

# Notification - Heritage minor works or maintenance



**Use this form to seek Council's endorsement of a proposed development as being regarded as: 'Minor work' or 'Maintenance' not likely to affect the heritage significance of a heritage item or property within a heritage conservation area.**

Under Clause 5.10(3) of Newcastle Local Environmental Plan (NLEP), 2012 if Council is satisfied a development is of a minor nature or maintenance which would not adversely affect the heritage significance of the item or property within a heritage conservation area, development consent is not required. This form enables you to seek an endorsement of a development meeting the criteria of Clause 5.10(3). If Council is satisfied the development consent is not required, a copy of this form will be endorsed and returned to you.

If Council is not satisfied you will be requested to submit additional information and/or lodge a development application. A development application is required under clause 5.10 (2) of Newcastle Local Environmental Plan (NLEP), 2012 if the proposed development is not, in the opinion of Council, development that satisfies the requirements of clause 5.10 (3). A copy of the NLEP 2012 can be downloaded from [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

**Note:** Under the NLEP 2012, maintenance is defined as '*ongoing protective care, but does not include the removal or disturbance of existing fabric, alterations (such as carrying out extensions or additions) or the introduction of new materials or technology.*'

For heritage items listed on the NSW State Heritage Register, proposed minor works or maintenance will also require an exemption or approval under the Heritage Act 1977. Contact the Office of Environment and Heritage, telephone (02) 9873 8500 for advice regarding their process for obtaining applicable exemptions or approvals under that Act.

## Submission Requirements

Submission requirements will depend on the nature of the proposed development. This may comprise a site plan, floor plans, elevations, photographs, colour swatches, product brochures, specifications, and/or other relevant documentation to explain the proposal. All documentation should be submitted in A4 or A3 format, and attached to the form. Applicants are encouraged to submit an electronic copy of the form with electronic attachments on either a CD or via email ([mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)). As a minimum, you should include a supporting submission which addresses the following:

- How your proposed development is of a minor nature, or repair or maintenance which will not adversely affect the heritage significance of a heritage item or property within a heritage conservation area,
- A brief statement describing the heritage attributes of the item, and
- Photographs of the site and the heritage item.

## Part 1: Applicant and site details

### 1. Your name, address etc

All correspondence will be sent to this address.

If a company provide a contact person

Title:  Mr  Mrs  Miss  Ms  Other .....

Family name (or company) .....

Given names (or ACN).....

Postal address.....

Postcode.....

Phone.....Alternative phone.....

Fax ( ... ).....E-mail .....

Contact person .....Reference no.....

### 2. Location and title description of the property

-This information is available on rates notices, property deeds, or from Council property maps.

Unit No .....House No .....Street.....

Locality.....

Lot(s).....Section.....

Deposited Plan(s) ..... Strata plan .....

Other.....

### 3. Who owns the land?

Give the name of **every** owner and their postal address. (It is not to be marked 'Care Of' the company submitting the application'). If insufficient space is available please attach a separate list.

**Name 1**.....

Address.....Postcode.....

Phone.....

**Name 2**.....

Address.....Postcode.....

Phone.....

### 4. Heritage Item or Heritage Conservation Area –

This information is available in [Schedule 5 Newcastle LEP 2012](#) accessible online - [legislation.nsw.gov.au](http://legislation.nsw.gov.au)

#### Name of heritage item or heritage conservation area

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## Part 2: Development Details

### 5. Describe the proposed maintenance or minor work not likely to affect heritage significance

If insufficient space is available on the application form, please attach additional sheets

- a) Give a detailed outline of what you propose.
- .....
- .....
- .....
- .....
- b) Is this application the subject of enforcement action by Council's Compliance Services Unit?
- Yes  No

**6. Type of development?**

<input type="checkbox"/> Building works	<input type="checkbox"/> Repair
<input type="checkbox"/> Demolition	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Earthworks	<input type="checkbox"/> Painting
<input type="checkbox"/> Other work	

**7. Estimated cost** Cost of development \$.....

**8. Timeframe** When do you expect to complete the work? Please be as accurate as possible.  
.....

**9. Have you discussed the plans with a Council Officer?**

Yes. Whom did you speak to (if known) and when?  
.....

No

**Part 3: Owner's consent and applicant's declaration**

**10. Owner's consent**

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised Council officers to enter the land to carry out inspections.

Who signs the form?

- All owners
- If a company - a director, secretary or authorised delegate.
- If the property is strata titled – the authorised delegate of the Owners Corporation

Signature/s	Name/s Please Print	Capacity	Date
.....	.....	.....	.....
.....	.....	.....	.....

*\*If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (eg, power of attorney, executor, trustee, company director).*

**11. Probity**

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of The City of Newcastle? or,

b) a State or Federal Member of Parliament?

Yes. If yes, state the relationship and person.....  
.....

No

**12. Applicant's declaration**

- I declare that all the information given is true and correct.
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that the information supplied on this form and any related document may be made available to the public for inspection both at Council and on Council's website, and will be available for copying at Council.

Applicant's name (please print).....

Signature..... Date.....

## Privacy And Personal Information Protection Notice

<b>Purpose of collection:</b>	To enable Council as the consent authority to assess your proposal.
<b>Intended recipients:</b>	Council staff and any other relevant government agency that may be required to assess the proposal.
<b>Supply:</b>	The information is required to enable Council to provide accurate advice.
<b>Consequence of non-provision:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Storage:</b>	The City of Newcastle, 282 King Street Newcastle 2300 will store details of the application and any subsequent decision in a register that can be viewed by the public.
<b>Supply:</b>	Your application may not be accepted or processed due to a lack of information.
<b>Retention period:</b>	Documents will be retained a minimum of 10 years after action completed or until structure is removed or demolished, whichever is longer. Individuals can access provisions under <i>Government Information (Public Access) Act 2009</i> .

## How to lodge your Notification Form

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Mondays to Fridays. A duty officer is available to provide basic information in relation to development applications, **until 4pm daily** by phoning (02) 4974 2036 or visiting Council's Offices.
2. By mail – Postal address 'The General Manager, The City of Newcastle, PO Box 489 Newcastle 2300'.

### Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of The City of Newcastle, Administration Centre, 282 King Street, Newcastle, opposite Civic Park.

### How to contact us:

Phone: (02) 4974 2000  
 Fax: (02) 4974 2222  
 E-mail: [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au)  
 Web: [www.newcastle.nsw.gov.au](http://www.newcastle.nsw.gov.au)

### Fees

There are no fees payable for this service.

### OFFICE USE

The development described on this form has been assessed by The City of Newcastle under clause 5.10 (3) of Newcastle LEP 2012. Council is satisfied that it is development of a minor nature, or maintenance which will not adversely affect the heritage significance of the heritage item or property within a heritage conservation area.

Endorsed	Not Endorsed	Additional information requested

Accepted/Checked by .....Date.....

Registered by .....Date.....