



# Development Application Exemption

Minor Heritage Works

## Part 1 - Site Details

Street Number(s)

Street(s)

Suburb(s)

Lot Number(s)

Section Number(s) (if applicable)

Deposited/Strata Plan(s)

Name of Heritage Item or Heritage Conservation Area

Heritage Item Number

Significance (Local or State)

## Part 2 - Applicant's Details

Title

Given Name(s)

Family Name

Organisation/Company Name (if applicable)

ABN/ACN

Address

Phone Number

Email

**Note.** All contact regarding applications will be made through the applicant. If you wish to authorise another person/company to be the contact for your application a separate written statement must be provided clearly stating their name and contact details.

## Part 3 - Scope of Works

**Outline** the proposed works to be undertaken. Including proposed materials, colours, and location of works. Dependant on the proposed scope of works, the supporting documentation may differ and must be outlined in Part 4 of this form.

## Part 4 - Supporting Documentation

Please outline the documents that you have provided (the list below may be referred to for examples).

- A detailed description of the works proposed
- Location plan (map indicating location of site)
- Floor plans, elevations and sections to scale
- Outline the methodologies used to carry out the conservation works
- Coloured photographs of the item / setting affected by the proposal
- Materials and colours palette

**Note.** It is recommended that documents to be 10MB or less, in PDF and named in accordance with [Council's File Naming Convention Guide](#).

## Part 5 - About this Form

Under the *Environmental Planning and Assessment Act 1979* Section 4.1(1) and Clause 5.10(3) of the Camden Local Environmental Plan 2010 and Clause 5.10 (3) of State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Appendix 1 and 9):

- This form may be used to gain exemption from requiring development consent for works of minor nature or maintenance of heritage items or works within a heritage conservation area.

If the place is listed as a State Heritage Item, under subsection 57(1) and (2) of the *NSW Heritage Act 1977*:

- The applicant must obtain an approval or exemption from the Heritage Council of NSW prior to Council review and determination of this application.
- Once approval has been granted from the Heritage Council of NSW, you must notify Council prior to commencing works.

Assessment:

- Council officers will only agree to this request if the proposed work is consistent with Clause 5.10(3), is of a minor nature, and would otherwise be considered exempt development if not for the site being a heritage item or within a heritage conservation area.
- Applications cannot be made for works already or partly completed.
- This form cannot be used for new intrusions into the building exterior such as new openings, windows, skylights, and the installation of partition walls or reconfiguration of rooms.
- This form cannot be used for tree removal or lopping.
- Ensure all fields in this form have been filled out correctly.
- Once completed you can submit this form by email, mail or in person. Please refer to details at the bottom of this form for office location and email address.

**Note.** Heritage Items and heritage conservation areas are shown on the Heritage Map. The location and nature of any such items are also described in Schedule 5 of Camden Local Environmental Plan 2010 and Appendix 1 and Appendix 9 of State Environmental Planning Policy (Sydney Region Growth Centres) 2006 which can be found on the [NSW legislation website](#).

## Part 6 - Applicant's Declaration

- I apply for approval to carry out the development described in this application. All information in the application is, to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I declare the electronic data provided is a true copy of all plans and documents submitted with this application.
- I declare that I have obtained consent from the owner of the property to lodge this application.
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- I am authorised by the copyright holder of all material submitted with this application to provide the material to Council. In doing so I understand, and the copyright holder acknowledges, that the material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.
- I confirm that by signing this form I, the undersigned, formally apply for a 5.10(3) - Exemption from Development Consent for Minor Works to a Heritage Item and/or in a Heritage Conservation Area as per Camden Local Environmental Plan 2010 and State Environmental Planning Policy (Sydney Region Growth Centres) 2006.

Applicant's signature

Date

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