



# Heritage works without consent Application form

Effective from July 2018 to June 2019

## 1. Made under clause 5.10 (3) Woollahra Local Environmental Plan 2014

**About this form** Use this form to apply to carry out minor works or maintenance to a heritage item or to a building, work, relic or place in a heritage conservation area.

**For information on what is considered maintenance or minor works visit:**

[www.woollahra.nsw.gov.au/building\\_and\\_development](http://www.woollahra.nsw.gov.au/building_and_development)

For proposed works to a tree, contact Council's Tree Officers on 9391 7000.

**Documentation** Applicants should submit an electronic copy of supporting documentation.

As a guide the following should be provided as a minimum:

- Description of the proposed works
- Coloured photographs identifying the area of works
- Plans (if available)

Additional information may be requested.

**Other approvals** Although the Council may advise an applicant that development consent is not required under Woollahra LEP 2014, another type of consent or approval may be required from the Council or another authority. For example, minor works and maintenance to heritage items which are also listed on the State Heritage Register, may require consent under the *Heritage Act 1977*.

Aboriginal objects in NSW are protected under the *National Parks and Wildlife Act 1974* and Archaeological relics in NSW are protected under the *Heritage Act 1977*.

Applicants will need to provide the relevant consent, approval or permit from other authorities as part of their application to Council under clause 5.10(3) of Woollahra LEP 2014.

## 2. Your name, address and contact details

Title:  Mr  Mrs  Ms Other:.....

Family name (or company): ..... Given names: .....

Postal address: ..... Post Code: .....

Phone (B): ..... Phone (M/H): ..... Fax: .....

E-mail: .....

Contact person (if a different company): ..... Phone: .....

Would you prefer to receive all correspondence through the email address specified above?  Yes  No

## 3. Location and title description of the property

Unit/shop/suite: ..... Street No:..... Street: ..... Suburb: .....

Lot(s): ..... Section: ..... Deposited Plan(s): ..... Strata plan: .....

**4. Who owns the land?**

Name(s): ..... Phone: .....  
Address: ..... Post Code: .....

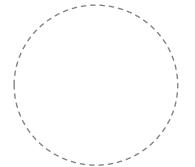
**5. Owner's consent**

NB: Must be signed by the owner of the land. If more than one owner, **every** owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal, or by provision of ABN/ACN together with your position in that company.

As the registered owner(s) of the land to which this application relates, I/we consent to this application.  
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

⊗ Signature: ..... Print Name: ..... Date: .....

⊗ Signature: ..... Print Name: ..... Date: .....



Affix Common Seal

Company/Strata Corp: ..... Position: ..... ABN/ACN No. ....

**6. Heritage item/ Heritage conservation area**

The works or maintenance apply to:

A heritage item  and/or

A building, work, relic, tree or place in a heritage conservation area

NB: Heritage items are listed in Schedule 5 of Woollahra LEP 2014. Heritage conservation areas are shown on the heritage map for Woollahra LEP 2014.

**7. Type of application**

What is the application for?

Minor works and/or

Maintenance

**8. Description of proposal**

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**9. Current use**

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## 10. Current approvals

Is the proposed work or maintenance part of a development which has a consent or for which consent is being sought through a development application or complying development certificate? Yes  No

## 11. Consultation

Have you discussed this application with a Council officer? Yes  No

If so, to whom did you speak? .....

## 12. Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation and for processing of payments. If you do not provide the information, Council will not be able to process your application and/or payment. The information in this form will be available to Councillors, Council Officers, consultants to Council and members of the public as required by the Act. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## 13. Declaration

I apply for an exemption from consent to carry out the development described in this application. I declare that all the information given is true and correct, and electronic documents submitted on storage medium e.g. DVD-R, USB are an exact reproduction of the original source documents submitted with the application. I also understand that:

- a) If incomplete, the application may be delayed or rejected.
- b) I license Council to make all documents lodged with this application of which I am the copyright owner publicly available on Council's website both during the assessment of this application and thereafter, and further license Council to reproduce all such documents for any purpose associated with the exercise of its functions under the *Environmental Planning & Assessment Act 1979* in respect of this application, and for the purpose of complying with its obligations under the *Government Information (Public Access) Act 2009*.
- c) I warrant that to the extent that I do not own the copyright in any documents lodged with this application, the Council is licensed by the copyright owner to use the documents lodged with this application in accordance with the above paragraph.
- d) I indemnify the Council against all claims and actions in respect of a breach of copyright arising from any unauthorised use of any documents lodged with this application.

⊗ **Signature:** ..... **Print Name:** ..... **Date:** .....

## 14. How to lodge this application

By mail with a cheque attached.

Over the counter at Council with payment made via cash, cheque or credit card.

### **Address the application to:**

The General Manager Woollahra Municipal Council  
Post: PO Box 61 Double Bay 1360  
DX: DX 3607 Double Bay  
Street: Council Chambers  
Address: 536 New South Head Rd, Double Bay NSW 2028

### **How to contact us by phone, fax or electronically**

Phone: (02) 9391 7000  
Fax: (02) 9391 7044  
Email: records@woollahra.nsw.gov.au  
Web: www.woollahra.nsw.gov.au

### **Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. You can catch the train to Edgecliff Station and take the 324, 325 or 326 bus or walk from the interchange at the Edgecliff Centre. Short-term customer parking spaces are available on site.

## 15. Fee

A fee of \$115.50 covers the assessment of the application and a written response.

**16. Office use only**

Fee Type	Fee	Receipt Code	Office Use Only
Heritage works without consent	\$115.50	T25	

Cashier's Name: ..... Signature: ..... Date:.....

Payment Processed: Yes  No

Formal heritage referral                       Satisfactory                       Not satisfactory

Refer to: .....