

# Heritage

## Application Checklist

This document can be submitted with your application as a summary of documents submitted for approval.

No.	Mandatory documents to be submitted with your application	√
1	An Application Form completed and signed	
2	A full copy of Title for the land, including the map showing current owners, title plan and any registered covenants, restrictions or Section 173 Agreements	
3	The prescribe application fee	

No.	Supporting documents to be submitted with your application	√
4	Fully dimensioned plans: <ul style="list-style-type: none"> <li>• 3 copies of all layout plans and elevations drawn at preferred scales of 1:100 or 1:200 of proposed structure</li> <li>• 1 copy of all submitted plans in A3 size suitable for photocopying</li> <li>• 3 copies of a location plan to the nearest street junction</li> <li>• 3 copies of a Site Plan</li> <li>• 3 copies of plans showing materials and colours</li> </ul>	
5	1 copy of Statement of Significance and impact statement assessed against the <b>Guidelines for the assessment of Heritage Planning Applications (attached)</b>	
6	1 copy of a streetscape photo montage Major applications may also require photo montages and a site plan showing the extent of heritage registration overlaid.	
7	Permit application for landscape works <ul style="list-style-type: none"> <li>• Existing conditions plan</li> <li>• Proposed landscape plan(s)</li> <li>• Heritage Impact Statement</li> <li>• Tree reports if tree removal proposed</li> <li>• All plans to be in A3 or A4</li> </ul>	
8	Permit application for subdivision/consolidation <ul style="list-style-type: none"> <li>• Existing lot arrangement/site plan</li> <li>• Subdivision plan prepared by a licensed surveyor showing existing heritage buildings and extent of heritage registration overlaid</li> <li>• Heritage Impact Statement</li> </ul>	
9	Painting a heritage registered building <ul style="list-style-type: none"> <li>• Sketch or elevation showing component colours (eg roof, walls gutters, downpipes)</li> <li>• Colour chips of proposed colours</li> <li>• Rationale for proposed colour scheme</li> <li>• Job specification setting out details of preparatory work</li> </ul>	
10	Re-roofing works <ul style="list-style-type: none"> <li>• Details of existing roofing materials</li> <li>• Schedule of proposed roofing materials</li> <li>• Rationale for proposed materials if different from existing</li> <li>• Roof plans-existing and proposed</li> <li>• Job specification setting out work methods</li> </ul>	
11	Signage <ul style="list-style-type: none"> <li>• Plans showing any existing signage</li> <li>• Plans showing proposed signage including retention of existing</li> <li>• Specifications of signs including form, dimensions, materials and whether illuminated</li> <li>• Details of how signs will be affixed to a heritage building or structure</li> </ul>	

**Note:** where proposed activities may affect any historical archaeological values of the place, the Heritage Impact Statement must include an archaeology assessment.

## **Pre-application Meetings**

Pre-application meetings are recommended as a part of the application process. Council officers can provide specific advice to applicants on whether the proposal is generally consistent with the Swan Hill Planning Scheme.

Council officers will also aim to assist applicants to become fully aware of the expected standard and extent of documentation they are required to provide with their application to reduce or avoid the need for Council to request further information.

To arrange an appointment for a pre-application meeting with a Planning Officer please contact the Statutory Planning Unit directly on (03) 5036 2352.