



## Heritage Exemption Application Form

<b>About this form:</b>	<p>Use this form to apply for an exemption under Clause 5.10(3) of the Local Environmental Plan to carry out work without development consent.</p> <p>The Local Environmental Plan provides for certain works to be excluded from requiring development consent where Council is satisfied and has advised in writing that the work is of a minor nature or is for the maintenance of a heritage item, or place within a heritage conservation area.</p>
<b>How to complete:</b>	<ol style="list-style-type: none"><li>1. Ensure that all fields have been filled out correctly.</li><li>2. Once completed, please refer to the lodgement details section for further information.</li></ol>

### PART A – APPLICATION AND SITE DETAILS

**Part A** of this application form **must** be provided separately in the electronic copy of documentation.

**Part B** of this form, with your completed details, may be publicly available on Council's website.

#### Applicant Details:

Please ensure all contact details are provided. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Company Name (if applicable)				
First name:		Surname:		
Email:				
Street address:		Postcode:		
Suburb:				
Postal address: (if different to street address)		Postcode:		
Suburb:		Mobile:		
Phone number:		Other:		

#### Site Details:

Please list all properties subject to this application

Customer Reference Number:			
Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:



## Heritage Exemption Application Form

### Owner/s Consent

**ALL** registered owners of the site must sign this form. Without owner consent Council will not accept the application. If the site is owned by a company the onus is on the company to ensure that the correct number of directors sign the application. It is also the company's responsibility, including sole director companies, to use the company seal, if the company rules stipulate its use, or alternatively provide authorisation by way of company letterhead. Strata bodies must use the strata seal with the managing agents signature or alternatively the strata seal and a copy of a resolution of the owner's corporation authorising the works.

**Council will not accept this application without correct and complete owner/s consent**

As owner/s of the site to which this application relates, I/we/this company consent/s to the lodgement of this application

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Company / Strata Name (if applicable)				
First name:			Surname:	
Email:				
Street address:			Postcode:	
Suburb:				
Phone number:			Mobile:	
Print name/s:				
Signature/s				
Authorisation by Company letterhead Attached? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Company Seal? (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	
Strata Seal (please tick)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	

### Conflicts of Interest

Does the Inner West Council employ the applicant or owner/s of the property	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain the nature of interest:
Is the applicant or owner/s a Councillor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain the nature of interest:
Is the applicant being submitted on behalf of an employee or Councillor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please explain the nature of interest:



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### Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any exemption granted 'may be void'
- I accept that inadequacies in the material submitted may result in delays in the processing of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted. I declare that each document is a PDF no bigger than 5MB; named descriptively; and there are no security settings applied. I declare that the electronic data is not corrupted and does not contain any viruses.
- I understand that Council officer's may need to carry out a site inspection and will undertake to make site access available as required.
- I understand that information related to this application may be displayed on Council's online tracking system for viewing by the general public (including floor plans), and may be disclosed under the provisions of *the Government Information (Public Access) Act 2009*.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council for the purpose of this application.
- I declare I have obtained the consent of all the property owner/s to lodge this application.

**Applicant's  
signature:**

**Date:**

/ /

### Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.



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### PART B – DESCRIPTION OF PROPOSAL

Please note that the information provided in this part may be placed on Council's website & available publicly.

#### Site Details:

Please list all properties subject to this application

Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:

#### Applicant Details:

Please ensure all contact details are provided. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead

Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Company / Strata Name (if applicable)				
First name:		Surname:		

#### Advice Sought/Proposal

Single Property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Multiple Properties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suburb &/or entire Heritage Conservation Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>Information required to be submitted</b>	A Statement describing the works and explanation of how it is minor or for the maintenance and how it will affect the heritage significance of the item or area.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Colour photos of the area of the proposed works	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Diagrams, plans, elevations showing the location and nature of the proposed works.	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Heritage Exemption Application Form

### Instructions for applicants

Lodging an application requires a completed application form, all relevant information and the payment of the required fee. The Application will be checked at lodgement to ensure the required information is provided.

**Lodge online:** <https://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service>

Go to 'Enquiries', then click on 'Public Development Assessment', then select 'Heritage Exemption Certificate'

**Fees and charges:** Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

Once entered into our system you will be sent an invoice. Please note that the application is not considered to be 'Lodged' until the fees have been paid.

### Further information or frequently asked questions

#### I have lodged an application, what should I expect in return?

Council officers will review your application and you may be contacted to arrange a site inspection, to provide additional information or to discuss your application. Once the assessment is completed you will be provided with correspondence advising of the outcome of that assessment which will either be:

- that the exemption cannot be issued and the reasons why; or
- an exemption based on the documentation provided to Council and subject to certain conditions.