**Wollongong City Council**

**Minor Works Heritage Exemption Form**

You should use this form if you wish to carry out minor works for the maintenance of a heritage item, building, work, relic, tree or place within a heritage conservation area under Clause 5.10(3) of the Wollongong Local Environmental Plan (LEP) 2009.

* The works must not adversely affect the heritage significance of the item
* The works are Exempt Development as per the relevant standards of the Exempt and Complying Development State Environmental Planning Policy (SEPP)

https://legislation.nsw.gov.au/view/html/inforce/current/epi-2008-0572

* Be limited to removal of a tree or vegetation that is a risk to life or property and is an exempt tree species for the purpose of the Wollongong Council tree Policy and a Tree Management Order would otherwise not be required

*https://www.wollongong.nsw.gov.au/book-and-apply/trees-and-your-property/exempt-trees*

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.

You are encouraged to contact Council’s Heritage Staff on (02) 4227 7111 or [records@wollongong.nsw.gov.au](mailto:records@wollongong.nsw.gov.au) to discuss the proposed works and whether they meet the requirements for a Heritage Exemption before submitting this form.

**Heritage Item Details**

1. Details of Heritage Item works apply to

|  |  |
| --- | --- |
| Heritage Item Name |  |
| LEP Listing Number |  |
| Heritage Conservation Area |  |

You can find this information on Schedule 5 of the Wollongong LEP 2009, however if you are unsure leave this section blank and ensure you complete the address details.

*https://legislation.nsw.gov.au/view/html/inforce/current/epi-2010-0076#sch.5*

2. Address

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.

|  |  |
| --- | --- |
| **Street Address** |  |
| **Land Parcels** | |
| Lot: | DP: |

3. Ownership Details

|  |  |
| --- | --- |
| **Name of owner(s)** |  |
| **Business or Organisation** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |

4. Applicant Details

If different to (3) above.

|  |  |
| --- | --- |
| **Name of owner(s)** |  |
| **Business or Organisation** |  |
| **Address** |  |
| **Phone Number** |  |
| **Email** |  |
| **Signature of Owner** |  |
| **Date** |  |

5. Details of Works

|  |
| --- |
| **Please provide a description of the proposed works, methodology and why works are required. You may also wish to include a discussion of any alternative options that have been considered if relevant** |

6. Tradesperson Details

|  |  |
| --- | --- |
| **Tradesperson Name** |  |
| **Company** |  |
| **Phone Number** |  |
| **Email** |  |

**Photographs**

7. Please insert current photographs of the area where works or maintenance is proposed to be carried out or attached to email submission of this form

*Add more pages as necessary.*

|  |
| --- |
|  |

8. Please include any additonal information that is relevant to the proposed works

|  |  |
| --- | --- |
| **Additional information** |  |

**Supporting Documentation**

9. Check List of Additonal Documents

Before submitting this form, check that you have attached the following documentation via email with your submission:

|  |  |
| --- | --- |
|  | Quotation or statement of methodology from tradesperson undertaking works |
|  | All relevant photographs |
|  | Any plans that have been prepared or are relevant to the proposed works |
|  | Final colour and material scheme (particularly if proposed to change from existing) |

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

**Do not commence works until you receive written approval to do so**