# Instructions

This form should be completed and submitted to Heritage NSW for approval to carry out activities/ works to an item or land listed on the NSW State Heritage Register or to which an Interim Heritage Order applies and which:

* have little or no adverse impact on the heritage significance of the item;
* are not listed as an exemption under the *Heritage Act 1977*; and
* have a cost of works less than $150,000.

Note: s60 fast track cannot be used for heritage approval following an Integrated Development Application determination.

# Heritage Item

|  |
| --- |
|  |
| (as it appears on the State Heritage Register or Interim Heritage Order) |

Name of heritage item:

|  |
| --- |
|  |

Street address:

Local Government Area: Choose an item.

|  |
| --- |
|  |

State Heritage Register/ Interim Heritage Order reference number:

# Activities/Works Proposal

Description of minor activity/works:

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| --- |
|  |

(Include what the activity/work is, how it will be carried out, what parts of the item it affects, what materials will be used).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated cost of works: | $ |  |  |  |  |

# Applicant Contact Information

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Name: Role/ organisation:

|  |  |
| --- | --- |
| Postal Address: |  |
| Email: |  |
| Phone number: |  |
| Signature of applicant: |  |

|  |  |
| --- | --- |
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# Landowner’s Consent

The landowner’s consent is required and must relate to this application. It may be provided in a separate letter attached to this application. If the item is situated on Crown Land, this section must be completed by the lawful occupier.

I, the owner of the item to which this application relates, hereby consent to the making of this application.

|  |  |
| --- | --- |
| Full name of owner: |  |
| Owner’s signature: |  |
| Date: |  |

# Supporting Information

## Excavation

Does your proposal involve excavation of land, or works to building cavities, which is likely to or will disturb relics or is within the vicinity of a heritage structure? Yes: No:

If yes, please nominate an [Excavation Director](https://www.heritage.nsw.gov.au/permits-and-assessments/excavation-assessments/):

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|  |

Name: Organisation:

|  |  |
| --- | --- |
| Postal Address: |  |
| Email: |  |
| Phone number: |  |

|  |  |
| --- | --- |
| Signature of nominated Excavation Director: |  |
| Date of signature: |  |

## Attachments

## Please attach to your application one copy of each of the following documents in electronic format.

|  |  |
| --- | --- |
| Document | Attached |
| Heritage Impact Statement |  |
| Drawing/s to illustrate your proposal. This/ these should clearly show:  * what you propose to demolish, remove, destroy or excavate * what will remain without change * what you propose to construct, create, plant or alter * the relationship of your proposed work to the site boundaries and existing site features. |  |
|  |  |
| An Archaeological Assessment and/or Research Design (if the works involve disturbance to relics). |  |

Are there any management plans for the heritage item such as a Conservation Management Plan or Strategy, Archaeological Management Plan, Aboriginal Place Management Plan?   
Yes:  No:  If yes, please complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Document Title | Author | Date | Has the document been endorsed by the Heritage Council? |
|  |  |  | Yes  No |

If the document is not part of our NSW Heritage Library you may be requested to provide a copy, which will help us in assessing your application.

# Payment

Payment via direct deposit is preferred. Visa or Mastercard are also accepted.

Note: City of Sydney Council will contact you to arrange payment for applications within the City of Sydney Council local government area lodged via PlanningLodgments@cityofsydney.nsw.gov.au.

Fee information is available on the [Heritage NSW website.](https://www.heritage.nsw.gov.au/permits-and-assessments/assessment-and-permit-types/)

|  |  |  |  |
| --- | --- | --- | --- |
| I will pay via direct deposit | ☐ | I will pay via Visa or Mastercard | ☐ |

**Paying via direct deposit**

If paying via direct deposit, you must provide proof of payment (e.g. bank receipt) with this form

|  |  |
| --- | --- |
| Account name: | Heritage Council of NSW |
| BSB: | 032 001 |
| Account number: | 205 936 |
| Reference: | Please use the heritage item name as the payment reference |

**Authorisation for Visa/Mastercard payments**

I authorise the Heritage Council of NSW to charge the associated application fee to the card details supplied.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I am the cardholder | | ☐ | I am the applicant and authorise the payment on behalf of the card holder | | | ☐ |
| Fee to be paid | $ | | | | | |
| Signature |  | | | Date |  | |

Receipt or tax invoice will be issued to these details.

|  |  |
| --- | --- |
| Company name  (if applicable) |  |
| To the attention of |  |
| Postal address |  |
| Phone |  |
| Email |  |

Card details

|  |  |  |
| --- | --- | --- |
| Name on card |  | |
| Card number |  | |
| Expiry | MM/YYYY | Mastercard  Visa |

# Submit Application

|  |  |
| --- | --- |
| If the item is listed on the State Heritage Register or has an Interim Heritage Order made by the Minister, send the application and fee to:  Heritage NSW  heritagemailbox@environment.nsw.gov.au  Locked Bag 5020, Parramatta NSW 2124  If the State Heritage Register item is located within the City of Sydney Council local government area, send the application to:  City of Sydney Council  [PlanningLodgements@cityofsydney.nsw.gov.au](mailto:PlanningLodgements@cityofsydney.nsw.gov.au).  City of Sydney Council will then contact you to arrange payment. | For an item with an Interim Heritage Order made by a local council, send the application and fee to the local council. |
| For more information, please contact Heritage NSW on (02) 9873 8500 | |