

# HERITAGE EXEMPTION CERTIFICATE FORM

## – For Minor and Maintenance work



### About this form

#### Local Heritage

This form shall be used if you are seeking exemption from the need for development consent for minor works and maintenance to heritage listed properties of local significance.

Under clause 5.10(3) of Wollondilly Local Environmental Plan (WLEP) 2011, an exemption can be granted if:

- the applicant has notified Council of the proposed works using this form and;
- Council is satisfied that the proposed works is of a minor nature or is for the maintenance and;
- the work will not adversely affect the heritage significance of the property.

#### This form cannot be used for:

- Note 1 - If the property is listed as a State Heritage Item on the State Heritage Register this form cannot be used and the following is required:
  - The applicant must obtain an approval or exemption from the Heritage Council of NSW.
  - See link: <https://www.environment.nsw.gov.au/topics/heritage/apply-for-heritage-approvals-and-permits/state-heritage-register-items>
  - Once approval has been granted from the Heritage Council of NSW, you must notify Council prior to commencing works.
- Works that are already or partly completed.
- New openings in the building exterior such as new doors, windows, skylights.
- Change of building use, the installation of partition walls or reconfiguration of rooms.
- Tree removal or lopping.
- Demolition
- Erecting a building.

#### Heritage Listings

Heritage listings include buildings, archaeological items and heritage conservation areas shown on the:

- Wollondilly Heritage Map and in Schedule 5 of Wollondilly Local Environmental Plan 2011;
- Appendix 7 (South East Wilton) and Appendix 10 (Appin) of State Environmental Planning Policy (Precincts – Western Parkland City) 2021 which can be found on the NSW legislation website.
- State Heritage Register.

#### Assessment

- Your request will only be supported if the proposed work is consistent with Clause 5.10(3) of WLEP.
- Additional information may be requested if the application is incomplete or unclear.
- Exemption Certificates will be issued with conditions based on the applicant's description of works. Please provide as much information as possible to ensure that conditions are reasonable.
- You must not start work until you have received an Exemption Certificate in response to this application.

#### Fees

A fee of \$310.00 (based on 'Wollondilly 2025/2026 Fees and Charges') will be charged for a Heritage Exemption Certificate. Additional exemption requests made within three months of the first application may be included under the same fee.

If you ask for a review of a Heritage Exemption Certificate that's already been issued, a new fee may apply.



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### 4. Supporting Documentations

The following information will assist in the assessment. Please provide the following (if relevant):

- A plan showing the location of proposed works on the site, existing buildings and features / or a clearly marked aerial image.
- Description and photos of the item and setting taken from the street frontage/s.
- Description and photos of the area of proposed works.
- Floorplans / elevation drawn to scale.
- Sketches.
- Description / trade quotations outlining how the work will be undertaken.
- Materials and colour scheme.
- Product details / brochures.
- Other information to fully describe the proposal.

### 5. Applicant's Declaration

- I apply for a Heritage Exemption Certificate to carry out the development described in this application. All information in the application is, to the best of my knowledge, true and correct.
- I understand if the information is incomplete, the application may be rejected or more information may be requested.
- I accept processing delays will arise if there are inadequacies with the application.
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- I am authorised by the copyright holder of all material submitted with this application to provide the material to Council. In doing so I understand, and the copyright holder acknowledges, that the material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.
- I declare that I am an owner and/or an authorised representative of the owner for this application.
- OR I declare that I have obtained consent from the owner of the property to lodge this application.

Applicant's  
Signature:

Date:

### 6. Submit your form and contact details

Please submit your completed form and supporting information to: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

More information can be obtained from:

The Strategic Planning Team, Phone: 4677 1100

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### Privacy Statement

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time, you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the *Government Information (Public Access) Act 2009* [GIPAA].



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