

Heritage Minor Works without consent

Environmental Planning and Assessment Act 1979 Section 4.1(1)
Randwick Local Environmental Plan 2012 Section 5.10(3)

Effective 1 July 2024 to 30 June 2025

APPLICATION/REFERENCE NUMBER: DATE:

ABOUT THIS FORM

Use this form to apply to carry out minor works or maintenance to a heritage item or within a heritage conservation area without Consent. For further information on what is considered maintenance or minor works visit [Councils website](#).

Important Note: Heritage exemptions can be sought for minor/maintenance works which would otherwise be considered exempt development if not for the site being a heritage item or in a heritage conservation area. Principally, this includes 'like-for-like' replacement/rectification works.

Do not use this form for Tree Works, please contact Councils Customer Service Centre on 1300 722 542 for further information.

OTHER APPROVALS

Although the Council may advise an applicant that development consent is not required under Randwick LEP 2012, 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 Randwick LEP 2012.

APPLICANT DETAILS

Date of Application: Applicant's Reference:

Title: Mr Mrs Ms Other:

Applicant's Name:

Company Name: Contact:

Postal Address:

Suburb: Post Code:

Email: DX:

Phone No(s): Mobile:

PROPERTY/LOCATION DESCRIPTION

Unit/Street No: Street:

Suburb: Post Code:

Lot: Strata/Deposited Plan Number(s):

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

Owner's Name: Surname (or Company):

Given Name:

Additional Details:
(if required)

DETAILS OF HERITAGE ITEM AND/OR HERITAGE CONSERVATION AREA:

Randwick Local Environmental Plan (LEP) 2012 – Schedule 5 Environmental Heritage

Note: Heritage Items and Heritage Conservation Areas are shown on the Heritage Map:

<https://www.legislation.nsw.gov.au/#/view/EPI/2013/36/maps>

Further, the location and nature of any such item, area or site is also described in Schedule 5, Parts 1 or 2 of the Randwick Local Environmental Plan 2012:

<https://www.legislation.nsw.gov.au/#/view/EPI/2013/36/sch5>

	Applicant Use		Office Use	
	Yes	No	Yes	No
Is the property in a Heritage Conservation Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property listed as a Heritage Item?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property listed on the State Heritage Register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost of Works:	\$			
NB: Where the proposed works involve a State Heritage Item, an approval/exemption from the NSW Heritage Council under subsection 57(1) & (2) of the NSW Heritage Act 1977, must be attached with this application.				

DESCRIPTION OF PROPOSED WORKS

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NB: Attach a fully itemised schedule of the proposed works where this space is inadequate

EXISTING USE OF SITE

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CURRENT APPROVALS

(Please select all that apply/Please tick appropriate box)

Is the proposed works 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 Yes? Please provide application number and brief description of the development:

CONSULTATION

(Please select all that apply/Please tick appropriate box)

Have you discussed this application with a Council Officer?

YES NO If Yes, to whom did you speak?

SUPPORTING DOCUMENTATION

(Please select all that apply/Please tick appropriate box)

Product samples/specifications Coloured photographs of the area affected by the proposal Plans & elevations
 Details of materials & finishes Methodology of conservation works Other

DECLARATION

I apply for consent to carry out the development described in this application. I declare that all information given is true and correct. I have read and agree to the attached terms and conditions. I also understand that:

- if incomplete, the application may be delayed or rejected, and
- more information may be requested to process my application.

Signature:

Name:

Date:

OWNER'S CONSENT

NB: SINGLE/JOINT OWNERSHIP: All named owners must sign (if more than one owner, *every* owner must sign).
STRATA TITLED PROPERTY: The strata secretary must sign the form and attach the strata seal.
COMPANY/BUSINESS OWNED PROPERTY: The director/s or company secretary must sign the form and attach the company seal or provide a signed company letterhead with the ABN included giving consent to this application.

Signature:

Name:

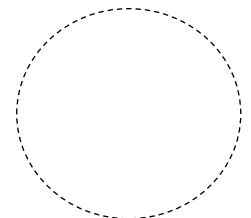
Date:

Signature:

Name:

Date:

Company/Strata Corp:
Position:



ABN:

AFFIX COMMON SEAL

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HOW TO LODGE THIS APPLICATION

- **BY MAIL** with a cheque attached.

Address the Application to:

Randwick City Council
30 Frances Street
RANDWICK NSW 2031

- **COURIER OR PERSONAL DELIVERY TO OUR CUSTOMER SERVICE CENTRE:**

Randwick City Council
30 Frances Street
RANDWICK NSW 2031
Open 8.30am – 5pm (Monday to Friday)

- **OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS

- **ONLINE** through Council's [online services](#)

FEE TYPE	RECEIPT CODE	FEE	GST
Application Fee	AP	\$200.00 per application	N/A

PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

OFFICE USE ONLY

Application/Request received by: Date:

Receipt No: Date:

Fee: \$