

# Heritage Council of New South Wales

## Works Application (Section 60)

When an item is listed on the State Heritage Register or subject to an Interim Heritage Order, the approval of the Heritage Council of NSW is required for activities that are not exempt (including disturbing or excavating land).

Applications are made under section 60 of the Heritage Act 1977, and a determination is made under section 63 of the Heritage Act 1977.

This form will walk you through the required steps to complete a Works Application.

### Step 1: Does the proposal have Integrated Development approval?

If you have had a Development Application for this proposal determined by your local council under the Integrated Development provisions of the *Environmental Planning and Assessment Act*, fill out this section.

#### Integrated Development

Has a Development Application (DA) been lodged with the local council for the works? **If no, go to Step 2.**

Yes  No

Has development consent been granted?

Yes  No

DA number: Click or tap here to enter text.

Approval date: Click or tap here to enter text.

Is this application the same the approved DA?

Yes  No

**If this application is exactly the same as the approved DA, tick 'yes'.**

Where the proposed works have been amended (via conditions, redesign, or the application contains additional information or amendments required by the Heritage Council's General Terms of Approval), answer "no" and briefly summarise any changes below.

Click or tap here to enter text.

## Step 2 Check the listing

Search the [online heritage database](#) to confirm the item is listed on the State Heritage Register (SHR). The SHR entry may also contain important information relevant to your application.

**Item affected by proposed works**

SHR listing No.

Name of heritage item

Address

Suburb

Postcode

Lot, Section and DP / SP

Local Government Area

Is there a Conservation Management Plan (CMP) for the item?

Yes  No

Title:

Author:

Date:

Has the CMP been endorsed by the Heritage Council of NSW?

Yes  No

Field	Explanation										
SHR Listing No.	<p>The State Heritage Register listing number can be found by searching the online heritage database (see below).</p> <p><b>Section 1. Aboriginal Places listed under the National Parks and Wildlife Act.</b> Your search did not return any matching results.</p> <p><b>Section 2. Items listed under the NSW Heritage Act.</b> Your search returned 1 record.</p> <table border="1"> <thead> <tr> <th>Item name</th> <th>Address</th> <th>Suburb</th> <th>LGA</th> <th>SHR</th> </tr> </thead> <tbody> <tr> <td>Lithgow Heavy Anti Aircraft Gun Stations and Dummy Station</td> <td>Kirkley Street (via)</td> <td>Bowenfels</td> <td>Lithgow</td> <td>01862</td> </tr> </tbody> </table> <p><b>Section 3. Items listed by Local Government and State Agencies.</b> Your search did not return any matching results.</p> <p>There was a total of 1 records matching your search criteria.</p>	Item name	Address	Suburb	LGA	SHR	Lithgow Heavy Anti Aircraft Gun Stations and Dummy Station	Kirkley Street (via)	Bowenfels	Lithgow	01862
Item name	Address	Suburb	LGA	SHR							
Lithgow Heavy Anti Aircraft Gun Stations and Dummy Station	Kirkley Street (via)	Bowenfels	Lithgow	01862							
Name of heritage Item	Include the item name as listed on the State Heritage Register (see above)										
Address	Include the street number, street name, suburb and postcode										

Field	Explanation
Lot, Section and DP	Include the: <ul style="list-style-type: none"> <li>lot number and section for the location where the proposed works are occurring</li> <li>relevant Plan Code related to the Lot Number (e.g. DP/SP)</li> <li>relevant Plan Number related to the Lot and Plan Code provided.</li> </ul>
Local Government Area	Include the Local Government Area (local council) where the property is located
Is there a Conservation Management Plan for the item?	Please answer this question by selecting yes or no and provide the following details: <ul style="list-style-type: none"> <li>the title, date and author of the Conservation Management Plan (CMP)</li> <li>if the CMP has been endorsed by the Heritage Council of NSW</li> </ul> This information can be found on the online heritage database, under "Procedures/Exemptions"

### Step 3: Check if exemptions apply

Proposed works may be exempt from approval if:

- The works fit the description of one or more of the Standard Exemptions.
- The works fit the description of any applicable site specific exemptions for the item. Some items listed on the SHR have site specific exemptions. You can confirm if site specific exemptions apply by searching the online heritage database. The details will be recorded in the procedures/exemptions section of the item's listing details.

If the proposed works comply with the Standard Exemptions, you should submit the works as an Exemption Application. Note: specific exemptions generally do not require an Exemption Application.

