

# Application Guide

**Removing a State Heritage Place from the Queensland Heritage Register**

**Removing part of a State Heritage Place from the Queensland Heritage Register**



**Queensland  
Government**

Prepared by: Planning and Heritage  
Department of the Environment, Tourism  
Science and Innovation.

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*The department is committed to respecting, protecting and promoting human rights, and our obligations under the Human Rights Act 2019.*

*Cover artwork by Navada Currie, Mununjali and Kabi Kabi woman at Gilimbaa.*

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## Introduction

The Queensland Heritage Register (Heritage Register) is a list of places of historic cultural heritage significance to the people of Queensland. In some instances certain places may no longer fulfil the criteria for state-level heritage significance. Situations in which a place, or part of a place, no longer satisfies the criteria for entry in the Heritage Register include:

- part of the place has been destroyed by fire or natural disaster
- the removal or demolition of significant elements of the place has been approved and carried out

This application guide explains how to apply to have a State Heritage Place, or part of a place, removed from the Heritage Register.

## Who can apply

Any person or other entity including an individual, a community group, a local authority, or a government department may apply to the department for a State Heritage Place, or part of a State Heritage Place, to be assessed for removal from the Heritage Register.

You do not need to be the owner of the place to apply to have it removed from the Heritage Register. Your personal details will not be provided to the owner unless you indicate on the application form that you do not object to these details being released. Please note that applications, and other documents related to the process of the department assessing a place, are made available for public viewing. If an applicant consents to the release of their personal details, their name and any affiliation will appear on the public copy of the application, but not their contact details.

## Before you make an application

You may wish to obtain a certified copy of the entry of the place in the Heritage Register. This will provide you with the statement of significance based on the cultural heritage criteria from the [Queensland Heritage Act 1992](#) (Heritage Act) that apply to that place, a summary history and description of the place on which the statement of significance is based, and a heritage boundary map. It is particularly important to understand the extent of the heritage boundary if you are applying for only part of the place to be removed from the Heritage Register. You will need the other information to support your application that the place is no longer of state heritage significance.

A certified copy of entry can be obtained by submitting *Application Form: Heritage - Request for a certified copy of entry*, available at [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/). A small fee applies.

# The application

Applications can be made online or submitted through email or post.

To make an online application, [log into Online Services](#).

Applications submitted by email or post **must** be completed in the *Application form: Removal of a place from the Queensland Heritage Register* or *Application form: Removal of part of a place from the Queensland Heritage Register* and include as much supporting information as possible. These forms are available at [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)

An application that does not satisfy the requirements of the Heritage Act cannot be accepted and will be returned to the applicant as non-complying. If you are concerned about meeting these requirements, the department will review a draft application and provide feedback. Draft applications can be sent to [heritage@detsi.qld.gov.au](mailto:heritage@detsi.qld.gov.au). **It is strongly recommended that you provide a draft application to the department.**

Ensure that you have completed mandatory sections of the application form and provided attachments where required.

## What information is required in the application?

The application must include the following:

### Applicant's details

You *must* include your name, postal address and contact telephone number. **Anonymous applications cannot be accepted.**

Applicants must indicate if they give permission for their personal details to be released.

### Place details

#### Name of place

Use the name as it appears in the entry in the Heritage Register. Alternative names or abbreviations may cause confusion.

#### Address

Use the address or locality information provided in the entry in the Heritage Register.

#### Real property description

Supply the real property description provided in the entry in the Heritage Register.

## Local government area

This is identified in the entry in the Heritage Register.

## Map showing the extent of the area to be removed from the Heritage Register

Using the heritage boundary map supplied with the certified copy of entry in the Heritage Register, or some other cadastral map on which the existing heritage boundary is identified, shade the area to which your application applies.

If you are applying for removal of the **whole** place from the Heritage Register, shade the entire area encompassed within the heritage boundary.

If you are applying for removal of **part** of the place from the Heritage Register, shade only the area you wish to see excised from the heritage boundary. If the area to be removed does not correspond to a lot on plan, be sure to include on the map accurate dimensions or GPS points.

The amended boundary does not have to follow lot on plan (cadastral) boundaries, but a simple and uncomplicated boundary is best.

## Boundary description

A written boundary description can help to clarify an amended boundary, especially if you need to indicate that the boundary extends to the far side of a lagoon or creek; is taken as a circumference from the trunk of a tree; includes part of a road reserve where a tree or street awning overhangs the footpath; or you wish to identify a distance from a structure or group of structures.

