

Effective from July 2024 to June 2025

Made under clause 5.10 (3) *Woollahra Local Environmental Plan 2014*

About this form

Use this form to apply to carry out minor works or maintenance to a heritage item or to a building, work, relic or place in a heritage conservation area.

For information on what is considered maintenance or minor works visit:

woollahra.nsw.gov.au/building_and_development

For proposed works to a tree, contact Council's Tree Officers on (02) 9391 7000.

Other approvals

Although the Council may advise an applicant that development consent is not required under Woollahra LEP 2014, another type of consent or approval may be required from the Council or another authority. For example, minor works and maintenance to heritage items which are also listed on the State Heritage Register, may require consent under the *Heritage Act 1977*.

Aboriginal objects in NSW are protected under the *National Parks and Wildlife Act 1974* and Archaeological relics in NSW are protected under the *Heritage Act 1977*.

Applicants will need to provide the relevant consent, approval or permit from other authorities as part of their application to Council under clause 5.10(3) of Woollahra LEP 2014.

Applicant details

Title:	<input type="text"/>	Full name:	<input type="text"/>		
Company name:	<input type="text"/>		ABN/ACN:	<input type="text"/>	
Postal address:	<input type="text"/>				
Phone:	<input type="text"/>		Mobile:	<input type="text"/>	
Email address:	<input type="text"/>				
Date of application:	<input type="text"/>		Applicant's reference:	<input type="text"/>	

Preferred method for receiving all correspondence: Email Post

Location and title description of the property

Unit, Shop or Suite no:	<input type="text"/>	Street no:	<input type="text"/>		
Street name:	<input type="text"/>		Suburb:	<input type="text"/>	
Lot(s):	<input type="text"/>	Section:	<input type="text"/>	Deposited Plan(s):	<input type="text"/>
				Strata Plan:	<input type="text"/>

Who owns the land

Full name:

Phone:

Address:

Landowner's details and consent

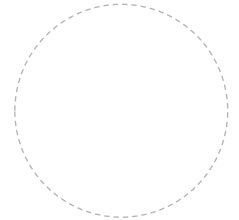
NOTE: Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company or owner's association, must be signed by a director under common seal, or by provision of ABN/ACN together with your position in that company

As the registered owner(s) of the land to which this application relates, I/we consent to this application.
I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Owner's name:

Signature:

Date:



Owner's name:

Signature:

Date:

Affix Common Seal

Company /
Strata Corp:

Position:

ABN / ACN no:

Phone:

Email address:

Postal
address:

Heritage item/ Heritage conservation area

The works or maintenance apply to: A heritage item and/or A building, work, relic, tree, or place in a heritage conservation area

NOTE: Heritage items are listed in Schedule 5 of Woollahra LEP 2014. Heritage conservation areas are shown on the heritage map for Woollahra LEP 2014

Type of application

What is the application for?

Minor works and/or

Maintenance

Current use of property

Description of proposal

Proposed methodology

Additional documentation

In addition, applicants should submit an electronic copy of the supporting documentation listed below. If you have not submitted **all** the relevant information, your application will be rejected.

- A set of coloured photographs that clearly depict the area of the item affected by the proposal Yes No N/A
- Location Plan (map indicating location of site and location of the works on the site) Yes No N/A
- Floor plans, elevations and sections to scale Yes No N/A
- A detailed description of the works proposed including measurements and design Yes No N/A
- Outline the methodologies used to carry out the conservation works Yes No N/A
- Colour palette (including brand, colour name and code) Yes No N/A
- Materials (including brand and profile for metal) Yes No N/A

Current or future development application

Is the proposed work or maintenance part of a development which has a consent or for which consent is being sought through a development application or complying development certificate?

Yes No

If there is a current DA, provide the details:

DA no:

DA description:

If there is a proposed DA, provide an overview of the proposed development:

Consultation

Have you discussed this application with a Council officer?

Yes No

If so, to whom did you speak?

Name:

Declaration

I apply for an exemption from consent to carry out the development described in this application. I declare that all the information given is true and correct, and electronic documents submitted on storage medium e.g. DVD-R, USB are an exact reproduction of the original source documents submitted with the application. I also understand that:

- If incomplete, the application may be delayed or rejected.
- I license Council to make all documents lodged with this application of which I am the copyright owner publicly available on Council's website both during the assessment of this application and thereafter, and further license Council to reproduce all such documents for any purpose associated with the exercise of its functions under the *Environmental Planning & Assessment Act 1979* in respect of this application, and for the purpose of complying with its obligations under the *Government Information (Public Access) Act 2009*.
- I warrant that to the extent that I do not own the copyright in any documents lodged with this application, the Council is licensed by the copyright owner to use the documents lodged with this application in accordance with the above paragraph.
- I indemnify the Council against all claims and actions in respect of a breach of copyright arising from any unauthorised use of any documents lodged with this application.

Name:

Signature:

Date:

Acknowledgement of application

We will acknowledge that we have received your application.

Fees

A fee of \$220 covers the assessment of the application and a written response.

These fees apply for the 2024/2025 financial year only. Any fees payable outside this period will be subject to the adopted fees and charges for the relevant financial year.

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Website: www.woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

Heritage works without consent (T25)

CSO name:

Date

Payment processed:

 Yes No

Formal heritage referral

 Satisfactory

Not satisfactory

Refer to:



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Phone:

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: