

# MINOR WORKS EXEMPTION FOR HERITAGE WORKS

## About this form

Request for development to be considered as exempt from the need for consent under clause 5.10(3) of *Ryde Local Environmental Plan 2014*.

## Explanatory note

The best way to conserve heritage items and places in heritage conservation areas is to carry out regular maintenance and repairs. Some types of minor works may also improve the serviceability of the place without negative impacts on heritage significance.

Clause 5.10(3) of *Ryde LEP 2014* stipulates that certain works to a heritage item can be undertaken without development consent under this clause if:

*'the Applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development:*

*(i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and*

*(ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area.'*

Essentially, the purpose of the heritage exemption is to allow Owners of heritage listed properties to undertake certain works without needing approval and in doing so not require unnecessary Development Applications to be made to Council for minor maintenance and repair works.

## What works can be considered as exempt?

Works that have a minor or inconsequential impact on the significance of the heritage item or heritage conservation area may be considered as exempt from requiring further development consent, subject to an assessment by Council's Heritage Advisor.

For example, works may include repainting, minor remedial or cosmetic repairs to fabric (restoration), construction of fencing etc.

However, a heritage exemption will not be granted for the demolition or erection of a building or structure, change of use, or removal of trees (that do not pose an imminent risk to life or property).

## How to apply

If you believe your proposed works are of a minor nature and meets the requirements of clause 5.10(3) of Ryde LEP 2014, you need to complete and return the application form.

There is no prescribed fee for this request.

The application should be accompanied by the following information:

- Owners consent.
- Photographs identifying the location of the proposed works.
- A statement describing the proposed works (this should include an itemised list of the proposed works and methodology for undertaking the works (i.e. listing the procedures to be undertaken)
- Technical details and specifications (i.e. material samples, mortar mix ratios, or a colour schedule).

Council may request additional information to assist in the assessment of your application.

If Council is satisfied that the proposed works will have a minor or inconsequential impact on the significance of the heritage item or heritage conservation area, Council will provide written confirmation that the works do not require development consent.

Works cannot commence until Council has issued the written confirmation endorsing the heritage exemption.

Please note that Council will not consider retrospective applications for works that have already been commenced or completed.

If you have further questions, please contact Council's Heritage Advisor on 9952 8321.

## Submit your form

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

**Post** City of Ryde, Locked Bag 2069, North Ryde NSW 1670

## Council Contact Details

Customer Service Centre 1 Pope Street, Ryde NSW

**Post** Locked Bag 2069, North Ryde NSW 1670

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

**Phone** (02) 9952 8222

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

### Company / Organisation

If applicable

Title                      Mr              Mrs              Ms              Miss              Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact      Mobile              Phone              Email

Mobile

Phone

Email

## PART 2 : PROPERTY DETAILS

Lot No.

Deposited Plan/  
Strata Plan

Parcel No:

Address

Suburb

Postcode

Property Name

Owner/s

## PART 3 : STATEMENT DESCRIBING THE PROPOSED WORKS

## PART 4 : DECLARATION

I/We declare that the information given is true and correct and understand that if the information is incomplete, the application may be delayed, rejected or further information requested.

I/We understand that the works must not be commenced or completed unless a heritage exemption is given by Council.

Name

Signature

Date

Name

Signature

Date