Application for Approval of a Cultural Heritage Management Plan for the purposes of the *Aboriginal Heritage Act* *2006*

This form has been prepared for use by a sponsor making an application to a Relevant Authority\* for approval of a cultural heritage management plan (“ Management Plan”) under the *Aboriginal Heritage Act* *2006* (“the Act”).

This form may be used with a **tax invoice**\*\* (if applicable) when fully completed and payment is made.

The prescribed fee**\*\*\*** for this evaluation is:

Prescribed Fee $­­­ \_\_\_\_\_\_\_\_\_\_\_

Attach additional sheets where further space is required.

**SECTION 1 – Sponsor Information**

Name of sponsor:

Business name:

Postal address:

Telephone number: Fax number:

Email address: ABN (if any):

**SECTION 2 – Title, Date, Heritage Advisor and Author/s (if different to Heritage Advisor) of Management Plan**

**SECTION 3 – Cultural Heritage Management Plan Number (provided by Aboriginal Victoria after notification)**

CHMP NO.

**SECTION 3 – Cultural Heritage Management Plan Number (provided by AAV after notification)**

**SECTION 4 – If applying to the Secretary, state the reason for applying**

No relevant Registered Aboriginal Party in relation to the Management Plan.

No relevant Registered Aboriginal Party gave notice to the sponsor (under section 55 of the Act) within 14 days of notification of whether or not the party intends to evaluate the Management Plan (complete SECTION 5 of this form).

All relevant Registered Aboriginal Parties gave notice to the sponsor that they do not wish to evaluate the Management Plan (complete SECTION 5).

No relevant Registered Aboriginal Party responded to the sponsor (under section 63 of the Act) with its decision to approve or refuse the Management Plan within 30 days (complete SECTION 5 of this form).

\* Relevant Authority, in relation to an application for approval of a Management Plan, means –

a) the relevant Registered Aboriginal Party (“RAP”) for the area to which the Management Plan applies; or

b) if there is no relevant RAP – the Secretary, Department of Premier and Cabinet (“Secretary”); or

c) if the applicant is a RAP or the Secretary – the Victorian Aboriginal Heritage Council (“Council”).

\*\* Refer to the [Australian Taxation Office website](https://www.ato.gov.au/Business/GST/Issuing-tax-invoices/?anchor=Requirementsoftaxinvoices%20-%20Requirementsoftaxinvoices) for information on the requirements of tax invoices.

\*\*\* Prescribed fees are established by the Aboriginal Heritage Regulations 2018 (“Regulations”). Refer to the [Aboriginal Victoria website](https://www.vic.gov.au/aboriginalvictoria/heritage/heritage-tools-and-publications/heritage-fees-and-penalties.html) for the current value of a fee unit.

*Note: Fees payable directly to a RAP may include GST.*

**SECTION 5 – List the relevant Registered Aboriginal Parties**

*Note: this section should only be completed where there is a Registered Aboriginal Party in relation to the Management Plan.*

**SECTION 6 – Declaration by Sponsor**

**SECTION 7 – Certification**

I certify that to the best of my knowledge and belief that the information supplied is correct and complete. Pursuant to section 53 of the Act, I have prepared the relevant cultural heritage management plan in accordance with the prescribed standards, and certify that all activities undertaken during the assessment of the relevant area for the purposes of preparing the Management Plan comply with the Regulations.

I acknowledge that the Relevant Authority *must* refuse to approve the Management plan if it has not been prepared in accordance with the prescribed standards.

I agree to indemnify the relevant Registered Aboriginal Party, the Secretary, the Council, the Minister and the Crown against all claims, damages, costs, liabilities or loss including in relation to all actions, claims or demands which may be made in connection with a decision by the Relevant Authority to refuse approval of the Management Plan.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of application: / /

**[Sponsor]**

|  |  |  |
| --- | --- | --- |
| **SECTION 7 – Checklist** | | |
|  |  |  |
|  |  | Attach an electronic copy (in .pdf format) of the Management Plan relevant to this application |
|  |  |  |
|  |  | The application must be accompanied by the prescribed fee\*\*\* |
|  |  |  |
|  |  | Attach a copy of any notices given under section 54 or 55 of the Act (if applicable) |
|  |  |  |
|  |  | All Place Inspection forms have been submitted and confirmation of verification received via [vahr@dpc.vic.gov.au](mailto:vahr@dpc.vic.gov.au) |
|  |  |  |
|  |  | Title of the Management Plan includes the name of the activity and the general location of the activity area |
|  |  |  |
|  |  | The Sponsor is a natural person or legal entity such as a company (not a Trust) |
|  |  |  |
|  |  | The Sponsor’s ABN is correct (if applicable) |
|  |  |  |
|  |  | The Management Plan cover page date has been updated (if applicable) |
|  |  |  |
|  |  | All maps and figures are legible |
|  |  |  |

Please ensure this application and all other relevant items are sent to:

|  |  |  |
| --- | --- | --- |
| 1. **If the Relevant Authority is a Registered Aboriginal Party:**  * Contact details for RAPs can be found on the [Aboriginal Victoria Website](https://www.vic.gov.au/aboriginalvictoria/heritage/registered-aboriginal-parties.html) | 1. **If the Relevant Authority is the Secretary:**  * **email:** vahr@dpc.vic.gov.au | 1. **If the Relevant Authority is the Council:**  * **email**: vahc@dpc.vic.gov.au |