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| Heritage Victoria Permit Application Amendment Form |
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**1. Details of registered place or registered object**

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| * + 1. **Place or object name:** |  |
| * + 1. **Address or GPS location:** |  |
| * + 1. **Victorian Heritage Register number:** |  |
| * + 1. **Permit application number for which amendment is sought:** |  |

* 1. **2. Applicant details**

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| --- | --- |
| * + 1. **Title:** |  |
| * + 1. **First name:** |  |
| * + 1. **Surname:** |  |
| * + 1. **Business or organisation name:** |  |
| * + 1. **Position title:** |  |
| * + 1. **Address:** |  |
| * + 1. **Email address:** |  |
| * + 1. **Telephone:** |  |

* 1. **3. Contact person details**

|  |  |
| --- | --- |
| * + 1. **Title:** |  |
| * + 1. **First name:** |  |
| * + 1. **Surname:** |  |
| * + 1. **Business or organisation name:** |  |
| * + 1. **Position title:** |  |
| * + 1. **Address:** |  |
| * + 1. **Email address:** |  |
| * + 1. **Telephone:** |  |

* 2. **4. Type of permit**
     1. **□ To subdivide, consolidate or realign a boundary of a registered place.**
     2. **□ For works or activities where the estimated cost is:**
* less than $20 000.
* at least $20 000 but less than $100 000.
* at least $100 000 but less than $250 000.
* at least $250 000 but less than $500 000.
* at least $500 000 but less than $1 000 000.
* at least $1 000 000 but less than $5 000 000.
* at least $5 000 000 but less than $10 000 000.
* at least $10 000 000 but less than $30 000 000.
* $30 000 000 or more.
  + 1. **□ To demolish or destroy the whole of a registered place or object.**
  1. **5. Description and reason for revised application**
     1. **Please provide a detailed description of the revised works and how they vary from the existing permit application (including details of any new materials, finishes or paint schemes):**

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**Please state the reason and purpose for which the amended works are required:**

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* + 1. **Do the works involve common property?**

\*Yes (owners corporation consent is required) / \*No

* 1. **6.Supporting documents**

The following documents must be submitted with this application:

* Amended plans showing the amendments in relation to the proposed works (in A3 or A4 format). This includes existing and proposed elevations, photographs and photomontages, and tree reports if tree removal proposed. Subdivision applications require the plan be prepared by a licensed surveyor showing existing heritage buildings and extent of heritage registration overlayed.
* Amended materials and colour schedule (detailing existing materials/colours and what is proposed).
  1. **7. Cultural Heritage Management Plan**

A Cultural Heritage Management Plan (CHMP) is a written report, prepared by a Heritage Advisor, containing the results of an assessment of the potential impact of the proposed activity on Aboriginal cultural heritage. Heritage Victoria is not able to issue statutory approvals without first receiving an approved CHMP if one is required.

* + 1. **7.1 Is a CHMP required under the Aboriginal Heritage Act 2006 for the proposed works?**

\*Yes (go to question 2)/\*No (go to question 4)

* + 1. **7.2 Has a CHMP been approved for proposed works?**

\*Yes (go to question 3)/\*No (Please contact Heritage Victoria)

**7.3 Do the proposed works contravene the approved CHMP?**

\*Yes (please contact Heritage Victoria)/\*No (go to question 4)

* + 1. **7.4 Do the proposed works contravene any previously approved CHMPs?**

\*Yes (please contact Heritage Victoria)/\*No

The applicant must disclose whether a CHMP is required under the **Aboriginal Heritage Act 2006**. If a CHMP is required, Heritage Victoria must not grant a permit until a CHMP has been approved (see section 52(1) of the **Aboriginal Heritage Act 2006**). Under section 52(4) of **the Aboriginal Heritage Act 2006**, the time required for Heritage Victoria to make a permit decision is deemed not to have commenced until a copy of an approved CHMP is provided.

Applicants can use the Aboriginal Heritage Planning tool to determine whether a CHMP is required: <https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/heritage-tools.html>

Further information on CHMPs and the Aboriginal Heritage Act 2006 is available at: <https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/heritage-tools.html>

* 1. **8. Permit Fee**
     1. **Fee to be paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note**: If these activities are being undertaken by a community group or for conservation, educational research or public safety, it may be possible to apply for a waiver of the permit fee. Please consult Heritage Victoria in relation to your application.

**Note**: If this application relates to a registered place of which you are the owner and which is your principal place of residence, or a registered object which you own, and you hold one of the following cards, or have been declared a class or classes of eligible person by Order published under the **State Concessions Act 2004** in the Government Gazette, you are exempt from paying this fee. Please provide copies of the relevant card and either your driver's licence or a current rates notice for your principal place of residence to confirm your eligibility:

* Health care card issued under section 1061ZS of the Social Security Act 1991 of the Commonwealth other than in respect of a child in foster care, or a child in respect of whom a carer allowance under section 953 of that Act is payable; or
* A Gold Card issued in respect of Part V of the Veterans' Entitlements Act 1986 of the Commonwealth other than a dependant (not including the widow or widower) of a veteran; or
* Pensioner concession card issued under section 1061ZF of the Social Security Act 1991 of the Commonwealth.

**9. Payment options**

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| **Payment Options: (Please retain Receipt for future reference)** | |
| **Cheque payment can be made at your Local Australia post outlet**  **Any dishonored Cheque will incur a fee of $110.00**  **BPAY Biller Code: 72637**  **Customer Ref: 164123456786**  Telephone & Internet banking BPay, Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.  More info: www.bpay.com.au | |
|  | Permit Billpay  **By Cash, Cheque or Debit Card only** |
| **Please record payment details below**  **(Application will not be processed without accurate payment details)** | |
| **BPAY***(please tick)* **🞎**  **Amount Paid\***  **Your Bank Name\***  **Receipt No\***  **Receipt Date\*** | **Australia post** *(please tick)* **🞎**  **Amount Paid\***  **Unique Sequence No\***  **(see sample of Australia Post receipt)**  **Payment method\*** Cash /Cheque /Card*(please circle)*  **Receipt Date\*** |

* 1. **10. Owner or government manager consent**

I am the owner or government manager of the registered place or registered object described in the permit application and I hereby consent to the application to carry out the works or activities specified in the application.

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| --- | --- |
| Name: |  |
| Business or organisation name: |  |
| Position title: |  |
| Signature: |  |
| Date: |  |

* 1. **11. Owners corporation manager consent (where applicable)**

I am the owners corporation manager of the registered place or registered object described in the permit application and I hereby consent to the application to carry out the works or activities specified in the application.

|  |  |
| --- | --- |
| Name: |  |
| Business or organisation name: |  |
| Position title: |  |
| Signature: |  |
| Date: |  |

* 1. **12. Applicant statement**

I state that I am authorised to make this application in relation to the above property or object, and that the information supplied in this application is accurate and correct. I acknowledge that authorised officers appointed by the Executive Director or any member of the Heritage Council may inspect the heritage place or heritage object to assess this application in accordance with the Act.

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| Name: |  |
| Signature: |  |
| Date: |  |

\*delete if not applicable

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| **Please lodge your application in one of the following ways:**  *By email* to [heritage.permits@delwp.vic.gov.au](mailto:heritage.permits@delwp.vic.gov.au) OR  *By post* to: Heritage Permits Coordinator, Heritage Victoria, PO Box 500, MELBOURNE VIC 8002 |

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| **Office use only** |
| *Application no. Date received Log on*  *Date expires Payment method Fee received?*  YES NO |