _____ Phone: _____		
List any access issues e.g. dog onsite, locked gates:		
<b>3 Heritage listing details</b>		
Is the site a heritage item listed in Shoalhaven LEP 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the site located within a heritage conservation area (HCA) listed in Shoalhaven LEP 2014?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>4 Heritage Advisor consultation</b>		
Has the proposed development been discussed with Council's Heritage Advisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, insert date of the appointment:		
<b>5 Describe the proposed work in detail</b>		

## 6 Checklist

The following documents are required to support your application.

	N/A	Supplied
Plans, including site plan, sections and elevations	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the item or the conservation area including context	<input type="checkbox"/>	<input type="checkbox"/>
Samples of materials, finishes and colours	<input type="checkbox"/>	<input type="checkbox"/>
Photos of any structures or elements to be demolished	<input type="checkbox"/>	<input type="checkbox"/>
Details of the area affected by the development	<input type="checkbox"/>	<input type="checkbox"/>

## 7 Registered owners' details and consent

As the owner(s) of the above property, I/we consent to lodgement of this application.

I/We hereby permit any duly authorised officer of the Shoalhaven City Council to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the relevant legislation.

Owner First Name: Last Name:

Owner Signature:

Date:

Company Name (if applicable):

ABN / ACN (if applicable):

Position (if owner is a company):

If there is more than one owner, add additional owner(s) details.

Owner First Name: Last Name:

Owner Signature:

Date:

Owner First Name: Last Name:

Owner Signature:

Date:

Owner First Name: Last Name:

Owner Signature:

Date:

## 9 Conflict of interest

To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, you must make a declaration as to whether you, the landowner and/or anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.

Applicant:  No  Yes

Owner(s):

No  Yes

If you have answered Yes to this question, you must provide details including names and relationship:

## 10 Applicant's declaration

I apply for written confirmation that the works described in this application and in the plans, specifications and documents accompanying the application is development without consent;

I acknowledge that, if this application is declined, the works cannot proceed without the lodgement and approval of a development application.

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct;

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;

I understand that I am responsible for obtaining all necessary clearances from the copyright owner of any documents prior to submission of this application.

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

## Important information

### Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

### Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of Section 10 of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed on Council's website. The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance

with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning (02) 4229 3111

### **Lodgement details**

You can lodge the completed application by

**Email:** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) or

**In person:** Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.

Once your application is received, a Council Officer will contact you if further information is required.