

# General Exemption Certificate

## Queensland Heritage Places

1 January 2020

Version 1.2020

This document is a General Exemption Certificate given under section 75(2) of the *Queensland Heritage Act 1992*, for all places entered in the Queensland Heritage Register. It applies to building work which is substantially started on 1 January 2020 or later. This General Exemption Certificate replaces all earlier general exemption certificates including the *General Exemption Certificate – Queensland Heritage Places (2017)* and the *General Exemption Certificate – War Memorials (2014)*, except that development exempted by and substantially started during the period of validity of an earlier general exemption certificate continues to be exempt.

This General Exemption Certificate may be reviewed and updated from time to time. Please check the Queensland Government website for the latest version.

Prepared by: Heritage Branch, Department of Environment and Science

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## 1. Purpose

The *General Exemption Certificate—Queensland Heritage Places* permits owners and other persons to carry out building work on a Queensland heritage place (a place that is entered in the Queensland Heritage Register). Its purpose is to provide upfront permission for the ongoing maintenance and minor work necessary to keep Queensland heritage places in active use, good repair and optimal operational condition.

The *General Exemption Certificate—Queensland Heritage Places* is issued by the Department of Environment and Science under the *Queensland Heritage Act 1992* and applies to all Queensland heritage places.

The General Exemption Certificate and the work that it details do not require an application for approval.

Building work on a Queensland heritage place includes changes to built, archaeological, natural and landscape features. This includes some types of work not normally considered to be development such as:

- altering, repairing, maintaining or moving a built, natural, or landscape feature
- excavating, filling or other disturbances to land that may damage, expose or move archaeological artefacts
- altering, repairing or removing artefacts that contribute to the place's cultural heritage significance, including, for example, furniture or fittings
- altering, repairing or removing building finishes that contribute to the place's cultural heritage significance, including, for example, paint, wallpaper or plaster.

Refer to the *Planning Act 2016* for a full definition of development:

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-2016-025>

By giving permission without application, the *General Exemption Certificate—Queensland Heritage Places* allows minor types of development that are not damaging to the significance of a heritage place to be carried out in a timely and regular way. Supporting technical notes provide information and guidance to owners, occupiers and contractors about how to carry out maintenance and minor work without damaging the significant fabric or features of a heritage place.

The *General Exemption Certificate—Queensland Heritage Places* is based on the principles of good conservation practice set out in *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance 2013*: <https://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf>

## 2. Instructions

No application is required when carrying out work under the *General Exemption Certificate—Queensland Heritage Places*, but all work must be carried out in accordance with the requirements set out in this document.

The following steps should be followed:

### 2.1 Read this document carefully

Clearly identify that the work you wish to carry out is covered by the *General Exemption Certificate—Queensland Heritage Places*. The development in the first column of each table under each category of development may be carried out without referral to the Queensland Government for heritage assessment.

However, strict limitations and conditions apply to the type and scope of work permitted and to how it is carried out. Make sure that you read and understand this document and the relevant technical notes before planning or starting any work.

Work that is not permitted by this *General Exemption Certificate—Queensland Heritage Places*, or that does not meet its limitations and conditions, requires a formal application and approval. This may be an application for an exemption certificate or a development approval. For information about these types of applications refer to the Queensland Government website: [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/).

This document adopts definitions from the Burra Charter, *Queensland Heritage Act 1992*, and the *Planning Act 2016*.

## 2.2 Understand the place's heritage significance

Understanding why a place is significant is a fundamental aspect of heritage conservation and the basis for making development decisions. References to cultural heritage significance in this document are to the State cultural heritage significance of the place. Any person wishing to plan or carry out work at a Queensland heritage place should consult the entry in the Queensland Heritage Register, which is the primary source of information on the cultural heritage significance of the place.

However, do not rely solely on the Queensland Heritage Register entry. If a conservation management plan has been prepared for a place it will provide more detailed information on cultural heritage significance, so should also be consulted and its recommendations taken into account. If a conservation management plan has not been prepared a detailed site survey and research can identify significant fabric which may not be specifically described in the Queensland Heritage Register entry. A scope of work can then be devised that avoids inadvertently damaging important heritage features.

## 2.3 Seek advice

The care of heritage places is a specialised field and often expert advice is needed. Heritage development assessment officers can provide advice about the heritage significance of the place or the impact proposed development may have. Seek the advice of an officer if you are uncertain whether works are exempt. Send an email with details about the advice sought and identifying the Queensland heritage place to [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au). A heritage development assessment officer of the Department of Environment and Science (the department) will respond.

