

# Heritage Exemption

## Bayside Local Environmental Plan 2021

### OFFICE USE ONLY

Reference No.

### About this form

Use this form to request an exemption to carry out minor works or regular maintenance and repairs to a local heritage item or building within a heritage conservation area covered by the Bayside Local Environmental Plan 2021. If the proposed works are minor and do not impact the heritage significance of the item, Aboriginal object, place of heritage value, or archaeological site, Council may grant permission without requiring a development application. Exemptions will only be considered where the works clearly pose minimal or no adverse effect on heritage values. Note that buildings listed as State Heritage items are subject to additional planning requirements. For further guidance, please contact Bayside Council.

### What you'll need

- |                                                                     |                                                                      |                                                                     |
|---------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------|
| <input type="checkbox"/> Owners consent (if you are not the owner)  | <input type="checkbox"/> Site plan showing location of proposed work | <input type="checkbox"/> Photograph of location of proposed works   |
| <input type="checkbox"/> Photograph of property (street view)       | <input type="checkbox"/> Photograph of existing material             | <input type="checkbox"/> Photograph of proposed material (optional) |
| <input type="checkbox"/> Product information for proposed materials | <input type="checkbox"/> Schedule of proposed colours and finishes   | <input type="checkbox"/> Quotation for proposed works (optional)    |

### Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

### Property Details

Unit No:  Street No:  Street Name:

Suburb:  Post Code:

Owner(s) Surname:  Given Name(s):

#### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

#### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299

Does this Heritage Exemption application relate to a single dwelling or multiple properties?

☐ Single dwelling

☐ Multiple properties

**If multiple properties,**  
please state addresses of all  
properties to be included in  
this exemption application:

## Relationship to property

Are you a company or consultant engaged by the property owner(s) and applying for this exemption on behalf of the property owner? ☐ Yes ☐ No

**If yes,** do you have consent from the property owner(s) to apply for this heritage exemption? ☐ Yes ☐ No

## Details of proposed minor works/maintenance

Describe the proposed works in as much details as possible.

## Supporting documentation (all are mandatory unless otherwise indicated)

Requirement	Accepted supporting documentation	Office Use
Owners consent	<input type="checkbox"/> Letter of consent from owner	<input type="checkbox"/>
<b>Mandatory if you are not the owner</b>		
Site plan showing location of proposed work in relation to existing features or buildings on site	<input type="checkbox"/> Site plan/drawing to scale showing the location of the proposed works <input type="checkbox"/> A clearly marked aerial photograph showing the location of the proposed works	<input type="checkbox"/>  <input type="checkbox"/> <i>Min 1 must be supplied</i>
<b>Tick the document(s) that you are supplying. <u>At least one</u> must be supplied.</b>		
Photograph of location of proposed works	<input type="checkbox"/> Overall photo that shows the affected part of the property (e.g. rear view of the building for a window replacement) <input type="checkbox"/> Close-up photo clearly identifying the specific area or element (e.g. roof tiles, brickwork, fence, etc.)	<input type="checkbox"/>  <input type="checkbox"/> <i>Min 1 must be supplied</i>
<b>Tick the document(s) that you are supplying. <u>At least one</u> must be supplied.</b>		
Photograph of property(s) (street view)	<input type="checkbox"/> Photograph of property, taken from the street	<input type="checkbox"/>
<b>Mandatory</b>		
Photographs of existing materials	<input type="checkbox"/> Photograph of existing materials (e.g. brickwork, fencing, roof sheeting)	<input type="checkbox"/>
<b>Mandatory</b>		
Photograph of proposed material	<input type="checkbox"/> Photograph of proposed replacement materials (e.g. like-for-like corrugated steel, matching mortar)	<input type="checkbox"/> <i>Optional</i>
Product information for proposed materials	<input type="checkbox"/> Product brochure of proposed materials or finishes (e.g. paint colours, tiles, cladding, fixtures, etc.)	<input type="checkbox"/>
<b>Mandatory</b>		
Schedule of proposed colours and finishes	<input type="checkbox"/> Colour schedule or paint specification (e.g. Australian Standard colours or Dulux specification)	<input type="checkbox"/>
<b>Mandatory</b>		
Quotation for proposed works	<input type="checkbox"/> Trade quotation showing scope of works and how the works are to be undertaken, if available	<input type="checkbox"/> <i>Optional</i>

## Additional Information

Fees	Application Code	
Heritage Exemption Application - Single dwelling	\$150.00	RC/OVER
Heritage Exemption Application – Others (including multiple dwellings)	\$250.00	RC/OVER

## Declaration

I declare that I am the applicant (or have authorisation to act on behalf of the applicant) and that all the information in this application is true and correct.

I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.

The personal information required on this form may be available for public access under various legislation.

Applicant's Signature		Date	/	/	
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## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### In person

At any of Council's Customer Service Centres:

**Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216

**Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

### By email

Email **cs.applications@bayside.nsw.gov.au**. Do not include credit or debit card details on your application. If lodged via email, a Council Customer Service Officer will phone to organise a secure over the phone payment using a credit card.

**Payment is preferred by cheque, money order, debit or credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5%**

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## Privacy notification

The personal details requested on this form are required under the Environmental Planning and Assessment Act 1979 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

## OFFICE USE ONLY

Receipt No	Date	\$
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