



# Heritage Minor Works Application

Made under 5.10(3) for works that are minor in nature

**Disclaimer:** The information provided by you on this form will be used by City of Parramatta Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

## Property Details

### Property details

unit:	house:
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street:
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suburb:	postcode:
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lot:	DP/SP etc:
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**Note:** Signatures of all applicants and registered owners are required on the last page/s of this application form. Without these signatures Council **cannot** accept this application.

## Development Description and Proposal Details

### Detailed Description of proposed development


## Access To Site

Does Council require your presence for access to the site?      yes       no

If so provide contact details:

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Is there a dog on the property?      yes       no



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## Accompanying Documentation Checklist

### Document copies required

- A statement describing the proposed works (mandatory)
- Photos of the affected areas/elements before works (mandatory)
- Plans of proposed works and product samples/specifications (as required)

## Digital Requirements

All applications are to be lodged on a form of digital data storage i.e. CD-ROM, DVD-ROM or USB containing **all documentation** (including written documents). This is to assist Council in record keeping and processing.

**Apart from application forms, hardcopies are no longer a requirement for the lodgement of a Development Application. Applications without a correctly formatted digital data disc or USB will not be accepted.**



- The files must be in **PDF** format and be able to be opened in Council's digital plan system 'Trapeze Desktop'. Council will check all discs before accepting the application.



**Each additional accompanying document requires a separate PDF file** e.g. application form, Photos of the affected areas/elements before works, Statement describing the proposed works, Plans of proposed works and product samples/specifications.

- Standard documents are not required to be above 400 dpi resolution whether they are single page or multipage documents and must not exceed 25MB in size.
- Please contact Council's Senior Records Officers on 9806 5000 if your document exceeds 500MB.



Files named as follows: **Document Type - Property Address**



Application Form - (Relevant Property Address).pdf



Photos of the affected areas/elements before works - (Relevant Property Address).pdf



A statement describing the proposed works - (Relevant Property Address).pdf



Plans of proposed works and product samples/specifications - (Relevant Property Address).pdf

My disc contains files which are named correctly.

yes

no



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## Applicant/s Details and Declaration

family name (or company & ABN):

full given names OR company contact person:

Unit/House No:

Street Name:

Suburb:

Postcode:

Home Phone:

Mobile:

Office Phone:

Email:  
(mandatory as all correspondence will be sent via email)

### Applicant/s declaration

To ensure transparency in Council's decision making functions, any application which is made by a Council employee/Councillor and/or their immediate relative/s, will be referred to an independent consultant for assessment.

I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.

yes  no

If yes, please state relationship: \_\_\_\_\_

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes  no

### Applicant/s signature

## Disclosure statement of political donations & gifts

It is required to disclose the following reportable political donations and gifts (if any) made by any person with a financial interest in the application within the period commencing two years before the application is made and ending when the application is determined:

- all reportable political donations made to any local councillor of City of Parramatta Council, and
- all gifts made to any local councillor or employee of City of Parramatta Council.

A disclosure is required to be made in a statement accompanying the relevant planning application by the person who makes the application.

Such disclosures are required to cover a period of two years before the application or submission is made and end when the application is determined. If a donation or gift is made after the lodgement of the required disclosure statement, a further statement is required to be provided within seven days after the donation or gift is made.

Download a form from the City of Parramatta Council website or ask Council staff for a 'Disclosure of Political Donations & Gifts Form'. Detailed requirements are outlined within that form.

Is a disclosure statement required? yes  no



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## Owner's Details and Declaration—Please note pages 9 - 13 will not be displayed online

family name (or company & ABN):

full given names OR company contact person:

Unit/House No:

Street Name:

Suburb:

Postcode:

Home Phone:

Mobile:

Office Phone:

Email:

### Owner/s declaration

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I am an employee/Councillor or relative of an employee/Councillor of City of Parramatta Council.

yes

no

If yes, please state relationship: \_\_\_\_\_

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I accept that all communication regarding this application will be through the nominated applicant.

### Owner(s) Consent Requirements (Please where applicable)

- Owner(s)** - all owners are to sign (please note additional requirements for other types of ownerships below)
- Company / Organisation** - If the owner is a company, owner's consent is to be provided in **two (2)** of the following ways:
  - Signatures of 2 directors or a director and a company secretary (unless it has a sole director).
  - Execution of owner's consent form (or other document to the same effect) in accordance with s 127 (1) of the Corporations Act 2001.
  - Common seal affixed to, and execution of, owner's consent form (or other document to the same effect) in accordance with s 127 (2) of the Corporations Act 2001. If there is no common seal, a company letterhead is acceptable.

In addition to an up to date ASIC Company Extract and other relevant supporting documentation.

- Joint wall / Fence** - When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).
- Signing on owners behalf** - If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).
- Strata title / Body corporate** - If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided if any works are proposed on common property:
  - The common seal of the body corporate must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the body corporate or the appointed managing agent.
  - A letter on strata management letterhead.
  - Minutes signed by body corporate chairman.
- New owner(s)** - If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:
  - A copy of the Certificate of Title.
  - A letter from your solicitor confirming settlement.
  - Previous owner(s) to provide owner(s) consent.

**Please note that it can take a minimum of 8 weeks for Council to be notified of a change of ownership.**

Owner/s signature - ALL OWNERS ARE TO SIGN