

**Standard Exemption Record Keeping Form**

This form is to assist owners and managers when recording the use of standard exemptions under section 57(2) of the *Heritage Act 1977*. Use the form each time a standard exemption is used. Retain copies of completed forms and all relevant information for your records and to demonstrate compliance with the general conditions of use for the standard exemptions.

Use of the standard exemptions is self-assessed. In completing this form you acknowledge that this record is not for assessment purposes and does not represent an endorsement of the Heritage Council for the work or use of exemptions. This form may be requested as part of an audit or compliance investigation. This information cannot be relied on as a defence to prosecution.

# **Affected heritage item**

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|  |
| Insert name as it appears in the State Heritage Inventory or interim heritage order |

Name of State Heritage Register item/IHO item:

|  |
| --- |
|  |

Street address of heritage item:

Local government area: Choose an item.

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State Heritage Register/ interim heritage order reference number:

# **Activity/works**

**Description of works:**

Include at a minimum what the activity/work is, how it will be carried out, what parts of the item it affects, what materials will be used.

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Standard Exemption: Choose an item.

Statement of Significance Referred to: Choose an item.

If not the State Heritage Register, record the document title, author and date:

|  |  |  |
| --- | --- | --- |
| Document Title | Author | Date |
|  |  |  |

Was professional advice required to use the Standard Exemption? Yes: [ ]  No: [ ]

Was professional advice sought to use the Standard Exemption (even if it was not required by the relevant standards)? Yes: [ ]  No: [ ]

If yes to either of the above questions on professional advice, complete the table below (add additional rows if required):

|  |  |  |
| --- | --- | --- |
| Name of company/ person who advised | Date of advice | Title of any document containing the advice |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cost of works: | $ | Start date: | Click or tap to enter a date. | Completion date: | Click or tap to enter a date. |

Were any inspections undertaken? Yes: [ ]  No: [ ]

If yes, complete below (add additional rows if required):

|  |  |  |  |
| --- | --- | --- | --- |
| Date of inspection | Who inspected (name and organisation) | Purpose of inspection | Inspection findings |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Challenges encountered and/or change of plans**

Describe here the challenge or change and how you managed it. Remember: any change of plans that would not comply with the Standard Exemption require approval under the *Heritage Act 1977* before activity/works can be undertaken.

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**Heritage impact**

Summarise how the activity/ work will change the heritage item. What elements of the item will be affected? Are those elements significant or non-significant? How will those elements change? Is the change permanent or temporary and will the change be reversible? Does the change to those elements affect their significance and/or the item's overall significance? Remember: there must be no impact to the item's overall significance to work under a Standard Exemption.

**Heritage controls:**

What measures were put in place to minimise or avoid impact from the activity/ work to significant elements, fabric, values and the item's overall heritage significance?

**Contact details** (person completing is form)

|  |  |
| --- | --- |
| Name  |  |
| Organisation/role  |  |
| Postal address: |  |
| Email:  |  |
| Phone number: |  |

|  |  |
| --- | --- |
| Name of heritage item owner (if not the contact who completed this form) |  |

**Attachments**

List the names of any other documents or files that form part of the exemption record in addition to this form.

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