

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.

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 Director 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	
Are you representing a company/organisation?	Yes/No
If yes, what is its name?	
What is your position title/your relationship to the company/organisation?	

3. Your entitlement to participate

<p>a) Please tick whichever of the boxes opposite that applies to you:</p>	<p><input type="checkbox"/> Executive Director (Heritage Victoria)</p> <p><input type="checkbox"/> National Trust</p> <p><input type="checkbox"/> Responsible authority or relevant municipal council</p> <p><input type="checkbox"/> Applicant for Review</p> <p><input type="checkbox"/> Owner of the subject place or object</p> <p><input type="checkbox"/> Relevant Government asset manager of the place or object</p> <p><input type="checkbox"/> Other person with a real and substantial interest in the place or object (Please describe the nature of your interest in the place or object here):</p> <p>_____</p> <p>_____</p>
---	--

<p>b) Only persons in one of the above categories can normally participate in a permit review hearing. Other persons are <u>not</u> able to participate unless they can satisfy the Heritage Council that their interests may be affected by the determination of the review.</p> <p>If you seek to participate, despite not falling within any of the categories referred to above, use the space opposite to provide details of the nature of your interest in the determination.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>Note: The Heritage Council will use this information to decide if you are entitled to participate in the hearing.</i></p>

4. Your participation 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 5. 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.

5. Your submissions at the Hearing

How much time do you need 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? If yes, please 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:
--	--	--------

6. 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) 8508 1656.