

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 ADJOURNMENT

Please refer to *Heritage Council Protocol 1 – Registration Hearings* and *Heritage Council Protocol 2 – Permit Reviews & Hearings* for information in relation to adjournment requests, including the circumstances in which an adjournment request will be considered by the Heritage Council.

Note: This form will be provided to other hearing/review 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.

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?	

2. Hearing/Review Details

Hearing/Review Number	
Name of Place or Object	
Address or GPS location	
Scheduled Hearing Date (if any)	

3. Adjournment Request

I request that the Heritage Council adjourn the above hearing/review for a period of at least **(insert number)** of weeks.

Reasons for the adjournment request:

4. Form lodgment details

Please send this form 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.