

**NOTIFICATION – MINOR WORKS ON HERITAGE LISTED PROPERTIES OR SITES
WITHIN A HERITAGE CONSERVATION AREA (HCA)**

WHAT WORKS ARE CONSIDERED FOR THIS NOTIFICATION?

- a. Works that are listed under Clause 5.10(3) of the MLEP 2011
- b. [‘Maintenance’](#) as defined by the (MLEP)

“...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.”

- c. Generally, the following types of works can be considered:
 - Re-painting of a building or part of a building, but not the painting of face brick, stonework, tiling, terracotta, slate and other surfaces or fabric that were not traditionally or previously painted.
 - Reinstatement of missing detailing or features to a building.
 - Plastering or rendering of surfaces traditionally treated in that manner. The works must use traditional materials and finishes.
 - Replacement of rainwater goods to a building including guttering and downpipes.
 - Replacement of roof cladding in a traditional manner and using traditional materials to match existing.
 - Repointing of brick or sandstone walls in a traditional manner and using traditional materials.
 - Replacement of damaged timber boards to a verandah, with timber boards of a traditional size and materiality.
 - Reinstatement or replacement of a boundary fence, including a front boundary fence or gate, using traditional proportions, details and materials.
 - Replacement of non-traditional windows and doors with windows and doors of proportions and materials sympathetic to the building.
 - Repair of chimneys using traditional materials without altering the size or details.
 - Replacement or renovation of a non-original bathroom or kitchen.

Whilst each type of works listed above may be considered minor on an individual basis, the scale, location and cumulative impact of those works will be taken into consideration by Council when determining whether the development will have an adverse impact on the heritage significance of the heritage item or HCA.

WHAT WORKS ARE NOT CONSIDERED FOR THIS NOTIFICATION?

- a. As a general guide, the following types of works will NOT be considered by Council as 'minor works' to a heritage item or to a property in a HCA:
- Works that have already been carried out.
 - Development or works that are currently the subject of a Development Application or a notice order under various Acts, especially the [Environmental Planning and Assessment Act 1979](#) and the [Local Government Act 1993](#).
 - Development or works that contravene a condition of development consent.
 - Demolition of significant built elements or fabric that can be repaired.
 - Construction of carports, garages, driveways or hardstand parking spaces.
 - Alterations and additions to a building.
 - Demolition of a building, other than demolition of a non-significant ancillary structure.
 - Construction of swimming pools or tennis courts.
- b. Utility service providers

This form should not be used for applications from utility service providers and others proposing utilities works in the public domain which relate to a heritage item or are within a HCA.

For information on these applications, please contact Council on (02) 4934 3700 or at info@maitland.nsw.gov.au

WHAT INFORMATION YOU SHOULD SUBMIT WITH THIS NOTIFICATION?

Depending on the nature of the proposed works, at a minimum, the following supporting information must be submitted with this form:

- A statement describing the proposed works;
- A short statement addressing how your proposed development is of a minor nature, or repair or maintenance which will not adversely affect the heritage significance of the heritage item or the HCA;
- A set of coloured photographs that clearly describe the area of the item affected by the proposal;
- Location plan (map indicating location of site);
- An electronic copy of the approval/exemption from the [NSW Heritage Council](#) if your property or item is on NSW State Heritage Register.

You may also choose to provide the following to explain the proposal:

- a simple sketch/plan of the proposed works;
- floor plans, elevations and sections to scale;
- any relevant product brochures, specifications, colour palette and materials.

If you have any questions regarding supporting documentation requirements, please contact our Duty Officer on 02 4934 9700 or email info@maitland.nsw.gov.au. Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed.



PART 1: APPLICANT AND SITE DETAILS

1.1 APPLICANT DETAILS

Name or Company:

ABN (Required if company):

Email:

Phone:

Postal Address:

Contact Person (if company):

1.2 ARE YOU SUBMITTING THIS FORM ON BEHALF / 'CARE OF' ANOTHER PERSON / COMPANY?

Name or Company:

ABN (Required if company):

Email:

Phone:

Postal Address:

Contact Person (if company):

1.3 LOCATION AND PROPERTY DETAILS

Unit No:

Street No:

Street Name:

Suburb:

Post code:

Lot(s):

Section:

Deposited / Strata Plan:

1.4 HERITAGE ITEM OR HERITAGE CONSERVATION AREA

Provide details on the heritage listed item or heritage conservation area applying to the property on which the works are proposed.

