



# MINOR WORKS TO HERITAGE ITEMS AND PROPERTIES IN A HERITAGE CONSERVATION AREA **APPLICATION GUIDELINES**

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This form can be used for certain minor building works or maintenance to Heritage Items and properties within a Heritage Conservation Area, without the need to obtain development consent.

## What works are considered Minor Works?

Under Clause 5.10 (3) development consent is not required if

- (a) *the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development:*
- (i) *is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and*
  - (ii) *would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area, or*
- (b) *the development is in a cemetery or burial ground and the proposed development:*
- (i) *is the creation of a new grave or monument, or excavation or disturbance of land for the purpose of conserving or repairing monuments or grave markers, and*
  - (ii) *would not cause disturbance to human remains, relics, Aboriginal objects in the form of grave goods, or to an Aboriginal place of heritage significance, or*
- (c) *the development is limited to the removal of a tree or other vegetation that the Council is satisfied is a risk to human life or property; or*
- (d) *the development is exempt development [see State Environmental Planning Policy on the NSW Government Legislation website].*

## Submission Requirements

Submission requirements will depend on the nature of the proposed development. You should generally include the following.

1. Minor Works Application Form and application fee.
2. Drawings or sketches of proposed works.
3. Photographs of area subject to minor works.
4. Product samples/specifications/manufacturers catalogue (where appropriate).