

Application for Exemption for Minor Works to a Heritage Item

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your request for access to Council's information. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

Under the Government Information (Public Access) Act 2009 and Environmental Planning and Assessment Act 1979 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

About this form: This form shall be used if you are seeking exemption from the need for consent for minor works and maintenance to heritage items or properties within a heritage conservation area under Cl. 5.10 (3) of *Shellharbour Local Environmental Plan 2013*.

Section 1: APPLICANT DETAILS		
Title:	Given Name:	Family Name:
Organisation (if applicable):		
Street Address:		
Suburb:		Post Code:
Email Address:		
Phone Number:		
Mailing Address (if different):		
Applicant Signature:		Date:

Section 2: PROPERTY DETAILS			
Unit No:	House No:	Street Name:	
Suburb:			Postcode:
Lot Number:	Section:	DP/SP:	
Owner(s) Given Name:		Owner(s) Surname:	
Owners Name (if company)		Position in company:	
Owners Consent (Signature):			

Section 3: ELECTRONIC LODGEMENT
Council requires electronic lodgement of the application form, all plans and supporting documentation. These can be sent via email to council@shellharbour.nsw.gov.au or if the files are large then they should be submitted on a non-returnable USB.

Section 4: MINOR WORKS AND MAINTENANCE DETAILS

The following information MUST be attached to this application:

- Site plan or aerial photo marked to show the location of the proposed works .
- Photographs of the location where work is proposed e.g. rear wall, front fence, rear skillion roof etc. with captions
- Photographs of existing materials, with captions
- Product brochures of replacement materials.
- Colours proposed, specify name and brand or provide swatch.
- Description of how the proposed works are to be undertaken.
- Photographs including the following:
 - photo of the property from the street;
 - photo of the part of the property affected by the works e.g., rear view of the whole building where a window is to be replaced; and
 - close up photos of the affected area of the property.

All photos to be captioned with a description of the content of the image.

Please Note: Council may require additional information to process the application if the application is incomplete or unclear

Section 5: PROPOSAL

Describe the proposed works in as much detail as possible, attach further pages if required:

Refer to Council's [Fees & Charges](#) for application fees

Section 6: OFFICE USE ONLY

Fee:	Paid by: <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	
Date Paid:	Receipt No:	Initials:
Document Number::	Officer:	