# Instructions

This form should be completed and submitted to the City of Sydney for approval to carry out activities/ works to an item or land listed on the NSW State Heritage Register or to which an Interim Heritage Order applies and which:

* have little or no adverse impact on the heritage significance of the item;
* are not listed as an exemption under the *Heritage Act 1977*; and
* have a cost of works less than $150,000.

Note: s60 fast track cannot be used for heritage approval following an Integrated Development Application determination.

# Heritage Item

|  |
| --- |
|  |
| (as it appears on the State Heritage Register or Interim Heritage Order) |

Name of heritage item:

|  |
| --- |
|  |

Street address:

Local Government Area: Choose an item.

|  |
| --- |
|  |

State Heritage Register/ Interim Heritage Order reference number:

# Activities/Works Proposal

Description of minor activity/works:

|  |
| --- |
|  |

(Include what the activity/work is, how it will be carried out, what parts of the item it affects, what materials will be used).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Estimated cost of works: | $ |  |  |  |  |

# Applicant Contact Information

|  |
| --- |
|  |

|  |
| --- |
|  |

Name: Role/ organisation:

|  |  |
| --- | --- |
| Postal Address: |  |
| Email: |  |
| Phone number: |  |
| Signature of applicant: |  |

|  |  |
| --- | --- |
|  |  |

# Landowner’s Consent

The landowner’s consent is required and must relate to this application. It may be provided in a separate letter attached to this application. If the item is situated on Crown Land, this section must be completed by the lawful occupier.

I, the owner of the item to which this application relates, hereby consent to the making of this application.

|  |  |
| --- | --- |
| Full name of owner: |  |
| Owner’s signature: |  |
| Date: |  |

# Supporting Information

## Excavation

Does your proposal involve excavation of land, or works to building cavities, which is likely to or will disturb relics or is within the vicinity of a heritage structure? Yes: No:

If yes, please nominate an [Excavation Director](https://www.heritage.nsw.gov.au/permits-and-assessments/excavation-assessments/):

|  |
| --- |
|  |

|  |
| --- |
|  |

Name: Organisation:

|  |  |
| --- | --- |
| Postal Address: |  |
| Email: |  |
| Phone number: |  |

|  |  |
| --- | --- |
| Signature of nominated Excavation Director: |  |
| Date of signature: |  |

## Attachments

## Please attach to your application one copy of each of the following documents in electronic format.

|  |  |
| --- | --- |
| Document | Attached |
| Heritage Impact Statement |  |
| Drawing/s to illustrate your proposal. This/ these should clearly show:  * what you propose to demolish, remove, destroy or excavate * what will remain without change * what you propose to construct, create, plant or alter * the relationship of your proposed work to the site boundaries and existing site features. |  |
|  |  |
| An Archaeological Assessment and/or Research Design (if the works involve disturbance to relics). |  |

Are there any management plans for the heritage item such as a Conservation Management Plan or Strategy, Archaeological Management Plan, Aboriginal Place Management Plan?   
Yes:  No:  If yes, please complete the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Document Title | Author | Date | Has the document been endorsed by the Heritage Council? |
|  |  |  | Yes  No |

If the City of Sydney does not have a copy of the document you may be requested to provide a copy, which will help us in assessing your application.

# Payment

When your application is ready to proceed, the City of Sydney will request payment. The application will only be lodged once payment is received.

# Submit Application

|  |
| --- |
| Submit the application to PlanningLodgements@cityofsydney.nsw.gov.au.  City of Sydney Council will then contact you to arrange payment. |
| For more information, please contact City of Sydney on (02) 9265 9333 |