## 2.4 Consult the department's technical notes

Heritage technical notes provide information about how to plan and undertake various types of conservation work at a Queensland heritage place. When planning development under the *General Exemption Certificate—Queensland Heritage Places*, the relevant technical notes should be used as a guide. Technical notes are available on the Queensland Government website: [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/).

## 2.5 Use qualified tradespersons

It is important to seek advice from qualified heritage professionals and tradespersons with experience in heritage conservation prior to undertaking work on a Queensland heritage place. To avoid expensive and irreversible mistakes, qualified and experienced persons should be used to carry out repairs or alterations to significant heritage features. To ensure a person is suitably qualified, it may be useful to request examples of their work prior to engaging their services.

## 2.6 Implement conditions set out in this General Exemption Certificate

Development carried out under the *General Exemption Certificate—Queensland Heritage Places* must comply with the conditions in Section 3 of this certificate, as well as the conditions in the second column of the tables under each category of development, in Section 4.

Before commencing any work, distribute information about conditions to all persons who will be working on the heritage place.

When conditions require notification or a report to be provided to the department, identify the Queensland heritage place, the relevant condition, and the purpose of the notification.

During and at the completion of the work, make regular inspections to ensure that all conditions are being met. A person who contravenes the conditions of this General Exemption Certificate may be subject to penalty or prosecution under the *Queensland Heritage Act 1992*.

## 2.7 Keep a record

Keeping a record of maintenance and other work carried out at a heritage place is an essential aspect of heritage conservation. The department encourages owners/managers of a heritage place to maintain a record of work undertaken at a place by keeping a maintenance log book. As a continuous record of a place over time, a log book is a useful reference for future owners/managers of the place. The record should include a description of the work, date of completion, costs, contractors and warranties. It may also be useful to include a photographic record of work before and after completion.

### 3. Conditions

These conditions apply to all development carried out under the *General Exemption Certificate—Queensland Heritage Places*:

- 3.1 The work described in the first column of each table in Section 4 of this document is the only development that is made exempt by this General Exemption Certificate.
- 3.2 Development must be specified, supervised and carried out by people with relevant knowledge, skills and experience in conserving heritage places.
- 3.3 Development must be carried out in accordance with the applicable conditions, the departmental technical notes and guidelines named in this document and any amendments and new technical notes and guidelines that may be published on the departmental website from time to time.
- 3.4 Development must not cause damage to or removal of significant built fabric, natural features or sub-surface archaeological artefacts.
- 3.5 If development reveals previously unidentified features or items of cultural heritage significance, contact the department as soon as possible for advice on handling the situation.
- 3.6 If development disturbs or reveals archaeological artefacts, stop work immediately and give initial notice of the discovery to the department (as per the requirements of Part 9 of the *Queensland Heritage Act 1992*) by emailing [archaeology@des.qld.gov.au](mailto:archaeology@des.qld.gov.au).
- 3.7 Protect significant building fabric and other features or artefacts from incidental damage during development.
- 3.8 If damage to the heritage place occurs, immediately report the incident to the department and confirm details of the incident in writing within 2 business days.
- 3.9 Within 5 days of the receipt of a request from the department, allow departmental officers access to the heritage place to inspect and record the development.
- 3.10 For places that are identified in the Queensland Heritage Register entry as having significance under Criterion (c) (archaeological significance), excavation or disturbance of subsurface material must not occur unless an appropriately qualified person, as defined by the *Guideline: Archaeological investigations* [https://www.qld.gov.au/data/assets/pdf\\_file/0030/68628/archaeological-investigations-guideline.pdf](https://www.qld.gov.au/data/assets/pdf_file/0030/68628/archaeological-investigations-guideline.pdf) has certified the excavation or disturbance does not extend below the current road base layer for roads and driveways, or below the level of previous ground disturbance associated with existing structures or services.

## 4. Development that may be carried out under this General Exemption Certificate

### 4.1 Maintenance and cleaning

Regular maintenance and cleaning of buildings and structures helps to preserve their condition, prevent deterioration of fabric and bring attention to new maintenance issues.

