

Permit Application Checklist for Applicants

Heritage Act 2017

Use this Checklist to prepare your Permit Application

It is important that you include all the information needed to assess your permit application. Incomplete information will delay assessment of your application. Some information (marked with an asterisk below) is legally required before we can accept your application. Other information is usually required to assist us in assessing your permit. Our officers can suggest which information should be included with your application, based on the complexity of the proposal. If we need additional information to assess your application, the statutory clock will be stopped on the application whilst the information is sought from you.

All permit applications must include:

- A completed application form signed by the owner*
- A recent copy of the title for the land (dated no more than 30 days prior to the application) including a copy of the diagram or relevant plan of subdivision and the Register Search Statement which lists any encumbrances or restrictive covenants that may affect the land.
- The prescribed application fee payment receipt or fee waiver application form (if applicable)*
- A Heritage Impact Statement describing the impact of the proposed works on the heritage values of the place or object.*
- Full details of the proposed works.*
- Relevant works methodology.
- Photographs of the heritage place or relevant part of the heritage place including photos of any areas proposed for demolition or alteration or photos of adjacent buildings or structures which may be impacted by the proposed works.
- Tree reports by a qualified arborist if tree removal or impact is proposed.*
- A copy of any approved Cultural Heritage Management Plan under the *Aboriginal Heritage Act 2006* (if applicable) *
- Supporting documents detailing the existing conditions and proposed works- Documentation that clearly demonstrates the existing conditions and the proposed works **must be provided with the application**. The following list indicates the types of documents and specifications expected to be submitted with a permit application as relevant to the proposed works, acknowledging the level of detail may vary according to the complexity of the application. **See below.**

Supporting documents for building works

- Whole of site plan indicating all buildings and significant features and landscaping, title boundaries, the VHR extent area, street names and details of adjacent site details that are relevant to the application. The location and extent of proposed works must be indicated.
- Existing conditions drawings of the relevant work area.
- Proposed works architectural drawings fully dimensioned at a scale of 1:100 or less, including demolition plans, elevations, sections and construction details. Drawings must be submitted as a single pdf and optimized to reduce file size.

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- Other drawings that may assist in describing the works such as internal elevations, engineering details, roof plans and electrical plans.
- Relative Levels to Australian Height Datum of the proposed overall building heights, floor to ceiling and finished floor levels to all structures
- Schedules outlining relevant materials, finishes and colours.
- Specifications
- Renders and/or photo montages will be required for more complex development applications.

Supporting documents for landscape works

- Whole of site plan indicating all buildings and significant features and landscaping, title boundaries, the VHR extent area, street names and details of adjacent site details that are relevant to the application. The location and extent of proposed works must be indicated.
- Existing conditions landscape plans of the works area detailing all landscape features, buildings, significant trees and vegetation, drainage, site levels and including TPZ and SRZ for impacted trees.
- Proposed landscape plans fully dimensioned, submitted as a single pdf and optimized to reduce file size including:
 - New works including structures, signage, landscape features, ground treatments, drainage, plantings, fencing, gates, lighting, garden furniture, outbuildings, car parking, alteration of ground levels, and an outline of garden bed and turf areas.
 - Demolition plan, including but not limited to, trees and other vegetation.
 - Relative Levels to Australian Height Datum of the proposed overall building heights, floor to ceiling and finished floor levels to all structures
- Other drawings that may assist in describing the works such as internal elevations, engineering details, roof plans and electrical plans.
- Schedules outlining relevant materials, finishes and colours.
- Specifications
- An arborist report where the works may impact trees or for the full or partial removal of trees, hedgerows or other historic plantings are proposed.

Supporting documents for painting

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.
- Fully dimensioned plans and elevations at preferred scales of 1:100 or less showing component colours (e.g. roof, walls, gutters, downpipes etc.).
- Colour samples (digital and physical)
- Schedules outlining relevant materials, finishes and colours
- Details of existing surfaces to be painted (weatherboard, render etc) and existing surface treatment (acrylic paint, oil paint, limewash, varnish etc)
- Details of type of paint or finish to be applied.
- Job specification setting out details of preparatory work.

Supporting documents for roofing works

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.

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- Existing conditions plans for part of site where works will take place.
- Schedule of existing roofing materials.
- Fully dimensioned plans and elevations at preferred scales of 1:100 or less.
- Schedules outlining relevant materials, finishes and colours.
- Job specification setting out work methods.

Supporting documents for signage

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.
- Existing conditions plans for part of site where works will take place, clearly showing all existing signage.
- Plans showing proposed signage including retention of existing signage at preferred scales of 1:100 or less.
- Specifications of signs including form, dimensions, materials and whether illuminated.
- Details of how signs will be affixed to a heritage building or structure.