

PERMIT REVIEW HEARING PARTICIPATION FORM

Please refer to *Heritage Council Protocol 2 – Permit Reviews & Hearings* for information on how the Heritage Council will conduct a hearing into a Permit Review and hearing participation requirements.

By returning this form you indicate that you have been notified of a Heritage Council Permit Review Hearing and you wish to participate in the hearing process.

Note: If you choose not to return this form, you will not be contacted again in relation to the hearing process.

However, if you have already made a written submission to the Executive Direction in relation to the application in accordance with either s.95 or s.100 of the Heritage Act 2017, that submission will be considered by the Heritage Council in the determination of the review.

1. Place or object details

Place or object name	
Address or GPS location	
Permit Application Number	P

2. Your details

Title	
First Name	
Surname	
Address	
Email Address	
Telephone	

Are you representing a company or organisation?	Yes/No
If yes, what is its name?	
What is your position title/your relationship to the company or organisation?	
What is the nature of your relationship to the place or object? (provide details – e.g permit applicant, owner etc)	
Do you claim a real and substantial interest in the determination of this review?* If so, please state the basis for that claim.	

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*The only persons normally able to participate in this kind of hearing are the owner of the place or object, relevant government asset manager, permit applicant, Executive Director, National Trust, and responsible authority or relevant municipal council. Other persons are not able to participate in this kind of hearing unless the Heritage Council is satisfied that the person has a real and substantial interest in the determination of the review.

3. How will you participate in the Permit Review Hearing?

Please select one of the following:

I do not wish to make a verbal submission at the hearing but I will provide a detailed written hearing submission for the Heritage Council's consideration no later than 28 days prior to the hearing date.

I wish to make a verbal submission at the hearing (please also complete the table at 4. below) and I will provide a detailed written hearing submission for the Heritage Council's consideration no later than 28 days prior to the hearing date.

Note: If you intend to call a witness in support of your submission a statement of their evidence must be attached to your submission.

I wish to make a verbal submission at the hearing (please also complete the table at 4. below) and I will rely on the submission I have already lodged with the Executive Director in relation to the permit application (in accordance with s.95 or s.100 of the Heritage Act 2017).

Note: This form and 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 this form and your submission to be freely and wholly available to anyone seeking access to it.

4. Requirements for verbal submissions

Length of time required to present your submission (total time including time required by any witnesses, but excluding time that may be required for cross-examination):	
Will you be represented by another person at the hearing (e.g. a legal representative)? If yes, provide details	Yes/No
Will you be calling any witnesses? (Provide details) Please also refer to the information contained in <i>Heritage Council Hearing Protocol 6: Expert Evidence</i>	
Do you require any audio/visual equipment? (If so, please tick your requirements or specify)	<input type="checkbox"/> DVD / CD Rom <input type="checkbox"/> Data Projector Other:

5. Form lodgment details

Please send this form to the following address by email, by the designated lodgment date:

Email: heritage.council@delwp.vic.gov.au

If you are not able to send this form by email or for any further information about this form, please contact the Heritage Council Hearings Manager on 03 9194 0868.

Adopted by the Heritage Council
2 November 2017; Amended 6 August 2020; Amended 1 October 2020