

Minor Works Application

Minor works on heritage listed properties or sites within a heritage conservation area (HCA)

What works are considered for this?

1. Works that are listed under Clause 5.10(3) of the MLEP 2011
2. **‘Maintenance’** as defined by the (MLEP)
“...ongoing protective care, but does not include the removal or disturbance of existing fabric, alterations (such as carrying out extensions or additions) or the introduction of new materials or technology.”
3. Generally, the following types of works can be considered:
 - Re-painting of a building or part of a building, but not the painting of face brick, stonework, tiling, terracotta, slate and other surfaces or fabric that were not traditionally or previously painted.
 - Reinstatement of missing detailing or features to a building.
 - Plastering or rendering of surfaces traditionally treated in that manner. The works must use traditional materials and finishes.
 - Replacement of rainwater goods to a building including guttering and downpipes.
 - Replacement of roof cladding in a traditional manner and using traditional materials to match existing.
 - Repointing of brick or sandstone walls in a traditional manner and using traditional materials.
 - Replacement of damaged timber boards to a verandah, with timber boards of a traditional size and materiality.
 - Reinstatement or replacement of a boundary fence, including a front boundary fence or gate, using traditional proportions, details and materials.
 - Replacement of non-traditional windows and doors with windows and doors of proportions and materials sympathetic to the building.
 - Repair of chimneys using traditional materials without altering the size or details.
 - Replacement or renovation of a non-original bathroom or kitchen.

Whilst each type of works listed above may be considered minor on an individual basis, the scale, location and cumulative impact of those works will be taken into consideration by Council when determining whether the development will have an adverse impact on the heritage significance of the heritage item or HCA.

What works are not considered?

4. As a general guide, the following types of works will NOT be considered by Council as ‘minor works’ to a heritage item or to a property in a HCA:
 - Works that have already been carried out.
 - Development or works that are currently the subject of a Development Application or a notice order under various Acts, especially the [Environmental Planning and Assessment Act 1979](#) and the [Local Government Act 1993](#).
 - Development or works that contravene a condition of development consent.
 - Demolition of significant built elements or fabric that can be repaired.
 - Construction of carports, garages, driveways or hardstand parking spaces.
 - Alterations and additions to a building.

- Demolition of a building, other than demolition of a non-significant ancillary structure.
- Construction of swimming pools or tennis courts.
- Tree pruning or removal.

5. Utility service providers

This form should not be used for applications from utility service providers and others proposing utilities works in the public domain which relate to a heritage item or are within a HCA.

For information on these applications, please contact Council on **(02) 4934 3700** or at ask@maitland.nsw.gov.au

PART 1: APPLICANT AND SITE DETAILS

1.1 APPLICANT DETAILS	
Name or Company	
ABN (Required if company)	
Email address	
Contact phone number	
Postal Address:	
Contact Person (if company):	

1.2 LOCATION AND PROPERTY DETAILS			
Unit No:		Street No.	
Street Name		Suburb	
Post code			
Lot(s)		Section	
Section			

1.3 WHO IS REQUIRED TO SIGN / GIVE CONSENT TO SUBMIT THIS NOTIFICATION?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner’s Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.
- If signing on the owner’s behalf as the owner’s legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

1.4 WHO IS REQUIRED TO SIGN / GIVE CONSENT TO SUBMIT THIS NOTIFICATION?

As the owner(s) of the property, I/we consent to the lodgement of this application and to any authorised officers of Maitland City Council entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application in accordance with the requirements of the Environmental Planning and Assessment Act 1979, Local Government Act 1993 and Building Code of Australia as applicable.

1.5 OWNER(S) SIGNATURE

Name of person signing:	Name of person signing:
Authority:	Authority:
Date:	Date:

1.6 POLITICAL DONATIONS AND GIFTS

Have you, or are you aware of any person having a financial interest in the application, made a 'reportable donation' or 'gift' to a councillor or Maitland Council employee within a two-year period before the date of this application?

Yes – please submit Political Donations and Gifts Disclosure Statement available on Council's website. All disclosure statements of reportable donations and gifts will be made publicly available on Council's website.

No - but in signing this application I undertake to disclose to Council in writing, within seven days, any reportable political donation or gift made after the lodgement of the application and prior to its determination.

1.7 APPLICANT'S DECLARATION

- I apply for endorsement to carry out the proposed works described in this application.
- I declare that all the information given is true and correct.
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public. *
- I indemnify all persons using the application and documents in accordance with the Environmental Planning and Assessment Act, 1979 against any claim or action in respect of breach of copyright

Applicant's name:

Applicant's Signature:

Date:

**Under the Government Information (Public Access) Act 2009 (NSW) (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.*

PART 2: DEVELOPMENT DETAILS

2.1 DESCRIPTION OF THE PROPOSED MAINTENANCE OR MINOR WORK

Please attach additional information if required

Give a description of the proposed works (include details, materials, colours, location etc.)

2.2 SUPPORTING DOCUMENTATION

Required

	Statement describing proposed works including requirement to be minor works or maintenance, and not likely to affect heritage significance
	Set of coloured photographs
	Location plan (map indicating location of the site, if applicable)
	Simple sketch/plan of proposed works, if applicable
	Product brochures, specifications, colour palette and materials

2.3 DETAILS ON CONSULTATION / DISCUSSIONS HAD WITH COUNCIL STAFF

Did you discuss the matters in relation to this notification with Council staff?

YES	Officer Name	NO
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HOW TO LODGE THIS APPLICATION

Email

- Enter the address of the property and the type of application (i.e. Notification: Heritage Minor Works or Maintenance) in the subject line of the email.
- Attach any supporting documents forming part of the application into the email.
- Emails are to be sent to ask@maitland.nsw.gov.au

Mail

Attn: Planning & Development
PO Box 220
Maitland NSW 2320

APPLICATION FEES

There is a fee payable for this service. We will acknowledge that we have received your application, once the relevant fee has been paid. Works are not to commence until written confirmation from Council that the works are considered minor, and consent is not required has been received.