Field	Explanation																		
Procedures / Exemptions	Any site specific exemptions attributed to the site can be found in the procedures/exemptions section of the item's listing on the online heritage database (see below).  <table border="1"> <thead> <tr> <th colspan="6">Procedures /Exemptions</th> </tr> <tr> <th>Section of act</th> <th>Description</th> <th>Title</th> <th>Comments</th> <th colspan="2">Action date</th> </tr> </thead> <tbody> <tr> <td>57(2)</td> <td>Exemption to allow work</td> <td>Heritage Act - Site Specific Exemptions</td> <td>           Alts any part on interior except ground             Order Under Section 57(2) to exempt the following activities from Section 57(1):            (1) The maintenance of the building where maintenance means the continuous protective care of existing material; without the introduction of new materials;            (2) Alterations to any part of the interior other than the ground floor commercial chamber on the corner of Martin Place and Castlereagh Street, Sydney, except where these would change the external appearance of the building; and            (3) Change of use.         </td> <td colspan="2">Jun 24 1988</td> </tr> </tbody> </table>	Procedures /Exemptions						Section of act	Description	Title	Comments	Action date		57(2)	Exemption to allow work	Heritage Act - Site Specific Exemptions	Alts any part on interior except ground  Order Under Section 57(2) to exempt the following activities from Section 57(1): (1) The maintenance of the building where maintenance means the continuous protective care of existing material; without the introduction of new materials; (2) Alterations to any part of the interior other than the ground floor commercial chamber on the corner of Martin Place and Castlereagh Street, Sydney, except where these would change the external appearance of the building; and (3) Change of use.	Jun 24 1988	
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## Step 4: Describe the proposal

Proposal	
Estimated cost of proposal:	\$ <input type="text" value="Click or tap here to enter text."/>
Brief description of the proposal (1-2 sentences):	<input type="text" value="Click or tap here to enter text."/>

Field	Explanation
Estimated cost of proposal	Include the estimated total cost of carrying out the proposed works. Applications will not be assessed without this information.
Description of the proposal	This is a legal document and you must explain proposed works by providing a general overview of intended activities. Do not only refer to attached documentation or plans.
Has development consent been granted?	If yes, please also provide in the Development Application (DA) number in the 'DA No.' box and the date it was approved.
Is this application consistent with the approved DA?	Indicate whether the proposed works are consistent with those works proposed in the approved DA
If no, please detail any changes	Please specify any changes to the proposed works from those approved in the DA.

# Step 5: Complete landowner, applicant and Excavation Director details

**Landowner**

Business/Organisation name (if applicable)

Title  First name  Last name

Address

Telephone  Mobile  Email

Signature  Date

**Applicant**

Is the landowner also the applicant?  Yes  No If the Landowner is also the Applicant, you do not need to complete this section.

Business/Organisation name (if applicable)

Title  First name  Last name

Address

Telephone  Mobile  Email

Signature  Date

## Excavation Director

Business/Organisation name (if applicable)

Click or tap here to enter text.

Title

Click or

First name

Click or tap here to enter text.

Last name

Click or tap here to enter text.

Address

Click or tap here to enter text.

Telephone

( ) Click or tap here

Mobile

Click or tap here to

Email

Click or tap here to enter text.

Signature

Date

Click or tap to enter a date.

Field	Explanation
Signature	This form is a legal document and so it is important that the landowner's formal signature is included here. Lack of a signature will prevent the application from being processed.
Applicant	The applicant is the person who will be formally contacted in relation to the application. Please note, if a business/organisation name is provided, this is considered to be the applicant, and the individual identified is the contact person for the applicant.. The applicant cannot be the Excavation Director. <b>Note:</b> Failure to include land owner's consent will prevent the application from being progressed.
Excavation Director	Complete this section if the proposal involves the excavation of land, or works to building cavities, which will, or is likely to disturb archaeology.  Excavation Directors are people with professional training and extensive fieldwork experience in the investigation of relics within historical archaeological sites that have completed tertiary training in archaeology, prehistory or a related field. Excavation Directors may be consultant historical archaeologists undertaking paid professional work associated with site redevelopment projects; university employed archaeologists and/or others undertaking research investigations of historic sites. Refer to the <a href="#">Criteria for the Assessment of Excavation Directors</a> to ensure you nominate a suitably qualified person.  <b>Note:</b> the applicant is responsible for nominating an Excavation Director for the proposed works, if the works involve archaeological excavation, and ensuring the Excavation Director section of the form is complete before submitting. Failure to include documentation of the Excavation Director will prevent the application being progressed.

