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# HERITAGE MINOR AND MAINTENANCE WORKS APPLICATION FORM



### **About this form**

You <u>must</u> get written advice from Council before starting any work. Use this form to get written advice from Council that development consent for minor and maintenance works to your heritage item is not needed under clause 5.10(3) of the Fairfield Local Environmental Plan 2013. The advice is free.

### For State Heritage Items:

There are two types of exemptions which can apply to a heritage item listed on the State Heritage Register:

- 1. Standard exemptions for all items on the State Heritage Register.
- 2. Site specific exemptions for a particular heritage item can be approved by the Minister on the recommendation of the Heritage Council.

You can use this form to seek an exemption which will be assessed using the Heritage Council of New South Wales guideline "Heritage Information Series, Standard Exemption" published 19/10/2020. For more information on the type of permits and approvals required for State Heritage Items go to: Heritage NSW webpage (<a href="http://heritage.nsw.gov.au/permits-and-approvals/">http://heritage.nsw.gov.au/permits-and-approvals/</a>).

## For Local Heritage Items:

Minor and maintenance works in relation to a heritage item, Aboriginal object, or Aboriginal place of heritage significance, or a building, work, archaeological site, tree or place within a heritage conservation area, means ongoing protective care, but does not include the removal or disturbance of existing fabric, alterations or the introduction of new materials or technology.

Before you complete this form, you <u>must</u> contact Council's Strategic Land Use Planning Division on 9725 0222 for advice from the Heritage Advisor.

Property description  House / unit no.						
Street: Suburb:  Existing use  Please provide details as to the existing use of the site and/or buildings:						
Suburb:  Existing use  Please provide details as to the existing use of the site and/or buildings:						
Existing use  Please provide details as to the existing use of the site and/or buildings:						
Please provide details as to the existing use of the site and/or buildings :						
☐ Residential ☐ Commercial ☐ Community (eg: place of public worship)						
□ Other :						
Preliminary advice						
The proposed work is to be discussed with Council's Heritage Officer prior to you lodging this application form with Council.						
i. Have you discussed the proposal with Council's Heritage Officer?						
ii. What type of discussion was held?						
☐ Meeting on site ☐ Meeting at Council ☐ Phone conversation						
☐ Correspondence (such as an email or letter)						
Name of Heritage Officer Date of discussion//						
Independent advice						

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i. Have you obtained the advice of a heritage consultant? Yes \( \bigcap \) No \( \Bigcap \)

ii.	If yes, please provide the consultant's name and contact details.	
	Name (please print) :	
	Work number / mobile :	
iii.	Please provide a summary of the advice provided (or attach a copy of the information).	
Supportin	ng information	
It is importa	tant to provide detailed information to describe the existing situation and the minor and/or maintenance work dertake. Please tick the information which you have provided with the application.	you
Required:		
□ Loc □ Ph □ De □ De □ De □ Me □ Tin □ Sk □ Ph □ De	ocation plan. Inotographs of the existing place and area of proposed work. Description of the existing condition, any maintenance issues and reasons why the proposed work is necessare detailed description of the proposed work, including materials proposed to be used. Description of any existing features to be removed, replaced or altered. Detected the proposed work work and/or detailed the proposed work. Detailed the proposed work and/or trade literature. Details and quotes from tradesmen to be engaged. Delours and/or finishes schedule.	·y.

Does	your	proposed work involve (please tick) :	
		Maintenance, for example exterior painting in suitable heritage colours Repairs, for example replacing rusty gutters, roof, decaying verandas Restoration, for example replacing aluminium windows with timber windows Other – please provide a brief reason for the proposed works	
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Pleas	se pro	ovide a description of the proposed works including:	
	•	location (eg: front elevation of house) materials and products to be used (eg: Australian spotted gum to replace floorboa dimensions (eg: 25 metres of guttering, 40 m² of veranda decking) method (eg: replace aluminium windows with red cedar windows and make good to match existing) colours (eg: The fascia is Dulux Purple Brown. The fretwork is Dulux Grey Green windows and balusters are finished in Dulux Lime White.)	walls
		Windows and Dalasters are finished in Dalax Einie Winter,	
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**Proposed work** 

# Please note that this application cannot be accepted without all applicant and registered owner's signatures. Any personal information that you provide on this form will be used by members of Council staff to process this application. The provision of this information is deemed to be voluntary. However, if you do not provide the information requested on this form, Council may be unable to process your application in a timely manner. Please note that information collected by Council in relation to development applications and associated documents is open access information that may be obtained by members of the public under the Government Information Public Access Act 2009. ☐ As owner(s) of the land to which this application relates, I/we consent to this application. Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ...... ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ...... Given Name/s: Surname: Address: Postcode: Postcode: Contact details: Mobile or home: Mobile or home: Email: Email: Signature: Title: ☐ Miss ☐ Other ...... □ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ..... □ Mr ☐ Mrs □ Ms Given Name/s: Surname: Address: Postcode: Postcode: Contact details: Mobile or home: Mobile or home: Email: Email: Signature: NB: If there are more than four owners, please copy this page and provide the additional signatures. A supporting letter granting consent to the application will also be accepted. **Applicant** ☐ In submitting this application I declare that all the information that I have provided is true and correct. Title: □ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other ...... Given Name/s: Surname: Address: Contact details: Work: Mobile: E-mail: Signature: Date

Owners details and consent

# Fairfield City Council Use Only Application accepted by: **Duty Officer** Date: Customer Service Officer Date: / / **Heritage Officer review:** Type of preliminary discussion held with Council: Meeting on site - date of meeting \_\_\_\_/\_\_\_/ Meeting at Council - date of meeting Phone conversation - date of call Type of preliminary written advice following discussion: Letter - Objective reference Email - Objective reference iii. Heritage listing: Heritage item (State) # Heritage item (local) Archaeological site (State) # Conservation area # NB: General conditions apply to all of the exemptions listed within the Heritage Council of New South guidelines "Heritage Information Series - Standard Exemptions " Wales If it is unclear whether proposed development satisfies the requirements of these exemptions, an application will be required under section 60 of the Heritage Act for State Heritage Items. Anything done pursuant to exemptions must be carried out in accordance with relevant Guidelines by the Heritage Branch including "The Maintenance of Heritage Assets: A Practical Guide" 1998, "Movable Heritage Principles" 2000 and "The Heritage Council Policy on Managing Change to Heritage Items". iv. Planning instrument: Fairfield Local Environmental Plan, Clause 5, 10(3) State Environmental Planning Policy (Western Sydney Parklands) 2009, Clause 15(3) v. Letter to applicant: Word version (proforma A2987026): Objective reference vi. Written advice to applicant / owner: Posted: Objective reference Emailed: Objective reference \_\_\_ Notes: (Signature) (Name)