Development	Conditions
Work required to be carried out by an essential repair and maintenance notice given by the department under the <i>Queensland Heritage Act 1992</i> .	<ul style="list-style-type: none"> <li>The work must be carried out in accordance with all conditions in the essential repair and maintenance notice.</li> </ul>
Maintenance of fittings, fixtures or plant and equipment to retain or maintain their condition or operation.	<ul style="list-style-type: none"> <li>Existing fittings, fixtures, plant and equipment must not be removed or damaged and new materials must not be introduced.</li> </ul>
Non-abrasive cleaning to remove surface deposits, organic growths and graffiti.	<ul style="list-style-type: none"> <li>Cleaning must not remove or damage existing materials.</li> <li>Cleaning must not include water blasting, abrasives or chemicals.</li> <li>Cleaning must only use low pressure water (less than 100 psi at the surface being cleaned), neutral detergents, mild brushing or scrubbing with soft brushes.</li> <li>Test patches must comply with the requirements and conditions in 4.2 Painting.</li> </ul>
Clearing of plumbing, drainage lines and weep holes.	<ul style="list-style-type: none"> <li>Clearing must not damage existing materials.</li> </ul>
Removal or modification of elements for inspection, testing, sampling, treatment and remediation of buildings, structures, soil, pests, contamination and hazardous and other materials.	<ul style="list-style-type: none"> <li>The amount of removed fabric and damage must be the minimum necessary to achieve the purpose of the procedure.</li> <li>Significant fabric must only be disturbed if it is fully restored or reconstructed to exactly match the pre-disturbed material, condition and details. However, permanent removal of significant fabric is permitted if it is beyond repair.</li> <li>All other damaged fabric must be returned to a sound condition matching as closely as possible the original material, condition and details.</li> <li>Boreholes must not exceed 150mm in diameter in the soil or ground, and 25mm elsewhere.</li> <li>Does not apply to ground testing or sampling for places with identified archaeological values or within the drip-lines of significant trees.</li> <li>Paint removal and testing must comply with the requirements and conditions in 4.2 Painting.</li> </ul>
Refixing of loose elements.	<ul style="list-style-type: none"> <li>Existing fixings in sound condition must be reused.</li> <li>Any new fixings must be of the same material and use the same method of fixing as originally used.</li> </ul>
Graffiti removal.	<ul style="list-style-type: none"> <li>If painting over existing painted surfaces, must comply with conditions for repainting of painted surfaces (see 4.2 Painting).</li> <li>For other surfaces, a test patch of a small or inconspicuous area must confirm there is no damage to the substrate.</li> </ul>

### Technical notes

This General Exemption is supported by the following technical note:

- Technical note: Inspection cleaning and maintenance*

## 4.2 Painting

Maintaining the surface condition of painted finishes helps to extend the paintwork’s workable life and protects fabric from deterioration.

Development	Conditions
Generally.	<ul style="list-style-type: none"> <li>• Only applies to surfaces that have an existing applied finish.</li> <li>• Does not apply to monumental war memorials and honour boards (see 4.11 Monumental war memorials and honour boards).</li> <li>• Does not apply to textured, patterned or other special paint finishes or to wallpaper.</li> </ul>
Preparation for repainting a painted surface.	<ul style="list-style-type: none"> <li>• Preparation for painting must be by cleaning, scraping, sanding and brushing using hand methods only.</li> <li>• However, powered oscillating and orbital sanders with a maximum 120 grit sandpaper may be used, except on moulded or profiled surfaces. Avoid damage to arised edges.</li> <li>• Preparation for painting must not disturb or remove earlier paint layers other than those which have poor adhesion or have failed by chalking, flaking, peeling, blistering or cracking.</li> </ul>
Test patches for unapproved cleaning and removal methods.	<ul style="list-style-type: none"> <li>• Test patches for methods not approved by this General Exemption Certificate, including water blasting and chemical removal, may be carried out in an inconspicuous location, of the minimum area that is needed and not exceeding 500 x 500mm [Note: an exemption certificate application will be required for further use of the method].</li> </ul>
Corrosion treatment.	<ul style="list-style-type: none"> <li>• Must comply with <i>Technical note: Painting—surface preparation</i>.</li> <li>• Treatment must use hand methods or solvents only, except that mechanical methods may be used on cast iron if they do not cause surface damage.</li> <li>• Significant paint finishes must be reinstated after completion.</li> <li>• Does not apply to raw or clear finished non-ferrous metals (see buffing and reapplication of existing clear finishes, below).</li> </ul>
Repainting of painted surfaces in the existing colour scheme.	<ul style="list-style-type: none"> <li>• New paint must match the existing in hue, saturation and tone, but colour matching must allow for fading.</li> <li>• New paint must be appropriate to the substrate and not cause damage to earlier paint layers.</li> <li>• Prior to applying new paint, apply an appropriate undercoat over existing paint work as an isolating layer to protect significant earlier layers of paint and to provide a stable basis for repainting.</li> <li>• Do not apply opaque paint to surfaces that are not already painted with an opaque paint.</li> </ul>
Buffing and reapplication of existing clear finishes.	<ul style="list-style-type: none"> <li>• The composition of the reapplied finish must be the same as the existing finish.</li> <li>• The method of application must not result in damage to the substrate or the finish and must maintain the existing appearance or patina.</li> <li>• Polyurethane coatings are not permitted.</li> </ul>

### Technical notes

This General Exemption is supported by the following technical notes:

- *Technical note: Painting—maintenance*
- *Technical note: Painting—surface preparation*
- *Technical note: Painting—glossary*
- *Technical note: Painting—lead paint*



### 4.3 Minor repairs

Minor repairs keep built elements in sound condition and working order and help prevent deterioration. Minor repairs should be based on the Burra Charter principle of doing as little as possible and only as much as is necessary to retain and protect the element. Replacement must only occur as a last resort when the major part of an element is beyond further maintenance.

