

## When should this form be used?

Use this form to nominate a local significant item or place on the Heritage Schedule in the [Newcastle Local Environmental Plan](#) (NLEP).

The Heritage Schedule in the NLEP is a statutory list that provides legal recognition and protection for the conservation and management of local significant heritage places.

A heritage item can be a building, place, relic, tree or archaeological site and can include private houses, public buildings, churches and schools, public gardens, trees, shops, bridges, natural areas and memorials.

This form should NOT be used to nominate a State significant item or place on the State Heritage Register. Visit the Heritage NSW website or contact [Heritage NSW](#) on 02 9873 8500 or at [heritagemailbox@environment.nsw.gov.au](mailto:heritagemailbox@environment.nsw.gov.au) to find out how to nominate a State heritage item.

## What information is needed?

Anyone can nominate a local significant place for potential listing on the Heritage Schedule of the NLEP.

Before completing this form, you should ask yourself the following questions:

- Is the property of local heritage significance to the people of Newcastle?
- Have you research which meets at least one of seven [NSW Heritage Assessment Criteria](#) set by the Heritage Council of NSW?

You should only nominate an item or place you believe to be important to the people of Newcastle. This is because only items or places that meet the criteria of local heritage significance are eligible for listing on the NLEP Heritage Schedule.

When completing the form, please make sure all the mandatory questions have been answered, as indicated with an asterisk (\*). Incomplete forms or forms with insufficient information may not be accepted. Lodging a nomination form does not signify that a nomination is accepted and will be included in one of CN's Heritage Reviews for a detailed assessment.

Additionally, you should check the [State Heritage Inventory](#) database or contact us to confirm whether the item may have already been heritage listed or a previous nomination has already been received by CN for its listing on the NLEP Heritage Schedule.

Part 1: Nominated Place					
<b>1. Name</b>					
Name of Item or Place					
*Other or former names					
<b>2. Location</b>					
At least one of these three location details must be provided (i.e. address, land parcel or coordinates). If the item or place has no street number, provide land parcels, including lot numbers, section numbers and DP number. If it has no land parcels, provide coordinates and a map.					
Street Address					
Alternate Street Address					
Suburb					
<b>Land Parcel*</b>					
Lot Number		Section		DP Number	
Lot Number		Section		DP Number	
Lot Number		Section		DP Number	
Coordinates					
Lot Number		Longitude		Datum	
<b>3. Map of nominated place</b>					
Map of enclosed area*					

Source of map or plan*	
Boundary description	
<b>4. Ownership</b>	
Name or Company	
Address	
Phone	
Email	
Ownership explanation, if known	
<b>Part 2: Significance</b>	
<p>5. Why is it important for Newcastle?</p> <p>It is recommended that you read and use <a href="#">Assessing Heritage Significance</a> as a guide before completing this section.</p>	
Statement of heritage significance*	

Comparisons

**Part 3: Description**

6. Item or place

Description\*

Condition of fabric and/archaeological potential\*

Integrity or intactness\*

Modification dates, if known

When was the last time you inspected the item or place?

Current Use if known

Original or former use

Additional comments

**Part 4: Historical Outline**

7. Origins and historical evolution

Years of construction\*

Designer or architect

Maker or builder*	
Historical outline of item or place	
<p>8. Historical themes represented</p> <p>Select one or more of the national, state and local heritage themes represented by the nominated item or place. Themes indicate the broad historical context in which the nominated item or place is significant.</p> <p>See the guidelines <a href="#">Historical Themes</a> and <a href="#">Investigating Heritage Significance</a> and the <a href="#">Newcastle City Wide Heritage Study Table of Historic Themes</a> for a more detailed description of each theme.</p>	
National themes (select one or more of themes 1 to 9)	
State themes (within national themes 1 to 3)	
Local themes (within national themes 1 to 3)	
State themes (within national themes 4 to 9)	

Local themes (within national themes 4 to 9)

**Part 5: Criteria**

9. Assessment under Heritage Council criteria of local significance

It is recommended that you read and use [Assessing heritage significance](#) as a guide before completing this section.

A. It is important in the course or pattern of the cultural or natural history of Newcastle\*.

B. It has a strong or special association with the life or works of a person or group of importance in the cultural or natural history of Newcastle\*.

C. It demonstrates aesthetic characteristics and/or a high degree of creative or technical achievement in Newcastle\*.

D. It has a strong or special association with community or cultural group in Newcastle for social, cultural or spiritual reasons\*.

E. It has potential to yield information that will contribute to an understanding of the cultural or natural history of Newcastle\*.

F. It possesses uncommon, rare or endangered aspects of the cultural or natural history of Newcastle\*.

G. It demonstrates the principal characteristics of a class of cultural or natural places or environments in Newcastle\*.

### Part 6: Listings

#### 10. Existing heritage listings

Check one box for each of the following listings. You may need to contact CN or other relevant organisation to confirm the item's listing status.

Listed	Not Listed	
		Local environmental plan (LEP) – heritage item (search the online <a href="#">State Heritage Inventory</a> database)
		LEP – heritage conservation area (search the online <a href="#">State Heritage Inventory</a> database)
		Draft LEP – Draft heritage item (search the online <a href="#">State Heritage Inventory</a> database)
		Draft LEP – Draft heritage conservation area (search the online <a href="#">State Heritage Inventory</a> database)
		State Heritage Register (search the online <a href="#">State Heritage Inventory</a> database)
		<a href="#">National Trust Register</a>



		<a href="#">Aboriginal Heritage Information Management System</a> (AHIMS)
		<a href="#">Australian Institute of Architects</a> Register of 20th Century Architecture
		<a href="#">Engineers Australia List</a>
		<a href="#">National Heritage List</a>
		<a href="#">Commonwealth Heritage List</a>
		<a href="#">Register of the National Estate</a>
		NSW government agency section 170 heritage and conservation register (search the online <a href="#">State Heritage Inventory</a> database)
		Other listings (if applicable)

### Part 7: Images

#### 11. Image 1 – Principal image of the item or place

Please provide low resolution images to assist our understanding of the place. At least one image must be provided.

