ACT HERITAGE REGISTER—
NOMINATION APPLICATION
*Heritage Act 2004, s28*

The ACT Heritage Register contains details of places and objects of significance to the ACT.

This nomination application form is used to nominate a place or object to the ACT Heritage Register. Any person can make a nomination. In making this application, you are asked to identify the potential heritage significance of the place or object and provide supporting evidence.

In preparing a nomination, you are asked to provide as much information about any matters relevant to the heritage significance of the place or object as you can. The fields in the nomination form will guide you with this.

The ACT Heritage Council will notify you as soon as possible about its acceptance or dismissal of this nomination application, and progress of assessment and decisions about registration, where appropriate. The Council may dismiss the application if the Council is satisfied on reasonable grounds that the application is frivolous, vexatious, misconceived, lacking in substance or not made honestly; or the Council has previously decided not to register the place or object and is satisfied that the application shows no substantial new ground for registration.

No fee is payable for making a nomination.

DO YOU REQUIRE MORE INFORMATION OR NEED HELP?

If you need help completing this form, contact ACT Heritage on 13 22 81 or email heritage@act.gov.au. Incomplete or inadequate forms will be returned with feedback.

More information about the ACT Heritage Council, the Heritage Register and the heritage registration process is available on the ACT Heritage website at www.environment.act.gov.au/heritage or by contacting ACT Heritage on 13 22 81 or by email at heritage@act.gov.au.

LODGING YOUR FORM

- by mail to: The ACT Heritage Council, PO Box 158, Canberra ACT 2601;
- by hand to: ACT Heritage, Dame Pattie Menzies House, 16 Challis Street, Dickson ACT
- by email to: heritage@act.gov.au

A nomination application will not be accepted unless signed and dated.

Approved form AF 2014-101 approved by Mick Gentleman MLA, Minister for Planning on 1 October 2014 under s119 Heritage Act 2004 (approved forms).

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au
01 DETAILS OF PLACE OR OBJECT

- Place
- Object

Type:
- natural
- Aboriginal
- historic
- other/combined

Name of place/object: _________________________________________________________

Other names (if any): _________________________________________________________

Location:
- Address
- Suburb

Block/Section/District/Division (If multiple addresses or blocks and sections, list all)

Description of place’s boundary or objects components

For Aboriginal places, natural or rural locations:
attach a sketch map, map references and/or GPS coordinates.

Exact locations of Aboriginal places are treated as restricted information and should not be divulged to other parties.

02 YOUR DETAILS

Name:
- Title
- First Name
- Surname

Organisation:
- Organisation Name (if the organisation is the nominator)
- Position

Postal Address:
- Postal Address
- State
- Postcode

Telephone:
- Business Hours
- After Hours
- Mobile

- Email

Do you have any personal association with the place or object?  
- yes  
- no

If yes, how would describe yourself:
- owner
- tenant
- neighbour
- a person with traditional (Aboriginal) affiliation with the place or object
- other _______________________________
03 DETERMINING HERITAGE SIGNIFICANCE

For each of the heritage significance criteria, please indicate how you would rate this place or object. Ratings against each are:

- **High** = meets to a high degree: excellent example, with strong evidence provided.
- **Meets** = meets to a lesser degree: one of a number, demonstrated some features, and/or has limited supporting evidence e.g. documentation is limited.
- **Not Met / NA** = does not have supporting evidence to demonstrate it meets this criteria or is not applicable.

