

# WHAT IS THE PROCESS FOR SEEKING APPROVAL?

Heritage works require the approval of the Heritage Council. Approval may be obtained by receipt of either a certificate of exemption or a permit. Figure 1 outlines the process for seeking approval.

Works which may impact on the significance of the place will require a discretionary permit. A discretionary permit application must be

determined within 42 days, unless a request for further information is made or an extension of time applies.

*Note: Approval for heritage works is not required for forest practices, mining, or works to a place of worship that are required solely for liturgical purposes (S35(4)).*

## BEFORE YOU LODGE YOUR APPLICATION

1. Consider your needs and what you want to achieve; take into account the place's heritage values and aim to protect its heritage features.
2. Seek design solutions that limit or minimise any adverse impacts.
3. Consult these Works Guidelines so that you understand the Heritage Council's expectations, and if needed ask the free advice of one of our Heritage Advisors.
4. Prepare a Heritage Impact Statement (HIS) or Conservation Management Plan (CMP) if the works are contentious or the place is of high significance.
5. Ensure that the proposed works are clearly documented.



Lodge a Development Application with your local council.

Day 1

Your local council will forward your application to the Heritage Council who will decide whether or not they will need more information from you  
**NOTE: You may avoid this time delay by talking to a Heritage Advisor before you lodge your application.**

Your application will be advertised to allow for community comment.

The Heritage Council makes its decision and forwards it to the local council who will incorporate that decision into your permit.

**By Day 35**  
or day 49 if THC  
requires extra 14 days

Your local council will send you a permit. This will include both the Heritage Council and local council decisions.

**By Day 42**  
or day 56 if THC  
requires extra 14 days

Figure 1: Heritage Works Process