**Wollongong City Council**

**Local Heritage Item Nomination Form**

You should only use this form to nominate an item or place you believe to be important locally within the Wollongong LGA. Items you believe have State Heritage value should be nominated for the NSW Heritage State Heritage Register. For more information on nominating State Heritage Items see link below:

[*https://www.heritage.nsw.gov.au/protecting-our-heritage/nominate-listing-on-the-state-heritage-register/*](https://www.heritage.nsw.gov.au/protecting-our-heritage/nominate-listing-on-the-state-heritage-register/)

When completing the form, please make sure all questions have been answered to the best of your ability. An incomplete form with insufficient information may not be accepted. Lodging a nomination form does not signify that a nomination is accepted and under assessment.

Additionally, you should check the NSW State Heritage Inventory database or contact Council’s Heritage Staff to confirm whether the item is already listed or have been previously nominated. State Heritage Inventory Search:

*https://www.heritage.nsw.gov.au/search-for-heritage/state-heritage-inventory/*

**Nominated Place Details**

1. Name of item

|  |  |
| --- | --- |
| Name or item or place |  |
| Former/Other names |  |

2. Location

Include street number, street name, suburb or town and postcode. If the item or place has no street number, provide land parcels, including lot numbers, section numbers and a DP number. If it has no land parcels, provide coordinates and a map. This information is available through Council’s online mapping tool: [*https://www.wollongong.nsw.gov.au/about/maps*](https://www.wollongong.nsw.gov.au/about/maps)or Google Earth or a similar app

|  |  |  |  |
| --- | --- | --- | --- |
| **Street Address:** |  | | |
| **Land Parcels** | | | |
| Lot: | | DP: | |
| Lot: | | DP: | |
| Lot: | | DP: | |
| **Coordinates** | | | |
| Latitude: | | Longitude: | |
| Northing: | | Easting: | Map name: |

3. Ownership Details

|  |  |
| --- | --- |
| **Name of owner(s)** |  |
| **Business or Organisation** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Additional information or comments** |  |
| **Are you the owner or is the owner aware of the nomination?** |  |

4. Map of Nominated place

|  |  |
| --- | --- |
| **Map of nominated area:** | |
| **Source of Map** |  |

5. Physical Description

|  |  |
| --- | --- |
| **Description of the place** |  |
| **Condition of fabric** |  |
| **Had it been modified or are there any alteration or additions you know of?** |  |
| **Does it have archaeological potential?** |  |
| **When was the last time you inspected the place?** |  |
| **Current use** |  |
| **Additional comments** |  |

**Historic Information**

6. Historical Information

|  |  |
| --- | --- |
| **Date of construction** |  |
| **Former or original use** |  |
| **Designer or architect** |  |
| **Builder** |  |
| **Historic Outline of the place (please provide links to documents, photos or references)** |  |
| **Additional information** |  |

**Significance**

7. Why is the item important to the City of Wollongong and which criteria does it meet?

Its recommended that you read and use *Assessing Heritage Significance* as a guide before completing this section: [*https://www.heritage.nsw.gov.au/assets/Uploads/a-z-publications/a-c/Assessing-Heritage-Significance.pdf*](https://www.heritage.nsw.gov.au/assets/Uploads/a-z-publications/a-c/Assessing-Heritage-Significance.pdf)

|  |
| --- |
| **A. It is important in the course or pattern of the cultural or natural history of the Wollongong LGA** |
|  |
| **B. It has a strong or special association with the life or works of a person or group of importance in the history of the Wollongong LGA** |
|  |
| 1. **C. It demonstrates aesthetic characteristics and/or a high degree of creative or technical achievement in the Wollongong LGA** |
|  |
| 1. **D. It has a strong or special association with community or cultural group in the Wollongong LGA for social, cultural or spiritual reasons** |
|  |
| 1. **E. It has potential to yield information that will contribute to an understanding of the history of the Wollongong LGA** |
|  |
| **F. It possesses uncommon, rare or endangered aspects of the history of the Wollongong LGA** |
|  |
| **G. It is representative of the principal characteristics of a class of cultural or natural places or environments in the Wollongong LGA** |
|  |

**Photographs**

8. Please insert current photographs here and include a source and reference for the image if not taken by yourself.

*Add more pages as necessary.*

|  |
| --- |
| Image Source: |
| Image Source: |

**Nominator Details**

9. Details of the Nominator

|  |  |
| --- | --- |
| **Name of Nominator** |  |
| **Business or Organisation** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Background or reason for nomination** |  |

10. Signature of the Nominator

|  |  |
| --- | --- |
| **Signature of Nominator** |  |
| **Date** |  |

11. Check List

Before submitting this form, check that you have completed the following **for each individual item** you wish to nominate:

|  |  |
| --- | --- |
|  | Provided details about the item and its location |
|  | Provided adequate historical information |
|  | Provided links to or acknowledged all sources and references that have been used |
|  | Explained how one or more of the local significance criteria has been fulfilled for listing |
|  | Inserted and/or attached photographs, maps and other images in digital format |
|  | Included the nominator’s details and a contact email address |
|  | Signed and dated this form (typed name is acceptable if electronic signature is not available) |

12. Submission

Please submit this form and any attachments to Council’s Heritage Staff via email at [records@wollongong.nsw.gov.au](mailto:records@wollongong.nsw.gov.au)

Or via post:

Wollongong City Council  
Locked Bag 8821   
WOLLONGONG DC NSW 250