## Step 6: Attach the documents

Check that you have included the following:

- The **completed Works Application** form
- **Plans/drawings** describing your proposal. The plans/drawings should clearly show the proposed works. Including any proposed conservation, activation or stabilisation works; any proposed demolition, removal, destruction or excavation, what will remain without change, and what you propose to construct, create, plant or alter. The plans should show the relationship of your proposal to the site boundaries and existing site features. If there are multiple plans please include a plan schedule.
- A **Heritage Impact Statement** – information to assist you in preparing a Heritage Impact Statement is available in the guideline [Statements of Heritage Impact](#). If an endorsed CMP exists, please confirm compliance of the proposed works against the policies of the CMP.
- **Excavation Directors resume or CV** – if your proposal will include archaeological excavation.
- An **Archaeological Assessment** – if the proposal involves the excavation of land, or works to building cavities, which will, or is likely to disturb archaeology.
- An **Archaeological Research Design (ARD)** – if archaeology is proposed and an ARD does not already form part of the Heritage Impact Statement.
- A **copy of the notice of determination and stamped plans from council** - if you are applying after an Integrated Development consent.

## Step 7: Calculate the fee

Use the [fee calculator](#) to determine the fee based on the cost of the proposed work. Please pay the application fee via direct deposit or Visa/Mastercard by providing payment details on the following page. All fees are exempt from GST. American Express is not accepted.

You can apply to have the fee reduced or waived based on financial hardship. If you wish to do so, please submit evidence of financial hardship with your application.

Note: For applications to be lodged with the City of Sydney Council, please email the completed form to [PlanningLodgements@cityofsydney.nsw.gov.au](mailto:PlanningLodgements@cityofsydney.nsw.gov.au). City of Sydney Council will then contact you to arrange payment.

## Step 8: Pay the fee

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

I will pay via direct deposit	<input type="checkbox"/>	I will pay via Visa or Mastercard	<input type="checkbox"/>
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### How to pay via direct deposit

If paying via direct deposit, you are required to provide proof of payment or a receipt with your application 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 on the following page.

I am the cardholder	<input type="checkbox"/>	I am the applicant and authorise the payment on behalf of the card holder	<input type="checkbox"/>
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Fee to be paid	\$
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Signature		Date	
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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	CCV	

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](mailto:PlanningLodgments@cityofsydney.nsw.gov.au).



## Step 9: Check and submit the application

Final check		Please tick	Office use
Are all fields in the form complete?		<input type="checkbox"/>	<input type="checkbox"/>
Is the item on the SHR or subject to an IHO?		<input type="checkbox"/>	<input type="checkbox"/>
Has the SHR number and location details been provided?			
Have you paid the application fee or included your payment details?		<input type="checkbox"/>	<input type="checkbox"/>
If you paid via direct deposit, have you attached a receipt or proof of payment?		<input type="checkbox"/>	<input type="checkbox"/>
Have you provided plans/drawings indicating the location and extent of the proposed works? Digital copies of all documents are preferred.	Hard copies will only be excepted in special circumstances. Please contact us if you cannot supply digital copies of all documents.	<input type="checkbox"/>	<input type="checkbox"/>
Have you described your proposed works <b>and</b> included the estimated cost of the proposal?		<input type="checkbox"/>	<input type="checkbox"/>
Have you included the contact details and consent of the landowner?		<input type="checkbox"/>	<input type="checkbox"/>
Have you included the contact details and signature of the applicant?		<input type="checkbox"/>	<input type="checkbox"/>
Have you attached a copy of the Heritage Impact Statement?		<input type="checkbox"/>	<input type="checkbox"/>
If you are applying after an integrated development approval, have you included a copy of the notice of determination and stamped plans from council?		<input type="checkbox"/>	<input type="checkbox"/>
If archaeological excavation is proposed, have you:			
Attached an Archaeological Research Design?		<input type="checkbox"/>	<input type="checkbox"/>
Included the details of the Excavation Director, their signature, and resume or CV?		<input type="checkbox"/>	<input type="checkbox"/>

### The completed form and related documents should be emailed to:

[heritagemailbox@environment.nsw.gov.au](mailto:heritagemailbox@environment.nsw.gov.au)

If you are unable to submit via email, please post your completed form and documentation to:

Heritage NSW  
 Department of Premier and Cabinet  
 Locked Bag 5020, Parramatta NSW 2124

If an application relates to an item with an Interim Heritage Order made by the local council, the application and related documents should be submitted to the local council.

## **What happens next?**

An officer will review your application. To avoid confusion and delays, it is important that the application form, documents and fee are submitted together. Applications cannot progress until they are considered to be complete.

An officer may seek further information to enable proper assessment. In this case, you will have 14 calendar days to provide the additional information. If you do not submit the required information within that time, you will be asked to withdraw your application and re-submit when all the required information is available to be submitted.

## **Further information**

If you wish to clarify any of the application requirements, please call us on 02 9873 8500.