

# Fact sheet: Process to enter a place in the Local Heritage Register

*This fact sheet outlines the process to enter a place in the Local Heritage Register.*

The Local Heritage Register is a list of places that have cultural heritage significance to the City of Gold Coast.

The process to enter a place in the Local Heritage Register involves careful selection and assessment so that the Local Heritage Register is a true and meaningful representation of Gold Coast heritage and history. Only places that contribute to an understanding of the pattern and evolution of history and heritage of the Gold Coast are entered in the Local Heritage Register.

To qualify for entry in the Local Heritage Register a place must be assessed as meeting one or more of the following criteria:

- a) the place is important in demonstrating the evolution or pattern of Gold Coast's history
- b) the place demonstrates rare, uncommon or endangered aspects of Gold Coast's cultural heritage
- c) the place has potential to yield information that will contribute to the knowledge and understanding of Gold Coast's history
- d) the place is important in demonstrating the principal characteristics of a particular class or classes of cultural places
- e) the place is important because of its aesthetic significance
- f) the place is important in demonstrating 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 Gold Coast's history.

The City manages the Local Heritage Register in accordance with the *Queensland Heritage Act 1992* (Heritage Act). The Heritage Act sets out the requirements for entering a place in and removing a place from the Local Heritage Register. All local governments are required to follow the processes outlined in the Heritage Act.

Anyone can propose a place to be considered for entry in the Local Heritage Register by submitting the [Application to propose entry of a place in the Local Heritage Register form](#). The form requires a sound and reasoned argument based on the relevant local cultural heritage criteria to be provided and asks for documentary evidence about why the place is of cultural heritage significance to the Gold Coast to be submitted in support the application.

## Step one – Application and assessment

The **Application to propose entry of a place in the Local Heritage Register form** is lodged with the City. Any person or entity may propose a place by completing and submitting this form.

City Officers consider the proposed place with regard to the information provided by the applicant and any other relevant information.

If the place is considered to have potential to threshold for one or more of the local heritage criteria, the place is noted for further assessment in City's heritage program of works.

Further research, assessment and consultation is undertaken and a decision is made by the City to commence (or not commence) the proposal and entry process in accordance with the *Queensland Heritage Act 1992*.

## Step 2 – Proposal and entry

The following nomination and entry process is required by the *Queensland Heritage Act 1992*

### Proposal to enter

- A council endorses a proposal to enter a place in its Local Heritage Register as the place is considered a place of cultural heritage significance to its council area.
- A council must provide written notification of the proposal to the owner of the place.
- Within 10 business days after giving the owner notice a Council must publish a notice of the proposal in a local newspaper inviting public submissions about the proposal.

### Public notification

- Any person or entity may provide a written submission regarding the proposal. Written submissions must be provided within 20 business days after the notice is published.
- Submissions made must be made on the basis that the place is or is not a place of cultural heritage significance to the Council area.
- A Council must have regard to public submissions made and other relevant information when considering endorsement of a place for entry in the Local Heritage Register.

### Decision and entry

- The City makes a decision via resolution to enter or not enter a place in the Local heritage register. This decision must be made within 80 business days after the public notice is published.
- Within 10 business days of making a decision the Council is required to notify to the owner and any other person or entity who made a submission during the public notification process.

## Further information

- Refer to [cityofgoldcoast.com.au/heritageregister](http://cityofgoldcoast.com.au/heritageregister)
- Contact 1300 GOLDCOAST (1300 465 326) or 07 5582 8211 and ask to speak to a heritage officer
- Email [heritageregister@goldcoast.qld.gov.au](mailto:heritageregister@goldcoast.qld.gov.au)