*Please note that the nominator and author may be contacted by the reviewing officer and asked to provide details regarding the source of images supplied in this form. The reviewing officer may request the details of the image copyright holder in order to obtain their permission for the images to be used in the promotion and documentation of the nominated item.*

<b>Image 1 Details</b>
<p><b>Image Subject</b>  This may include the nominated item from a specific angle, or a related event, person or site</p>
<p><b>Date of Image*</b>  This may be an approximate date or year if the actual date is not known.</p>
<p><b>Photographer, artist or creator if known</b></p>
<p><b>Copyright holder, if known</b></p>
<b>Part 8: Additional Images</b>
<p>12. Additional images may include historical or current photographs, images of artworks, maps, etc.</p>
<b>Image 2 Details</b>
<p><b>Image Subject</b>  This may include the nominated item from a specific angle, or a related event, person or site</p>

<p>Date of Image*</p> <p>This may be an approximate date or year if the actual date is not known.</p>
<p>Photographer, artist or creator if known</p>
<p>Copyright holder, if known</p>
<p>13. Image 3</p>
<p>Image 3 Details</p>
<p>Image Subject</p> <p>This may include the nominated item from a specific angle, or a related event, person or site</p>
<p>Date of Image*</p> <p>This may be an approximate date or year if the actual date is not known.</p>
<p>Photographer, artist or creator if known</p>

Copyright holder, if known
<b>14. Image 4</b>
<b>Image 4 Details</b>
Image Subject This may include the nominated item from a specific angle, or a related event, person or site
Date of Image* This may be an approximate date or year if the actual date is not known.
Photographer, artist or creator if known
Copyright holder, if known

15. Image 5

Image 5 Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

16. Image 6

Image 6 Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

17. Image 7

Image 7 Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

18. Image 8

Image 8 Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known



19. Image 9

Image Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

20. Image 10

Image 10 Details

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

21. Image 11

Image 11

Image Subject

This may include the nominated item from a specific angle, or a related event, person or site

Date of Image\*

This may be an approximate date or year if the actual date is not known.

Photographer, artist or creator if known

Copyright holder, if known

**Part 9: Nominator**

## 22. Details of the nominator

Name*	
Organisation*	
Position	
Contact phone number	
Address	
Email Address	

## 23. Reasons for nomination

Background or reasons for nomination

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## 24. Nominator signature

Typed name is acceptable if electronic signature is not available

Name		Signature		Date	
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**Part 10: Author****Is the nominator also the author?      Yes      No****If the nominator is also the author of this form, you do not need to complete this section.**

## 25. Primary author of this form

Name*	
Organisation*	
Position	
Contact phone number	
Address	
Email Address	

26. Nominator signature

Typed name is acceptable if electronic signature is not available

Name

Signature

Date

**Part 11: References**

27. References used

Author	Title	Publisher	Repository/ Location	Year Published

## Part 12: Checklist

Before submitting this form, check that you have:

- Completed all required sections
- Explained why the item or place is of local significance in the statement of heritage significance
- Explained how one or more of the criterion has been fulfilled for listing
- Inserted and/or attached photographs, maps and other images in digital format
- Acknowledged all sources and references that have been used
- Included the nominator's signature (typed name is acceptable if electronic signature is not available)
- Signed and dated this form (typed name is acceptable if electronic signature is not available)

## Part 13: How to lodge this nomination

### Lodgement Method

#### Email

- Enter the address of the property and the type of application (i.e. Nomination: Local heritage Item) in the subject line of the email.
- Please use the naming conventions located in [Plan Standards - Guidelines for Lodging Electronic Documents](#) for all documents to be submitted.

Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

- Emails are to be sent to [applications@ncc.nsw.gov.au](mailto:applications@ncc.nsw.gov.au)
- For more information: [How to submit an application via email](#)

#### Mail

City of Newcastle  
PO Box 489  
Newcastle NSW 2300

#### In person

At the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302. Call 02 4974 2000 to book a lodgement appointment with the Duty Officer.

### Fees

There are no fees payable for this service.

We will acknowledge that we have received your nomination. You will receive a letter and the registered number of the nomination.

## Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your nomination to be assessed by CN and any relevant state agency.

The nomination and supporting documentation will be kept in a register by CN that can be viewed by the public at any time. Please contact CN if the information you have provided in your nomination is incorrect or changes.

<b>Purpose of collection:</b>	To enable CN as the consent authority to assess your proposal
<b>Intended recipients:</b>	CN staff and other government agencies that may be required to assess the proposal
<b>Supply:</b>	The information is a statutory requirement related to the assessment of the nomination.
<b>Consequence of non-provision:</b>	Your nomination may not be accepted or processed due to a lack of information.
<b>Storage and Security:</b>	City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the nomination. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
<b>Access:</b>	Your information can be checked for accuracy by calling (02) 4974 2000.

## Part 14: What happens next?

Your assistance in helping to protect Newcastle's heritage is greatly appreciated and you will be contacted if the reviewing officer has any questions. Please note that lodging a nomination form does not signify that a nomination is accepted and will be included in one of CN's Heritage Reviews for a detailed assessment.

## Part 15: Further information

If you wish to clarify any of the requirements of the nomination form, please call the Duty Officer on 02 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302