Development	Conditions
<p>Minor repair, removal, replacement and supplementation of damaged or deteriorated material (other than stained glass or leadlight windows).</p>	<ul style="list-style-type: none"> <li>• Removal and replacement must only be undertaken when the existing fabric is deteriorated extensively and can no longer be conserved.</li> <li>• All introduced materials or elements must match the composition, detailing, size, position, finish and fixing method of the damaged or deteriorated material.</li> <li>• Dressed timbers that have a clear finish or are unfinished must be replaced with timber of the same species.</li> <li>• In any 3-year period replacement must not exceed 20% of an existing element (for example, 20% of a verandah post) or 20% of an assembly of identical existing elements in a structure or building (for example, 20% of the ridge capping on a roof) [Note: email <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a> for advice from a department officer if you are uncertain whether works are exempt].</li> <li>• Removal of original hardware and fixtures and significant original fittings, furniture and artefacts is not permitted. Fixtures are elements that are permanently fixed in place and would leave marks or cause damage if removed, e.g. sanitary fixtures, kitchen units, towel rails, light brackets and switches. Fittings are elements fixed in place that would not damage the fabric of a place if removed, e.g. light shades, curtain rods, or garden ornaments. Furniture and artefacts include joinery items, curtains, fabrics and other items that contribute to the place's cultural heritage significance.</li> </ul>
<p>Minor work or propping to reinforce defective structural elements.</p>	<ul style="list-style-type: none"> <li>• Work or propping must only add to and must not remove or modify existing structural elements.</li> <li>• Work or propping must be carried out in concealed or unobtrusive areas.</li> </ul>
<p>Replacement of severely deteriorated timber, steel or concrete stumps.</p>	<ul style="list-style-type: none"> <li>• Replacement stumps must match the existing material, size, position and details. Existing ant caps and tie down and bracing members must be reused where practical.</li> <li>• Additional structural elements fixed to the existing building structure and removal of existing brick or stone subfloor structural elements are not permitted.</li> <li>• New footings are permitted provided they do not extend above the surrounding ground level.</li> <li>• Structures may be re-levelled but must not otherwise be raised or lowered in relation to existing ground levels.</li> </ul>

### Technical notes

This General Exemption is supported by the following technical notes:

- *Technical note: Minor repairs—door and window hardware*
- *Technical note: Minor repairs—metal roofing*
- *Technical note: Minor repairs—metal work*
- *Technical note: Minor repairs—slate and terracotta roof tiles*
- *Technical note: Minor repairs—steel door and window*
- *Technical note: Minor repairs—stone and masonry*
- *Technical note: Minor repairs—timber*
- *Technical note: Minor repairs—timber doors and windows*

#### 4.4 Services

Repairing or upgrading existing services or installing new services helps to maintain heritage places in good condition and improve the way they function.

