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:	☐		
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.

REGISTRATION HEARING PARTICIPATION FORM

Please refer to *Heritage Council Protocol 1 – Registration Hearings* for information on how the Heritage Council will conduct Registration Hearings and hearing participation requirements.

By returning this form you indicate that you have been notified of a Heritage Council Registration Hearing and you wish to participate further 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 submission to the Heritage Council in relation to the Executive Director's recommendation ('Form A', in accordance with s.44 of the Heritage Act 2017*) that submission will be considered by the Heritage Council in making its determination.*

1. Place or object details

Place or object name	
Address or GPS location	

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 or organisation?	
What is the nature of your relationship to the place or object? (provide details)	

3. Your position in relation to the Executive Director's Recommendation:

- ☐ I support the Executive Director's recommendation
- ☐ I object to the Executive Director's recommendation
- ☐ I support the "Extent of Registration" and "Permit Exemptions" recommended by the Executive Director
- ☐ I object to the "Extent of Registration" and "Permit Exemptions" recommended by the Executive Director
- ☐ Other (please state)

4. How will you participate in the Registration 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 5. 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 also 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 Form A submission I have already lodged with the Heritage Council in response to the Executive Director's recommendation (in accordance with s.44 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 your form and submission to be freely and wholly available to anyone seeking access to it.

5. 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 *Heritage Council Hearing Protocol 6: Expert Evidence*		
Do you require any audio/visual equipment? (If so, please tick your requirements or specify)	☐ DVD / CD Rom ☐ Data Projector	Other:

6. Form lodgment details

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

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.