



# Heritage Exemption Certificate Application Form and Supporting Information

<b>About this form:</b>	Use this form to apply for a Heritage Exemption Certificate.
<b>How to complete:</b>	<ol style="list-style-type: none"><li><b>Part A</b> of this form <b>must</b> be provided separately in the electronic copy of documentation.</li><li><b>Part B</b> of this form, with your completed details, may be publicly available on Council's website.</li><li><b>Part C</b> of this form <b>must</b> be completed and submitted with the application. If this part is not completed, the application will be returned to you.</li><li>Ensure that all fields have been filled out correctly.</li><li>Ensure all documents have been attached.</li><li>Once completed, please refer to the 'Instructions for applicants' section for further information.</li></ol>

## PART A – APPLICATION DETAILS

### 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

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



## Heritage Exemption Certificate Application Form and Supporting Information

### Owner/s Consent

Consent from **ALL** registered owners of the site/s must be obtained. 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 provide consent. 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. To confirm the required signatures have been provided, a copy of the ASIC Certificate must be uploaded with the application.

Strata bodies must use the strata seal with the managing agent's signature or alternatively the strata seal and a copy of a resolution of the owner's corporation authorising the works. Please provide signatures of all owners below.

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	



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### Conflicts of Interest

Does the Inner West Council employ the applicant or owner/s of the property

Yes  No

If YES, please explain the nature of interest:

Is the applicant or owner/s a Councillor?

Yes  No

If YES, please explain the nature of interest:

Is the applicant being submitted on behalf of an employee or Councillor?

Yes  No

If YES, please explain the nature of interest:

### Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct.
- I 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 is no security settings applied. I declare that the electronic data is not corrupted and does not contain any viruses.
- I understand that Council officers 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 and be 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

Single property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Multiple properties	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suburb and/or entire Heritage Conservation Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No

#### Proposed Development

Please provide a description of the works being proposed.

<b>Proposal</b>	
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### PART C – SCOPE OF PROPOSED WORKS

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

#### Heritage Context

Please specify which Heritage Conservation Area your building is in or identify whether your property is a Heritage Item.

How to complete:	<ol style="list-style-type: none"><li>1. Open Council's Interactive Heritage Map <a href="#">here</a>.</li><li>2. Click the magnifying glass in the red banner at the top left of the screen and enter your property address.</li><li>3. Click on your property on the map. The name of the Heritage Conservation Area, or the Item Number and Item Name for Heritage Items will appear in the panel on the left side of the screen. Enter the name of the Heritage Conservation Area, or the Item Number and Item Name for Heritage Items in the relevant box below.</li></ol>
Heritage Conservation Area	
Heritage Item Number and Name	

#### Heritage Impacts

Please describe how the proposed works are considered minor or for maintenance, and how they impact heritage significance.

Explain how the works are minor or for maintenance	
Describe how the works will affect the heritage significance of the heritage item or the heritage conservation area	



## Heritage Exemption Certificate Application Form and Supporting Information

### Photograph and documentation checklist

Please provide photographs and documentation of the areas of your building that are proposed to be altered as part of this application.

How to complete:	<ol style="list-style-type: none"> <li>1. Photos are to be inserted into the templates provided at the end of this form.</li> <li>2. Each photograph should include a detailed caption.</li> <li>3. Any additional photos to be included are to use a similar layout to the templates provided as part of this form.</li> </ol>
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	Photograph	Provided?		
		Yes	No	NA
Elevations (north, south, east, west)	<ul style="list-style-type: none"> <li>• Show the full extent of buildings, including all external doors, window positions, roof profiles, and chimneys.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front fence, landscaping, and entrance	<ul style="list-style-type: none"> <li>• Photos of fences are to include any gates and show masonry base or retaining walls if applicable.</li> <li>• Photos of landscaping should include gardens, plantings, lawn, shrubbery, and paths.</li> <li>• Photos of the entrance should include any paths, steps, archways, awnings, verandahs, or balustrades.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal rooms and circulation areas (Heritage Items only)	<ul style="list-style-type: none"> <li>• Show hallways, doorways, stairways, and ceilings. Include details showing fittings and joinery, light fixtures, tiles, fireplaces, and masonry walls.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Original materials and finishes	<ul style="list-style-type: none"> <li>• Show details of materials and finishes of all external surfaces, including roof cladding and any decorative elements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials and finishes schedule	<ul style="list-style-type: none"> <li>• Each material and/or finish must include details of the colour, material, brand of the material and/or finish, and where it is proposed to be used.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Architectural drawings	<ul style="list-style-type: none"> <li>• Architectural drawings are not required to be submitted with an application; however, they may be requested by Council officers where further clarification of the proposed works and/or construction methods is required.</li> <li>• If submitting architectural drawings, please include as a separate attachment.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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### PHOTOGRAPHS

Please insert photographs into the template below. If you require additional photos, please attach as a separate PDF document.

**Title:**

*[Insert photo here]*

**Description:**

**Title:**

*[Insert photo here]*

**Description:**



## Heritage Exemption Certificate Application Form and Supporting Information

### PHOTOGRAPHS

Please insert photographs into the template below. If you require additional photos, please attach as a separate PDF document.

**Title:**

*[Insert photo here]*

**Description:**

**Title:**

*[Insert photo here]*

**Description:**



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### Materials and finishes

Please provide details of the materials and finishes proposed to be used, including details of the colour, material, brand of the material and/or finish, and where it is proposed to be used – e.g.: Dulux 'Portland Stone' to be used on the windows; Colorbond 'Wallaby' to be used to the roof.

<i>[Insert photo here]</i>	<i>[Insert photo here]</i>	<i>[Insert photo here]</i>
<b>Description:</b>	<b>Description:</b>	<b>Description:</b>
<i>[Insert photo here]</i>	<i>[Insert photo here]</i>	<i>[Insert photo here]</i>
<b>Description:</b>	<b>Description:</b>	<b>Description:</b>
<i>[Insert photo here]</i>	<i>[Insert photo here]</i>	<i>[Insert photo here]</i>
<b>Description:</b>	<b>Description:</b>	<b>Description:</b>



## Heritage Exemption Certificate Application Form and Supporting Information

### Instructions for applicants

Lodging an application requires a completed application form, all relevant information, and the payment of the required fee.

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 are available on the Council website [here](#). 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.