Development	Conditions
<b>Maintenance and repair of existing services:</b>	
<p>Electricity. Telecommunications. Air conditioning, heating and ventilation. Fire detection and control. Plumbing, drainage, gas.</p>	<ul style="list-style-type: none"> <li>• Replacement services and reticulation, if currently concealed, must remain concealed and only be in existing service routes, cavities, voids, sub-floor or ceiling spaces.</li> <li>• Trenching for the repair of underground services must not disturb any structures or constructed features (for example, masonry and fencing) other than unit pavements (for example, brick and stone pavers) or disturb or be in the drip line of significant vegetation. Unit pavements and other ground surfaces (for example, asphalt, gravel and lawn) must be reinstated to match existing condition.</li> <li>• For places that are identified in the Queensland Heritage Register entry as having significance under Criterion (c) (archaeological significance) trenching must be limited to the extent of existing service trenches.</li> </ul>
<b>Upgrade and installation of services:</b>	
<p>Generally.</p>	<ul style="list-style-type: none"> <li>• Install new fittings/equipment in unobtrusive locations.</li> <li>• Installation is only permitted when existing fittings and fixtures are not significant and original fittings/fixtures do not survive.</li> <li>• Replacement ductwork must match the existing and new ductwork is not permitted.</li> <li>• Reticulation for services must be concealed and only be in existing cavities, voids, sub-floor or ceiling spaces. New wiring, cabling and pipework to a maximum diameter of 25mm may be unconcealed if alternatives having less impact are not available, and must have a finish matching the background colour.</li> <li>• New services must use existing fixing points and penetrations where possible.</li> <li>• Fixings must be a maximum diameter of 16mm (M16) and must not include chemically bonded, expanding or explosive types.</li> <li>• Openings may be made for services reticulation and must be a maximum diameter of 110mm.</li> <li>• Fixings and openings may only be made in smooth render or plaster surfaces, in timber boarding with an opaque painted finish and in mortar or grout joints if there is no damage to the surface of stone or brick units or tiles.</li> <li>• Trenching must comply with above conditions (Maintenance and repair of existing services).</li> </ul>
<p>Replacement and upgrade of electrical infrastructure by a public sector entity.</p>	<ul style="list-style-type: none"> <li>• Must not increase the number, height or size of poles, transformers or other items of infrastructure, or the extent of any fenced or other area disturbed by the infrastructure.</li> </ul>
<p>Electricity and telecommunications: circuit breakers, power boards, rewiring/cabling, switches and points.</p>	<ul style="list-style-type: none"> <li>• Original power point and light switch fittings must not be removed or relocated.</li> </ul>
<p>Electrical fittings (such as new fans or lighting) to existing mounts.</p>	<ul style="list-style-type: none"> <li>• New fittings must be positioned in the same places as previously mounted items.</li> </ul>

<p>Air conditioning, heating and ventilation systems.</p>	<ul style="list-style-type: none"> <li>• Split systems must not be located on prominent elevations and must not be visible from the street.</li> <li>• Installation of window box/wall air conditioners is not permitted.</li> <li>• Solar hot water panels are permitted in unobtrusive positions that are not visible from the street or in prominent views.</li> </ul>
<p>Plumbing and drainage. Metal roof vents in metal roofs. Rainwater tanks.</p>	<ul style="list-style-type: none"> <li>• Roof vents must be in unobtrusive positions that are not visible from street or prominent views.</li> <li>• Replacement water tanks must match existing tanks in appearance, material, size and position.</li> </ul>
<p>Solar panels, antennae, satellite dishes.</p>	<ul style="list-style-type: none"> <li>• Must not be located on major elevations or be visible from the street.</li> </ul>
<p>Exterior services access: hatches, stairs, ladders, handrails, platforms and anchor points.</p>	<ul style="list-style-type: none"> <li>• Must only be for maintenance use, not for general building access.</li> <li>• Must not be visible from the street or in prominent views, or more than 1.5 metres wide, and must be within an envelope 2 metres from the adjacent roof or wall.</li> <li>• Finishes must match the colour of adjacent surfaces.</li> <li>• Support and fixings may penetrate but must cause minimum disturbance to existing roof cladding and framing and must not require other modifications to existing fabric. Adequate flashings must be provided.</li> </ul>
<p>Insulation.</p>	<ul style="list-style-type: none"> <li>• Roof insulation and insulation in other locations must not require the opening up of significant fabric.</li> </ul>
<p>Minor repairs resulting from removal of non-significant service items.</p>	<ul style="list-style-type: none"> <li>• Minor repairs must utilise materials that match existing appearance, composition, detailing, size, position, and finish of existing.</li> </ul>

**Technical notes**

This General Exemption is supported by the following technical notes:

- *Technical note: Building services—maintenance and repairs*
- *Technical note: Building services—upgrades and installation*
- *Technical note: Building services—planning*
- *Technical note: Building services—lighting*
- *Technical note: Building services—heating and cooling*

#### 4.5 Safety and security

New and temporary security devices enhance security and protect fragile heritage features. They allow heritage places to be used safely.

