



CHECKLIST

WHAT DO I NEED TO INCLUDE IN MY *APPLICATION FOR PERMIT TO CARRY OUT WORKS TO A HERITAGE PLACE?*

Complete this Checklist and attach it to your application.

To assist in dealing with your application as quickly as possible, please complete the following checklist to ensure that you have provided all the required information as specified in the form: “Instructions for Completing an *Application for a Permit to Carry Out Works or Activities to a Heritage Place*”.

TICK WHEN COMPLETED (Mark N/A where not applicable)

All signatories provided with & read a copy of explanatory document; “Instructions for Completing an *Application for Permit to Carry Out Works or Activities to a Heritage Place*”

Completed application with all necessary signatures

Enclosed **current** copy of title, showing **current** owners name

Three copies of all supporting documentation: Photos

Plans

Reports

Heritage Impact Statement

One copy of all plans in A3 or A4 suitable for photocopying

Enclosed written consent of Chairperson of Body Corporate

Completed particulars of who will manage works (if relevant)

Application Fee provided