Heritage

Entry of a place in the Queensland Heritage Register

***Use this form*** *to apply to have a place considered for entry in the Queensland Heritage Register under the* Queensland Heritage Act 1992*.*

**Before completing this application form:**

* read the *Application Guide: Entering a State Heritage Place in the Queensland Heritage Register* available at [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)
* call 13 QGOV (13 74 68) and discuss this application with a Heritage Branch officer

1. Applicant details

|  |  |  |
| --- | --- | --- |
| APPLICANT NAME/S | | TITLE |
| ORGANISATION NAME (if applicable) | | |
| POSTAL ADDRESS | | POSTCODE |
| EMAIL ADDRESS | | |
| TELEPHONE (business hours) | MOBILE | |
| TELEPHONE (after hours) | EMAIL | |

1. Applicant consent

Ticking YES in the box below means you give consent to the department to publicly disclose your name with this application. At no time (whether you tick YES or NO) will your personal contact details be made public during processing and assessment of this application. The department removes contact details (i.e. address, email and telephone numbers) from all copies of the application except those provided to the Queensland Heritage Council.

|  |  |
| --- | --- |
| **Applicant consents to personal information being released Yes  No** | |
| APPLICANT’S SIGNATURE | |
| PRINT APPLICANT’S NAME | DATE SIGNED |

1. Place details

|  |  |
| --- | --- |
| NAME OF PLACE AND / OR FORMER NAME | |
| STREET ADDRESS | |
| LOT/S ON PLAN/S | LOCAL GOVERNMENT AREA/S |
| GPS CO**O**RDINATES (IF KNOWN) | |

1. Consultation with the owner of the place

Do you own the place that is the subject of this application? Yes  No

If you are not the owner of this place, have you consulted with the owner? Yes  No

1. History of the place

|  |
| --- |
| HISTORICAL SUMMARY |
| REFERENCE LIST |
| LIST OF ATTACHMENTS |

1. Description of the place

|  |
| --- |
| WRITTEN DESCRIPTION |

1. Statement of cultural heritage significance

Decide which criteria are relevant to your application and complete a response for each in the boxes below. Write ‘not applicable’ against the criteria that are not relevant to your application.

|  |  |
| --- | --- |
| CRITERION A  the place is important in demonstrating the evolution or pattern of Queensland’s history |  |
| CRITERION B  the place demonstrates rare, uncommon or endangered aspects of Queensland’s cultural heritage |  |
| CRITERION C  the place has potential to yield information that will contribute to an understanding of Queensland’s history |  |
| CRITERION D  the place is important in demonstrating the principal characteristics of a particular class of cultural places |  |
| CRITERION E  the place is important because of its aesthetic significance |  |
| CRITERION F  the place is important in demonstrating a high degree of creative or technical achievement at a particular period |  |
| CRITERION G  the place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons |  |
| CRITERION H  the place has a special association with the life or work of a particular person, group or organisation of importance in Queensland’s history |  |

1. Site plan showing proposed boundary

Attach a site plan to this form. Tick to confirm:

the site plan is drawn or sketched to scale

all significant heritage elements of the place are shown and clearly labelled in their approximate locations

the proposed heritage boundary is shown

the cadastral (lot on plan) boundaries of the place are shown

1. Photographs

Attach photographs to this application that show the place in its current state. Number all photographs and complete the index table below adding more rows if needed.

If submitting an electronic application, submit the photographs in a digital file attached with the application form. Maximum file size for digital images attached to this form is 250kb each.

If submitting an application in hard copy, submit the photographs as an electronic file saved onto a CD or USB and attach one hardcopy print out of images to this application form.

|  |  |  |  |
| --- | --- | --- | --- |
| DATE AND TIME TAKEN | | PHOTOGRAPHER | |
| COPYRIGHT PERMISSIONS  *By law copyright of material submitted is subject to conditions set out in the copyright licence for that material.*  *Please enter licensing details in the metadata for each image/file requiring copyright.*  *A copyright licence may be obtained free of charge from Creative Commons at* [*www.creativecommons.org*](http://www.creativecommons.org)*. Creative Commons licence ‘Creative Commons Attribution-Non-Commercial-No Derivative Works’ is recommended. This licence maintains author copyright but allows others to copy and distribute work provided the author is given credit (in a way specified by the author) and the work is not changed in any way and is not used commercially.* | | | |
| IMAGE NUMBER | FILE NAME | | DESCRIPTION |
|  |  | |  |
|  |  | |  |
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|  |  | |  |
|  |  | |  |

1. Lodgement

All sections of this form must be completed and attachments prepared (in particular the site plan showing the proposed heritage boundary and photographs of the place) before an application is lodged. Incomplete applications cannot be accepted.

**Send one copy of the completed form and attachments to:**

|  |  |  |
| --- | --- | --- |
| **Email:**  PaLM@ehp.qld.gov.au | **OR** | **Post:**  Permit and Licence Management  Department of Environment and Heritage Protection  GPO Box 2454  Brisbane Q 4001 |

**Further information**

* call 13 QGOV (13 74 68) and ask to speak to a Heritage Branch Officer
* visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)