Development	Conditions
Installation of temporary barriers (e.g. fencing, scaffolding or hoardings) to prevent unauthorised access or ensure safety.	<ul style="list-style-type: none"> <li>• Temporary barriers must be made stable during and after construction to prevent accidental damage.</li> <li>• Temporary barriers must be installed for a maximum of 3 months in any 12 month period.</li> <li>• Temporary barriers must not connect to existing building fabric.</li> <li>• All installations must be reversible.</li> </ul>
Installation of new surface mounted locks and rim locks.	<ul style="list-style-type: none"> <li>• Existing original hardware (such as locks and handles) must not be removed or relocated regardless of condition.</li> <li>• Where new components are visible, they must be the smallest of their type and installed in an unobtrusive location to minimise visual impact.</li> </ul>
Installation of alarms, portable fire extinguishers, detection devices, video surveillance and emergency lighting signage equipment.	<ul style="list-style-type: none"> <li>• Installation of new interior sprinkler systems is not permitted.</li> <li>• Chasing for installing wiring in walls or other building surfaces is not permitted.</li> <li>• Wiring must be concealed and only be in existing service routes, cavities, voids, sub-floor or ceiling spaces.</li> <li>• Where new components are visible, they must be the smallest of their type and installed in an unobtrusive location to minimise visual impact.</li> <li>• Reticulation, openings and fixings must comply with the requirements and conditions in 4.4 Upgrade and installation of services.</li> </ul>

#### Technical notes

This General Exemption is supported by the following technical notes:

- *Technical note: Safety and security—minor and temporary works*

#### 4.6 Interior alterations

Alterations to interiors allow buildings to be adapted, to accommodate new uses and the changing needs of occupants.

Development	Conditions
Interior alterations to non-significant buildings.	<ul style="list-style-type: none"> <li>• The entire building must be constructed after entry of the place in the Queensland Heritage Register, must be completely detached from other buildings, and must not be a reconstruction or a relocated building with cultural heritage significance.</li> <li>• Alternatively, the building must be identified in the Queensland Heritage Register entry as an element that is not of State-level cultural heritage significance.</li> <li>• There must be no change to the exterior of the building.</li> <li>• Requirements and conditions for Maintenance and cleaning, Painting, Minor repairs, Services, Safety and security, and Signs, interpretation and display do not apply.</li> </ul>
Changes to non-significant interior fit-outs.	<ul style="list-style-type: none"> <li>• Fit-out must be within an existing residential, office, retail or commercial strata lot or lease area that is a separate occupancy from the remainder of the heritage place.</li> <li>• Scope of work must be limited to the removal, replacement or reconfiguration of non-original and non-load-bearing building fabric and services.</li> <li>• Extent of work must be limited to the existing fit-out; and new walls, ceilings and floor finishes must not obscure additional original fabric.</li> <li>• Must not alter the outside face of the wall, ceiling or floor which divides the occupancy from the exterior, or from other occupancies or common areas in the heritage place.</li> <li>• New materials or finishes glued, adhered or painted onto original or significant building fabric must be completely reversible, without damage to the original fabric.</li> <li>• If the fit-out is a complete replacement for the entire occupancy, copies of the drawings and specifications and photographs of the affected area before and after the work is undertaken must be submitted to the department at <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a> within 10 working days of completion.</li> <li>• Painted and applied finishes to original or significant fabric must comply with the requirements and conditions in 4.2 Painting.</li> <li>• Installation or replacement of services must comply with the requirements and conditions in 4.4 Services.</li> <li>• All fixings and openings into original fabric for any purpose must comply with the requirements and conditions for fixings and openings in 4.4 Services.</li> </ul>

#### 4.7 Signs, interpretation and display

Signage, decorations and displays help celebrate events and attract visitors, and add to the visual interest of heritage places. Local government also regulates signage and advertising under local laws.

Development	Conditions of approval
<b>Temporary signs, banners, flags and decorations:</b>	
Generally.	<ul style="list-style-type: none"> <li>• Commercial advertising must relate to a business located on the place.</li> <li>• Installation of illumination, other than low voltage LEDs for festival decorations, is not permitted.</li> <li>• Must not be painted directly onto significant fabric.</li> <li>• Fixings must not penetrate significant fabric, installations must be fully removable and reversible, and no evidence is to remain once removed.</li> <li>• Must not be installed for more than 3 months in any 12 month period.</li> <li>• Real estate signage must be removed within 10 days of sale or letting of the place.</li> </ul>
<b>Visual display and interpretation on interior walls:</b>	
Generally.	<ul style="list-style-type: none"> <li>• Fixings must only be into smooth render or plaster finishes that can be patched easily to match the original, and the wall must be restored to pre-disturbed condition when the fixings are removed.</li> <li>• Fixings must avoid moulded, textured, patterned or other special finishes.</li> </ul>

#### Technical notes

This General Exemption is supported by the following technical notes:

- *Technical note: Signage—minor and temporary works*
- *Technical note: Signage—installing new signs*

### 4.8 Temporary works

Temporary structures and works can help heritage places to accommodate a wider range of uses without damaging heritage fabric.

