

## REQUEST FOR A PERMIT REVIEW



Please refer to *Heritage Council Protocol 2 – Permit Reviews and Hearings* for information on how the Heritage Council will conduct Permit Reviews and hearings into Permit Reviews.

### 1. Your Details

Title	
First Name	
Surname	
Address	
Email Address	
Telephone	

Is this request on behalf of a company or organisation?	Yes/No
If yes, what is its name?	
What is your position title?	

Are you (or is your company/organisation)?:

- The permit applicant
- The owner or government asset manager of the place or object
- A person with a real and substantial interest in the place or object (if neither of the above)

### 2. Place or Object Details

Place or object name	
Address or GPS location	

### 3. Permit Application Determination Details

Permit Application Number	P
Date of Executive Director's determination	

*Note: This request must be lodged within 60 days of the Executive Director's determination.*

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The Executive Director's determination was to:

- Issue a permit with conditions [s.102(3)]
- Refuse the application [s.102(1)(c)]
- Refuse part of the application [s.102(1)(b)]

Please append the Executive Director's determination to this request.

### 4. Reason/s for Permit Review Request

I request the Heritage Council to conduct a review into:

- The Executive Director's refusal of the permit application
- The Executive Director's part refusal of the permit application
- The following conditions applied to the permit: (specify conditions)

*Note: Only the permit applicant and the owner or government asset manager can request a review of conditions applied to a permit.*

Reasons for the review request:

### 5. Permit Review Hearing

- I request a Heritage Council hearing into the Permit Review.
- I do not request a Heritage Council hearing into the Permit Review.

*Note: If you cause a hearing you may be requested to lodge a detailed submission to support your position. If a hearing is not requested the Heritage Council may determine the matter on written submissions.*

*Note: In the event of a hearing, your submission will be provided to other hearing participants and your personal details will not be removed. The Heritage Council is also bound by the Freedom of Information Act 1982. You should expect your submission to be freely and wholly available to anyone seeking access to it.*

### 6. Fee Payment

To determine the appropriate fee, please refer to the Fee Schedule and to the *Heritage Regulations 2017* available on the Heritage Council website at:

<http://heritagecouncil.vic.gov.au/registrations-reviews/documents-for-registrations-and-reviews/>.

If you require assistance determining the correct fee, please contact the Heritage Council Hearings Coordinator on 03 9194 0868.

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The Heritage Council may choose to waive the fee in certain circumstances. If activities associated with this request 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. If you feel you may be eligible for a waiver, please contact the Heritage Council Hearings Coordinator on 03 9194 0868

Amount due: \$\_\_\_\_\_ (Subject to any fee waiver)

Please note that this request for a permit review is not a valid request until payment is made.

*Payment may be made via BPAY, Post billpay or by cheque at your local Australia Post office. Please refer to the 'Payment Options' section at the end of this form for payment details.*

### 7. Review Requestor Statement

I state that the information I have given on this form is correct to the best of my knowledge.

Name	
Signature	
Date	

### 8. Form lodgment details

Please send this form, along with the required information detailed above to:

**Heritage Council of Victoria  
DELWP GPO Box 527  
Melbourne VIC 3001**

**Email:** [heritage.council@delwp.vic.gov.au](mailto:heritage.council@delwp.vic.gov.au)

For further information, please contact the Heritage Council Hearings Coordinator on 03 9194 0868.

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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: 180123456782**

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](http://www.bpay.com.au)



\*206 0834 0000018012345678 96

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\*

**Sample of Australia Post receipt**

A U S T R A L I A P O S T  
FITZROY SOUTH LPO 3065

Collections	\$
Dept Environment Land Water & Planning	0.10
Account No: 0834 0000016010000002 73	
Unique Sequence No: 332646/02/56537	
<b>TOTAL</b>	<b>\$0.10</b>
Payment Tendered Details :	
Cash	0.10