Reference to this information is available in [schedule 5 maitland lep 2011](#) and the associated [heritage map](#).

Note: where the proposed works involve a state heritage item, an approval/ exemption from the [nsw heritage council](#) under [subsection 57 \(1\) & \(2\) of the nsw heritage act 1977](#) must be attached to this application.

Item Number (as per Schedule 5 of Maitland LEP 2011):

Name of heritage item or heritage conservation area:

PART 2: DEVELOPMENT DETAILS

2.1 DESCRIPTION OF THE PROPOSED MAINTENANCE OR MINOR WORK

Please attach additional information if required

Give a brief description of the development proposed:

Existing use of the site:

Location of the development within the existing site and/or building:

2.2 SUPPORTING DOCUMENTATION

Required		Statement describing proposed works
		Statement addressing requirement to be minor works or maintenance, and not likely to affect heritage significance
		Set of coloured photographs
		Location plan (map indicating location of the site)
		Approval/ exemption from NSW Heritage Council (if property or item is on the State Heritage Register)
		Simple sketch/plan of proposed works
		Floor plans, elevations and sections to scale
		Product brochures, specifications, colour palette and materials
		Other (please specify)
	Optional	
		Floor plans, elevations and sections to scale
		Product brochures, specifications, colour palette and materials
		Other (please specify)

2.3 DETAILS ON CONSULTATION / DISCUSSIONS HAD WITH COUNCIL STAFF

Did you discuss the matters in relation to this notification with Council staff?

Yes:	Officer Name:	No:
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PART 3: OWNER(S) CONSENT AND APPLICANT'S DECLARATION

3.1 WHO IS REQUIRED TO SIGN / GIVE CONSENT TO SUBMIT THIS NOTIFICATION?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- 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 (e.g. power of attorney, executor, trustee, company director).

If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

3.2 WHO IS REQUIRED TO SIGN / GIVE CONSENT TO SUBMIT THIS NOTIFICATION?

As the owner(s) of the property, I/we consent to the lodgement of this application and to any authorised officers of Maitland City Council entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and Building Code of Australia as applicable.

3.3 OWNER(S) SIGNATURE

Name of person signing:	Name of person signing:
Authority:	Authority:
Signature:	Signature:
Date:	Date:



3.4 POLITICAL DONATIONS AND GIFTS

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable donation' or 'gift' to a councillor or Maitland Council employee within a two-year period before the date of this application?

Yes – please submit [Political Donations and Gifts Disclosure Statement](#) available on Council's website. All disclosure statements of reportable donations and gifts will be made publicly available on Council's website.

No - but in signing this application I undertake to disclose to Council in writing, within seven days, any reportable political donation or gift made after the lodgement of the application and prior to its determination.

3.5 APPLICANT'S DECLARATION

- I apply for endorsement to carry out the proposed works described in this application.
- 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 declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public. *
- I indemnify all persons using the application and documents in accordance with the Environmental Planning and Assessment Act, 1979 against any claim or action in respect of breach of copyright.

Applicant's name:

Applicant's Signature:

Date:

**Under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.*

HOW TO LODGE THIS APPLICATION

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| Email | <ul style="list-style-type: none">• Enter the address of the property and the type of application (i.e. Notification: Heritage Minor Works or Maintenance) in the subject line of the email.• Attach any supporting documents forming part of the application into the email. Any documents that exceed 10MB, are to be stored in a 'drop box' account and to be shared in the email.• Emails are to be sent to info@maitland.nsw.gov.au |
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Mail	Attn: Planning & Development PO Box 220 Maitland NSW 2320
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APPLICATION FEES

There are no fees payable for this service. We will acknowledge that we have received your application. Works are not to commence until written confirmation from Council that the works are considered minor, and consent is not required has been received.