Development	Conditions
<p>Temporary installation of light-weight, non-permanent structures.</p>	<ul style="list-style-type: none"> <li>• Locate temporary structures to minimise visual impact and maintain views to and from the place.</li> <li>• Temporary structures must not be erected for more than 3 months in any 12 month period.</li> <li>• All fragile surfaces and elements of a place (including lawns, porous surfaces, vegetation and tree root zones) must be protected from impact and damage caused by the installation and use of temporary structures.</li> <li>• Installation of temporary structures must be completely reversible and no evidence of structures is to remain once they have been removed.</li> </ul>
<p>Temporary works: structures, excavation, protective measures, vibration and other monitoring equipment associated with the execution of a building or construction contract (e.g. site offices, storage containers, gantries and scaffolding).</p>	<ul style="list-style-type: none"> <li>• Temporary works must be associated with a contract for approved development or other exempt development that is located within the heritage place.</li> <li>• Temporary works must be completely reversible and must be dismantled so no evidence of the work remains, no later than 14 days after practical completion of the contract.</li> <li>• All fragile surfaces and elements of a place (including lawns, porous surfaces, vegetation and tree root zones) must be protected from impact and damage caused by installation and use.</li> <li>• Trenching must comply with the requirements and conditions for trenching in 4.4 Services.</li> </ul>

### Technical notes

This General Exemption is supported by the following technical notes:

- *Technical note: Temporary structures*

#### 4.9 Parks, gardens and landscapes

Regular maintenance and ongoing care of parks, gardens and other landscape elements help to preserve planting schemes, keep important specimens in good health and bring attention to new maintenance issues.

Development	Conditions
<p>Pruning of trees on the heritage place and of trees overhanging from adjacent properties, to control size, shape, flowering and fruiting and to remove dangerous, diseased or dead vegetation.</p>	<ul style="list-style-type: none"> <li>Pruning must not adversely affect the health of the tree and must be carried out in accordance with <i>Australian Standard Pruning and Amenity of Trees AS4373</i>.</li> <li>No more than 20% of a tree canopy may be removed in any 2 year period unless prior to carrying out the work a report, prepared by a person with training to Australian Qualification Framework Level 5 in Arboriculture, is submitted by email to the department (to <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a>), that demonstrates the pruning complies with the standard and is required for safety or the long-term health of the tree.</li> </ul>
<p>Removal of trees that have been assessed by a qualified arborist or horticulturalist as dead, dangerous or beyond curative repair.</p>	<ul style="list-style-type: none"> <li>Prior to removal, a written report prepared by a person with training to Australian Qualification Framework Level 5 in Arboriculture assessing the health of trees to be removed must be submitted by email to the department (to <a href="mailto:palm@des.qld.gov.au">palm@des.qld.gov.au</a>). The report must be based on collected data and information and describe relevant defects and their cause.</li> <li>If removal is proposed on the grounds of danger, the report must include a Quantified Tree Risk Assessment that concludes the risk exceeds the "Unacceptable" 1 in 1,000 threshold, or an assessment using another recognised methodology that assesses risk probability and consequence and provides an equivalent risk rating.</li> <li>Within 2 months of removal, the removed trees must be replaced with trees of the same species and cultivar complying with <i>Australian Standard Tree Stock for Landscape Use AS2303</i>. However, if the report demonstrates it is not possible to plant the same species, it can nominate replacement species that grow to a similar height, shape and visual appearance. Plant containers must be the optimum size for viability recommended by the report and new trees must be planted in the same or similar position as the removed trees.</li> </ul>
<p>Pruning and replanting other vegetation to maintain existing gardens. Clearing of invasive or self-propagating vegetation, weeding, mowing, and mulching.</p>	<ul style="list-style-type: none"> <li>Removal of vegetation that has cultural heritage significance or is protected under a local law, a planning scheme, or the <i>Nature Conservation Act 1992</i>, is not permitted.</li> <li>Layouts of existing lawns, garden beds and edging must be maintained.</li> <li>Plant species and planting designs must retain the character of the landscape or garden.</li> <li>Do not use chemical fertilizer and weed killers where they may damage masonry structures.</li> <li>Does not apply to any plants greater than 3 metres in height or with a trunk circumference more than 400mm, measured 1.4 metres above the ground.</li> </ul>
<p>Removal of pest plant species which are a restricted matter under the <i>Biosecurity Act 2014</i>.</p>	<ul style="list-style-type: none"> <li>Within 2 months of removal, replace any removed tree with a species that grows to a similar height, shape and visual appearance. Plant in the same or similar position as the removed tree.</li> </ul>
<p>Installation of garden sprinkler systems.</p>	<ul style="list-style-type: none"> <li>Position garden sprinklers so that water discharge is at least 2 metres away from all buildings and in-ground structures including monuments and memorials.</li> </ul>

#### Technical notes

This General Exemption is supported by the following technical notes:

- Technical note: Parks, gardens and landscapes—maintenance*



**4.10 Cemeteries**

Installation of new grave plots and associated memorials and markers allows active cemeteries to continue functioning with minimum impact on significance. Also refer to 4.1 Maintenance and cleaning, 4.2 Painting, 4.3 Minor repairs, 4.4 Services, 4.5 Safety and security and 4.9 Parks, gardens and landscapes.