## Brief written description of the place, or of that part of the place to be removed

Your application for removal needs to be supported by a description which makes it clear why the place or part of the place is no longer of state cultural heritage significance. You should consider all the significant elements identified in the entry in the Heritage Register. If the place has suffered damage, describe the site as it is now. If you are applying for the removal of part of the place, limit your description to that part only.

## Current photographs of the place

It is essential that you provide current photographs of the place in support of your application for removal from the Heritage Register. These should be digital images, with the date they were taken recorded on them. Mark on a site plan or sketch plan the direction from which each photograph was taken. The photos should be provided electronically.

## Historical research

Your application that the place or part of the place is not of state heritage significance needs to be supported by thorough research and documentary evidence.

Sources of useful historical information include:

- land title documents
- historical photographs, maps and plans
- contemporary newspapers, magazines and journals
- manuscript material such as diary extracts or company records
- Queensland State Archives and the National Archives of Australia
- local government archives and rate books
- published histories of the place and area.

The John Oxley Library within the State Library of Queensland located in Brisbane is the principal repository of historical information about Queensland. Most local libraries also hold historical collections relevant to their local area, and many of the universities in the major regional centres hold historical collections relating to the region.

There are also many historical research tools and resources available via the internet. Some of the more popular sites are listed below:

- Trove (National Library of Australia): [www.trove.nla.gov.au/](http://www.trove.nla.gov.au/). This web resource gives researchers access to historic images, maps, journals and Australian newspapers online, as well as the holdings of the National Library of Australia
- State Library of Queensland: [www.slq.qld.gov.au/home](http://www.slq.qld.gov.au/home)
- Queensland State Archives: [www.archives.qld.gov.au](http://www.archives.qld.gov.au)
- National Archives of Australia: [www.naa.gov.au](http://www.naa.gov.au)

## Writing a summary history of the place

The summary history should be kept brief, and supported by your research.

Do

- arrange the information in chronological order.

Avoid

- unsubstantiated assertions—such as a place is ‘not very old’
- hearsay—what people tell you about the history of a place is no substitute for a history based on well-researched documentary evidence
- emotive language—the history needs to be told in simple facts and details, not with opinions and superlatives.

## Discussion of significance

In discussing significance, you need to explain why the place no longer satisfies the criteria relied on in the entry in the Heritage Register, drawing from the historical summary and written description you have provided. To be entered in the Heritage Register, the place would have been assessed against the criteria set out in the [Heritage Act](#) which guides determinations about state heritage significance:

- a) The place is important in demonstrating the evolution or pattern of Queensland's history.
- b) The place demonstrates rare, uncommon or endangered aspects of Queensland's cultural heritage.
- c) The place has potential to yield information that will contribute to an understanding of Queensland's history.
- d) The place is important in demonstrating the principal characteristics of a particular class of cultural places.
- e) The place is important because of its aesthetic significance.
- f) The place is important in showing a high degree of creative or technical achievement at a particular period.
- g) The place has a strong or special association with a particular community or cultural group for social, cultural or spiritual reasons.
- 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.

To help you to draft your application, refer to *Guideline: Assessing cultural heritage significance - Using the cultural heritage criteria* available at [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/).

## Sending in the completed application

- Attach the place details, historical details, discussion of significance, and all your supporting documentation— research, maps, plans photos, etc—to the application.
- On each piece of supporting information mark where it has come from with full references to any books, articles, newspapers, manuscript, or other documentary sources.
- Confirm that you have completed all sections of the application by referring to the checklist.
- Sign the application.
- Send your completed application to:  
Email: [heritage@detsi.qld.gov.au](mailto:heritage@detsi.qld.gov.au)

OR

Post to:

Planning and Heritage Branch  
Environment and Heritage Planning and Policy Division  
Department of the Environment, Tourism, Science and Innovation  
GPO Box 2454  
Brisbane Q 4001

## Checklist

Check that:	
<input type="checkbox"/>	you have completed all sections on the application form are filled in, ensuring your name and address and the name and address of the place being nominated are correct
<input type="checkbox"/>	you have attached copies of all supporting information
<input type="checkbox"/>	copies include the source of the information and that you have attached the reference details of books, articles
<input type="checkbox"/>	photographs are clearly marked and dated
<input type="checkbox"/>	you have indicated whether or not your personal details are to be made public
<input type="checkbox"/>	you have identified the correct lot/s on plan (real property description) and any road reserve affected
<input type="checkbox"/>	you have signed the application form.

## Further information

For more information or advice regarding the process for removing a place from the Heritage Register:

- call 13 QGOV (13 74 68) and ask to speak to a Planning and Heritage officer
- email [heritage@detsi.qld.gov.au](mailto:heritage@detsi.qld.gov.au) and a Planning and Heritage officer will contact you
- visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)