



# Application for Development Approval - CHECKLIST

**HERITAGE** \*checklist should be used in conjunction with any other relevant checklist

This checklist is supplemental to the other relevant checklist and applies to development for places included on the City's Heritage List. (hyperlink)

Assessment No.:		Property address:	
Date:		Project description:	
Heritage Place No:			

**Information in the checklist is required at the time of lodgement. A complete application enables the City to process it as quickly as possible.**

Refer to the following documents for further information: Heritage Information Sheet, Residential Site Plan and Elevation examples and Covering Letter with Justification example.

## APPLICATION REQUIREMENTS

Requirements	When is it required?	Included	Office
<b>Checklist</b> <ul style="list-style-type: none"> <li>Copy of checklist confirming application completeness.</li> </ul>	Always		
<b>Covering letter / justification</b> <ul style="list-style-type: none"> <li>Describe the proposed works,</li> <li>Explain why they're being undertaken and;</li> <li>Intended approach.</li> </ul> <i>Include:</i> <ul style="list-style-type: none"> <li>Schedule of works accompanying all plans</li> <li>Photos of existing elements of the place the subject of this application to be provided</li> </ul>	Always		

## SITE PLAN

Requirements	When is it required?	Included	Office
<b>Site information in addition to requirements listed on relevant DA checklist:</b> <ul style="list-style-type: none"> <li>Show existing and proposed landscaping, including any structures, features related to proposed works, and changes to external features</li> <li>Overlay showing proposed internal and external changes and modifications to the existing development and structures.</li> <li>Proposed demolition (clearly shown in defined colours and hatching).</li> <li>Show any street features ie historic drains and kerbs</li> </ul>	Always		

## FLOOR PLAN AND ELEVATION DRAWINGS

Requirements	When is it required?	Included	Office
The following items relates to structural elements such as roofing, walls, footings, floors, windows, doors, fittings and features such as skirting boards, fire places etc.  Annotated floor and elevation plans detailing: <ul style="list-style-type: none"> <li>existing internal and external fabric and features affected by proposed works. Include notations where fabric is unknown without further investigation.</li> </ul>	Always		

Requirements	When is it required?	Included	Office
<ul style="list-style-type: none"> <li>proposed internal and external works, including existing fabric to be salvaged and reused and new fabric being introduced.</li> <li>Detailed demolition plan overlaid on existing floor plan/s (to be clearly defined via use of colours and/or hatching)</li> </ul>			

## ADDITIONAL INFORMATION

Requirements	When is it required?	Included	Office
<p><b>Heritage Impact Statement (HIS):</b> Heritage Impact Statement completed in accordance with the template included in the DPLH Guideline, See the City's Heritage web page for further information.</p> <ul style="list-style-type: none"> <li>HIS to be consistent with the details shown on the plans (as above) and any preliminary advice or recommendations from technical reports (as below).</li> <li>The HIS to include reference and consideration of place entry details from <a href="#">inHerit</a> and/or the Place Record Form, and also any relevant sections from a Conservation Plan if one has been prepared for the place.</li> <li>Include additional photos taken of the areas effected by the works and other evidence such as historic photographs or records sourced relating to the place.</li> </ul>	<p>Always</p> <p>*Unless works are deemed minor in nature by the decision maker.</p>		
<p><b>Applicable policies and guidelines:</b></p> <ul style="list-style-type: none"> <li>Consideration and justification against applicable local planning policy and/or guidelines.</li> </ul>	Where applicable		
<p><b>Other technical and/or supporting documentation (where relevant):</b></p> <ul style="list-style-type: none"> <li>Technical reports such as engineers report outlining rationale and justification for proposed works.</li> <li>Arborist report in relation to landscaping and significant plantings impacted by proposed works.</li> <li>Outcomes of investigations and advice from specialist trades such as stonemason, painters, roofing contractors to support the proposal.</li> </ul>	Where applicable		
<p><b>Schedule of existing and proposed colours and finishes</b></p> <ul style="list-style-type: none"> <li>Details of existing fabric, including colours and finishes, referenced on associated plans, with any features impacted by proposed works referenced in the HIS</li> <li>Details of new fabric, colours and finishes to used in proposed works, referenced on associated plans, and justified in HIS how the proposed works responds to the significance of the place</li> </ul>	Always		