Development	Conditions
Excavation and other work required to make a new burial plot.	<ul style="list-style-type: none"> <li>• Protect all existing cemetery features and fabric—including formed paths and roadways, headstones, footstones, grave markers, memorials, grave kerbing, iron railings, grave furniture, enclosures, fences and vegetation—from damage.</li> </ul>
Erection of memorials or grave markers to new burial plots.	<ul style="list-style-type: none"> <li>• Design (including colour, materials, size and form) of new memorials and markers must be in keeping with the character of the cemetery.</li> <li>• New memorials and markers must not exceed 1.2 metres in height above natural ground level and 800mm in width.</li> <li>• Protect all existing cemetery features and fabric—including headstones, footstones, grave markers, memorials, grave kerbing, iron railings, grave furniture, enclosures, fences and vegetation—from damage.</li> </ul>
Repairing inscriptions or replacing lost letters.	<ul style="list-style-type: none"> <li>• Incised lettering must not be painted or re-cut.</li> <li>• New lettering must match the typeface, weight and material of the existing lettering.</li> </ul>
Adding names to existing memorials.	<ul style="list-style-type: none"> <li>• The addition of names must be carried out in accordance with practices traditionally associated with the place.</li> <li>• New script must match existing craftsmanship, style, material, size, layout, spacing and colour.</li> </ul>

#### 4.11 Monumental war memorials and honour boards

War memorials and honour boards are a tangible reminder of Australians who served the country in war. The sacred significance of Queensland’s war memorials places a privileged responsibility in the hands of those who care for them.

Development	Conditions of approval
Repair of war trophies.	<ul style="list-style-type: none"> <li>• Removable caps must be fitted to the barrels of war trophies to prevent the accumulation of water.</li> <li>• War trophies must be supported from the axles to ensure wheels are elevated from the ground, but no more than 25mm.</li> </ul>
Treatment of marble.	<ul style="list-style-type: none"> <li>• Treatment must only be carried out by a licensed stonemason or a conservator with demonstrated experience in the material.</li> </ul>
Waxing or lacquering of metal parts and honour boards to prevent deterioration or corrosion.	<ul style="list-style-type: none"> <li>• Work must only be carried out by a conservator with demonstrated experience in the material.</li> </ul>
Reapplication of existing timber finishes.	<ul style="list-style-type: none"> <li>• Work must only be carried out by a conservator with demonstrated experience in the material.</li> <li>• The composition of the reapplied finish must be the same as the existing finish.</li> <li>• The method of application must not result in damage to the substrate or the finish and must maintain the existing appearance or patina.</li> <li>• Polyurethane coatings are not permitted.</li> </ul>
Repairing inscriptions or replacing lost letters.	<ul style="list-style-type: none"> <li>• Incised lettering must not be painted or re-cut.</li> <li>• New lettering must match the typeface, weight and material of the existing lettering.</li> </ul>

#### Technical notes

This General Exemption is supported by the following guideline:

- *Guideline: Caring for war memorials*

## 5. Further information

For more information about development carried out under the General Exemption Certificate:

- Refer to the following technical notes on the Queensland Government website at [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)

Technical notes:

- Asbestos cautionary note
- Building services—heating and cooling
- Building services—lighting
- Building services—maintenance and repairs
- Building services—planning
- Building services—upgrades and installation
- Minor repairs—door and window hardware
- Minor repairs—metal work
- Minor repairs—slate and terracotta roof tiles
- Minor repairs—steel framed doors and windows
- Minor repairs—stone and masonry
- Minor repairs—timber
- Minor repairs—timber doors and windows
- Painting—glossary
- Painting—lead paint
- Painting—maintenance
- Painting—surface preparation
- Parks, gardens and landscapes—maintenance
- Passive cooling in Queensland
- Safety and security—minor and temporary works
- Signage—installing new signs
- Signage—minor and temporary works
- Temporary structures

Guidelines:

- Archaeological investigations
  - Caring for war memorials
- visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)
  - email [palm@des.qld.gov.au](mailto:palm@des.qld.gov.au), please identify the Queensland heritage place and provide details about your enquiry. A heritage development assessment officer from the department will contact you.