

HERITAGE COUNCIL OF VICTORIA COVER SHEET

Note: All sections of this 'Cover Sheet' and the following form must be completed to be accepted.

Submitter Contact Details

Submitter details	
Title	
First Name	
Surname	
Is this submission on behalf of a company/organisation?	
If yes, please state	

Email address	
Phone / Mobile	()

Residential address			
Street address			
Suburb			
State		Postcode	
Postal address (if different from residential address)			
Same as residential address:	<input type="checkbox"/>		
Street address / PO Box			
Suburb			
State		Postcode	

Privacy Collection Statement

The Heritage Council of Victoria is committed to protecting personal information provided by you in accordance with the principles of Victorian privacy laws. The information you provide will assist the Heritage Council to undertake its statutory functions pursuant to the *Heritage Act 2017* (the Act).

Who will have access to my form?

Heritage Council may provide all of the information you submit, excluding this 'Cover Sheet', to Heritage Victoria, the Local Government Agency and any other interested parties. In submitting the following form, if you do not wish certain information to be made public, do not provide it. This applies to all attachments and supporting documents supplied throughout the course of any hearing or review process.

Who will have access to my personal details?

Your personal details will be used by the Heritage Council for the purposes of contacting you. The details you have provided in this 'Cover Sheet' will not be provided to other parties unless there is reasonable need to do so. The remainder of this form, and any submissions or attachments will be provided in full to other interested parties. Anonymous forms and submissions cannot be accepted. All forms, submissions, and attachments may be subject to a Freedom of Information request.

You may access the information you have provided to the Heritage Council by contacting the Secretariat on (03) 8508 1656 or at heritage.council@delwp.vic.gov.au.

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	

Is this request on behalf of a company/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.

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 Manager on (03) 8508 1656.

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 Manager on (03) 8508 1656.

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

For further information, please contact the Heritage Council Hearings Manager on (03) 8508 1656.

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



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