For a place or an object to be determined as having *heritage significance* it must satisfy one or more of these criteria:

| (a) importance to the course or pattern of the ACT’s cultural or natural history | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (b) has uncommon, rare or endangered aspects of the ACT’s cultural or natural history | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (c) potential to yield information that will contribute to an understanding of the ACT’s cultural or natural history | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (d) importance in demonstrating the principal characteristics of a class of cultural or natural places or objects | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (e) importance in exhibiting particular aesthetic characteristics valued by the ACT community or a cultural group in the ACT | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (f) importance in demonstrating a high degree of creative or technical achievement for a particular period | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (g) has a strong or special association with the ACT community or a cultural group in the ACT for social, cultural or spiritual reasons | ☐ High | ☐ Meets | ☐ Not Met / NA |
| (h) has a special association with the life or work of a person, or people, important to the history of the ACT | ☐ High | ☐ Meets | ☐ Not Met / NA |
04 YOUR STATEMENT OF SIGNIFICANCE
What is it that is significant? (e.g. why is it unique or the best example of its type)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

To whom is it likely or known to be significant? (e.g. a region or group within the ACT, the whole of the ACT, a specific community)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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How and why is it significant? (including an explanation for each criterion rated as High or Meets)
In addressing each of the significance criteria, you are encouraged to spend most time on the criteria that the place or object best meets. A strong argument against one or two criteria is more likely to be considered suitable for provisional registration than weak arguments across multiple criteria.
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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05 FURTHER SUPPORTING INFORMATION, IF KNOWN

Additional attachments can also be provided

Provide any known details for the owner/s, unless □ same as nominator

Is the owner/s aware of the nomination? □ no □ yes □ some are (indicate which if multiple owners)

Does the owner/s support this nomination? □ no □ yes □ some do, attach letter/s of support if possible

Does the owner consent to you providing their personal information? □ no □ yes

If yes, fill in the information below. If no, proceed to the next section.

Current owner:
__________________________________________________________________________

Address:
__________________________________________________________________________

Postal or Street Address State Postcode

Telephone:
__________________________________________________________________________

Business Hours After Hours Mobile

Email

Designer or architect (if known):
____________________________________________________________

Creator or builder (if known):
________________________________________________________________

Date built/made: Year started:____ Year finished:____ □ Circa (if dates approximate e.g. c.1920-30)

Brief history: include key dates and any major changes such as changes of use or ownership.
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Key significant (or intrinsic) features: (e.g. interiors, exterior elements, archaeological, landscape or natural features, for objects give number and dimension/s)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Current physical condition: (covering key features and attach photographs)
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Imminent threats to its significance:
__________________________________________________________________________________________

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Other heritage listings:

Statutory lists
- National Heritage List
- Commonwealth Heritage List

Non-statutory lists
- National Trust of Australia
- Australian Institute of Architects
- Other/s

Supporting Documentation: Please list any further documentation that will support this nomination, e.g., historic documents, maps or photos, written histories, oral histories, heritage assessment reports (include author, date and name), site recording forms for Aboriginal places/objects (contact ACT Heritage for blank forms).

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<th>Author/s or Source</th>
<th>Title/Description</th>
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List all attachments enclosed:
- 
- 
- 

06 AUTHORISATION

I wish to nominate this place or object to the ACT Heritage Register in accordance with the Heritage Act 2004.

The information provided here is accurate to the best of my knowledge and may be made publicly available for the purpose of registering this place or object unless otherwise indicated.

I understand that giving false or misleading information is a serious offence under the Criminal Code 2002.

07 PERSONAL INFORMATION DISCLOSURE STATEMENT

The personal information on this form is provided to the ACT Heritage Council and ACT Environment and Planning Directorate for the purpose of processing your nomination to the ACT Heritage Register. If you do not provide your contact details, the Heritage Council will not be able to process your nomination. EPD’s Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.act.gov.au/epd/informationPrivacy

☐ By ticking this box I give my consent for my name/organisation to be disclosed as the nominator.’

Signed: ________________________________

Date: ________________

Request for urgent provisional registration

Anyone may make an urgent provisional registration application requesting that the Council urgently decide whether to provisionally register a nominated place or object. A fee is required for this service.

A separate form is available to request an urgent decision on provisional registration, available on the ACT Heritage website at www.environment.act.gov.au/heritage.

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