Heritage

Exemption Certificate

*Use this form to apply for an Exemption Certificate under the Queensland Heritage Act 1992 for development on a Queensland Heritage Place (a place that is entered in the Queensland Heritage Register).*

*An Exemption Certificate may only be issued for development at a Queensland Heritage Place that:*

* *will not have a detrimental impact on its cultural heritage significance, or*
* *will have no more than minimal detrimental impact on the cultural heritage significance of the place, or*
* *is permitted under a heritage agreement.*

# 1. Applicant details

Is this application being made by, or on behalf of, a department or agency of the Queensland Government?

NO  YES (Development by the State)

|  |  |  |
| --- | --- | --- |
| DEPARTMENT/AGENCY OR CORPORation NAME | | |
| Family Name of applicant or organisation representative | | |
| GIVEN name (S) | | TITLE |
| RESIDENTIAL ADDRESS, OR REGISTERED BUSINESS ADDRESS FOR CORPORATIONS | | POSTCODE |
| TELEPHONE (BUSINess hours) | MOBILE | FACSIMILE |
| TELEPHONE (AFTER hours) | EMAIL | |
| POSTAL ADRESS (WRITE “AS ABOVE” IF SAME AS Residential/REGISTERED BUSINESS ADDRESS) | | POSTCODE |

# 2. Details of place

|  |  |  |
| --- | --- | --- |
| NAme of place and/ or former name |  | |
| Queensland heritage register number |  | |
| street address |  | |
| real PROPERTY DESCRIPTION | LOT | plan |
| local government authority |  | |
| ownership details |  | |

# 3. Pre-lodgement

3.1 Have you consulted with the Department of Environment and Heritage Protection (EHP) about this application or other applications relating to this place?

NO → Go to section 4

YES → Provide following details:

|  |  |
| --- | --- |
| Name of EHP contact officer |  |
| Brief description of advice given |  |

3.2 Have you attended a pre-lodgement meeting with EHP about this application?

NO

YES → Provide following details

|  |  |
| --- | --- |
| Date of meeting |  |
| Names of persons who attended the meeting |  |

4. Proposed Development

4.1 General details

|  |  |
| --- | --- |
| Type of development proposed  *(eg building work, landscaping, archaeological excavation)* |  |
| Brief description of proposed development |  |
| Reason for carrying out development |  |
| Estimated cost of development  (for statistical purposes) |  |

4.2 Is the development permitted under a current heritage agreement?

NO

YES → Provide the following details

|  |  |
| --- | --- |
| Name of agreement |  |
| Date of commencement |  |
| Persons who entered the agreement |  |

4.3 Is the development within an Archaeological State Heritage Place?

NO

YES → Your application must also include a Heritage Impact Statement prepared by an appropriately qualified person. Please refer to EHP’s Heritage Impact Statement guidelines for details.

4.4 Will the development help to conserve the place?

NO

YES → Provide the following details

|  |  |
| --- | --- |
| List conservation techniques to be used |  |
| List any heritage policies for the place that have been used to guide the development |  |
| Has advice been sought from a heritage consultant or specialist conservation tradesperson *(if yes, provide details)* |  |

4.5 How will the development change the place?

|  |  |
| --- | --- |
| Describe the existing condition of the place including any structural or maintenance issues |  |
| List the changes that will be made to the place as a consequence of the development |  |
| Provide details of any existing features to be removed or demolished |  |
| List significant features of the place affected by development |  |
| Describe work that alters or varies original building details (such as vents, capping, carving, chimneys, window and door hardware, fittings, decoration or glazing) |  |
| Describe changes to the setting or context of the place (including views to and from the place) |  |

4.6 Will building, repairing, cleaning or other work required by the development directly affect or alter a significant heritage feature?

NO

YES → Provide the following details

|  |  |
| --- | --- |
| List the works required to carry out the development |  |
| List trade skills to be used in carrying out the work |  |
| List conservation or traditional work methods to be used that will match existing appearance, techniques or materials at the heritage place |  |
| List new materials and work methods not previously found at the heritage place that will be used |  |
| Provide details of any chemicals or cleaning treatments to be used |  |

5. Supporting information (no larger than A3 format)

Supporting information must be provided to fully describe the development and enable assessment of its impact on the cultural heritage significance of the Queensland Heritage Place. A request for further information may be made by EHP if incomplete information is provided.

* 1. Mandatory supporting information for all applications  
     Tick the boxes to show information is attached to support the application.

Scaled site plan (show heritage register boundary, existing features of the place, location and extent of development and any demolition required)

Recent photographs of registered place (show all areas that will be affected by the development)

Copy of heritage agreement (for development under a heritage agreement only)

Copy of Heritage Impact Statement (for development within Archaeological State Heritage Places only)

* 1. Non-mandatory supporting information  
     Tick the boxes to show what other information is attached to support the application.

Scaled drawings of development including plans, sections and elevations

Specification of works proposed

Consultant’s report

Other

6. Consent of owner

Under the *Queensland Heritage Act 1992* an exemption certificate application may be made by the owner of a place or with the owner’s consent another person who has an interest in the place.

6.1 Are you the owner of the place?

YES → Go to Section 7

NO → Provide the following details

|  |  |
| --- | --- |
| What is your interest in the place?  (e.g. lessee, trustee) |  |
| Owner’s name(individual or organisation) |  |

6.2 Is the owner an organisation or represented by a legally authorised entity?

NO → Go to Section 6.3

YES → Provide the following details

|  |  |
| --- | --- |
| Name of person authorised to provide owner’s consent |  |
| Position of authorised person |  |

6.3 Signature of owner or authorised person

As owner of the place, the subject of this application, or the legally authorised representative of the owner, I consent to the making of this application.

|  |  |  |
| --- | --- | --- |
| SIGNATURE |  | DATE |

7. Applicant declaration

**Note:** If you have not told the truth in this application you may be liable for prosecution under the relevant Acts or Regulations.

* I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.
* I understand that all information supplied on or with this application form may be disclosed publicly in accordance with the *Right to Information Act 2009* and the *Evidence Act 1977.*

|  |  |
| --- | --- |
| APPLICANT’S FULL NAME | |
| APPLICANT’S SIGNATURE | DATE |

8. Applicant checklist

Application form completed and signed

Owner’s consent given

Supporting information attached (no larger than A3 format)

Send one copy of the completed form and supporting information to:

Email:

PaLM@ehp.qld.gov.au

**OR**

Mail:

Implementation and Support Unit

Department of Environment and Heritage Protection

GPO Box 2454, Brisbane QLD 4001

**OR**

Facsimile:

Implementation and Support Unit

Department of Environment and Heritage Protection

(07) 3330 5875

Enquiries If you have questions about how to complete this form correctly, or need guidance, contact the Department of Environment and Heritage Protection’s Heritage Branch on 13 QGOV (13 74 68). Information is also available on the EHP website at [www.ehp.qld.gov.au](http://www.derm.qld.gov.au).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Office Use Only** | | | | | | |
| DETAILS OF STAFF MEMBER ACCEPTING REQUEST – PRINT NAME AND EXTENSION PLEASE. | | | NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EXTENSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| RECEIPT NUMBER: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AMOUNT $: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |