



APPLICATION FOR MAINTENANCE AND/OR MINOR WORKS AFFECTING A HERITAGE ITEM OR HERITAGE CONSERVATION AREA

Revision Date. 3/11/2016

Please ensure forms are saved into Trim within the collective:

TRIM: 21/39

Payment details:

Receipt Code: 417

Receipt Number:

Under the Cessnock Local Environmental Plan 2011 clause 5.10 (3) development consent for works on a heritage item or in a heritage conservation area is not required if:

- (a) *the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development:*
 - (i) *is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and*
 - (ii) *would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area, or*
- (b) *the development is in a cemetery or burial ground and the proposed development:*
 - (i) *is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and*
 - (ii) *would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance, or*
- (c) *the development is limited to the removal of a tree or other vegetation that the Council is satisfied is a risk to human life or property, or*
- (d) *the development is exempt development.*

This generally includes 'like for like' replacement and restoration works but does not include new development.

Applications cannot be made for works already or partially completed. Works cannot commence until written approval from Council has been received.

Council's Heritage Advisor is available to discuss your plans prior to lodgement. Please call Strategic Planning on 02 4993 4100 to schedule an appointment.

PART 1 – APPLICANT DETAILS

First name	
Surname	
Address	
Phone	
Email	
Signature	

PART 2 – PROPERTY DETAILS

House Number	Street			
Suburb		Postcode		
Lot	Section	DP		
Lot	Section	DP		
Heritage Item / conservation area				

PART 3 – OWNERS CONSENT

OWNER 1

Owner(s) Name	
Address	
Company	
ABN	

Phone Number	
Owner(s) Signature	
Date	

OWNER 2

Owner(s) Name	
Address	
Company	
ABN	
Phone Number	
Owner(s) Signature	
Date	

PART 4 – DETAILS OF PROPOSED WORKS

1. What is the current use of the site?

2. Detailed description of the proposed development.
Please specify the works in detail. Please attach any relevant drawings/photos to the application.

3. What material do you propose to use?
Please specify the colours, products and materials to be used, including specifications, methodology of undertaking works etc.

4. Who will undertake the works?
Provide details of any nominated tradespeople.

5. When do you expect to complete this work?
Note: works cannot commence until Council has notified you in writing that the works can be undertaken as exempt. Works must also be undertaken within 12 months of the approved date.

6. Estimated cost of the proposed development?

--

7. Have you discussed your plans with a Council Strategic Planner or Council’s Heritage Advisor?

Yes	No	Name	Date	/ /
------------	-----------	-------------	-------------	-----

PART 5 - APPLICANTS DECLARATION

I declare that all the information given is true and correct:

Applicants Name				
Signature		Date		
Applicants Name				
Signature		Date		

PRIVACY NOTIFICATION

Purpose	To provide Council with information required to assess the minor works request under <i>Cessnock Local Environmental Plan 2011 clause 5.10 (3)</i> .
Intended Recipients	Council staff, noting that information is publicly available under the <i>Government Information (Public Access) Act 2009 (NSW) (GIPA)</i> .
Supply	Required by the provisions of the <i>Environmental Planning & Assessment Regulations 2000 (EP&A Reg)</i> .
Consequence of non-provision	Delay in assessing the request for minor works approval and potential refusal.
Storage and Security	This form will be saved in Councils main records management database when the request has been processed and the enquiry is completed. The retention of the form will be managed in accordance with the <i>State Records Act 1998</i> relevant records management legislation.
Access	Information provided to Council is subject to a release under the <i>Government Information (Public Access) Act 2009 (NSW) (GIPA)</i> .

OFFICE USE ONLY

The development described on this form has been assessed by Cessnock City Council under clause 5.10 (3) of the Cessnock Local Environmental Plan 2011. Council is satisfied that it is development of a minor nature, or maintenance which will not adversely affect the heritage significance of the heritage item or property within a heritage conservation area.

Endorsed	Not endorsed	Additional Information Required

Approved by:	
Position:	
Letter issued:	
Date:	