

# Permit Exemption Application Checklist for Applicants

Heritage Act 2017

Use this Checklist when preparing your Permit Exemption Application

## Checklist for Heritage Permit Exemption Applications

### Section 92(3) *Heritage Act 2017*

It is important that you include all the information needed to assess your permit exemption application. Incomplete information will delay assessment of your application.

The *Heritage Act 2017* specifies that Heritage Victoria can only provide a permit exemption if the works will cause no harm to the cultural heritage significance of the heritage place. The onus is on the applicant to provide adequate information to allow Heritage Victoria to understand that the proposal will not cause harm. If it is considered harm will be caused, you will be directed to apply for a permit instead.

Unlike a permit application, a permit exemption application requires no fee. A site visit will not usually be undertaken by Heritage Victoria for a permit exemption application so it is vital you provide adequate information to explain your proposal and why you consider it will cause no harm to the cultural heritage significance of the place.

When preparing a permit exemption application, an applicant should go through the checklist of information provided below to ensure an assessment of your proposal can be undertaken. If we need additional information, assessment of the application will generally need to stop whilst the information is sought from you.

#### All permit exemption applications must include:

- A completed application form signed by the owner.
- Information describing the impact of the proposed works on the heritage values of the place or object. If you consider there is no impact you must explain why that is.
- Full details of the proposed works.
- Photographs of the heritage place or relevant part of the heritage place including photos of any areas proposed for demolition or alteration or photos of adjacent buildings or structures which may be impacted by the proposed works.
- Tree reports by a qualified arborist if tree removal or impact is proposed.
- A copy of any approved Cultural Heritage Management Plan under the *Aboriginal Heritage Act 2006* (if applicable)
- Supporting documents detailing the existing conditions and proposed works- Documentation that clearly demonstrates the existing conditions and the proposed works **must be provided with the application**. The following list indicates the types of documents and specifications expected to be submitted with a permit exemption application as relevant to the proposed works, acknowledging the level of detail may vary according to the complexity of the application. **See below.**

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## Supporting documents for building works

- Whole of site plan or location plan indicating all buildings and significant features and landscaping, title boundaries, the VHR extent area, street names and details of adjacent site details that are relevant to the application. The location and extent of proposed works must be indicated.
- Existing conditions- either drawings or photographs.
- Proposed works architectural drawings, sketches or marked up photos as appropriate. Drawings must be submitted as a single pdf and optimized to reduce file size.
- Other drawings that may assist in describing the works such as internal elevations, engineering details, roof plans and electrical plans.
- Schedules outlining relevant materials, finishes and colours.
- Relevant works methodology.

## Supporting documents for landscape works (make consistent with above)

- Whole of site plan indicating all buildings and significant features and landscaping, title boundaries, the VHR extent area, street names and details of adjacent site details that are relevant to the application. The location and extent of proposed works must be indicated.
  - Proposed landscape plans, submitted as a single pdf and optimized to reduce file size:
  - Other drawings that may assist in describing the works.
  - Schedules outlining relevant materials, finishes and colours.
  - Specifications
- An arborist report where the works may impact trees or for the full or partial removal of trees, hedgerows or other historic plantings.

## Supporting documents for painting

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.
- Drawings showing component colours (e.g. roof, walls, gutters, downpipes etc.).
- Colour samples (digital and physical)
- Schedules outlining relevant materials, finishes and colours
- Details of existing surfaces to be painted (weatherboard, render etc) and existing surface treatment (acrylic paint, oil paint, limewash, varnish etc)
- Details of type of paint or finish to be applied.
- Job specification setting out details of preparatory work.
- Paint analysis including rationale for colour selection

## Supporting documents for roofing works

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.
- Existing conditions drawing for part of site where works will take place.
- Schedule of existing roofing materials.
- Proposed drawings.
- Schedules outlining relevant materials, finishes and colours.
- Job specification setting out work methods.

## Supporting documents for signage

- Whole of site plan indicating location and extent of proposed works. The site plan must clearly show the title boundaries and the VHR extent of registration.



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- Existing conditions drawing for part of site where works will take place, clearly showing all existing signage.
- Drawings showing proposed signage including retention of existing signage at preferred scales of 1:100 or less.
- Specifications of signs including form, dimensions, materials and whether illuminated.
- Details of how signs will be affixed to a heritage building or structure.