Heritage

Request for a certified copy of entry

|  |
| --- |
| *Use this form to request a certified copy of the entry for a place on the Queensland Heritage Register. Use a new form for each Queensland Heritage Place.* Applicant details |
| your reference      | telephone      |
| applicant name      | COMPANY      |
| Postal address      |
| EMAIL ADDRESS      |
| Place Details |
|

|  |  |
| --- | --- |
| name of Queensland heritage place      | queensland HERITAGE REGISTER no.       |
| street address (include street number and corner street if applicable)      |
| suburb / town      |
| local government area      |
| lots on plan/s      |

 |

# Lodgement and fees

* A fee applies to each Queensland Heritage Place searched for. Search fees and services at <https://www.des.qld.gov.au> for fee information.
* Select payment option.

 Credit card payments are processed via BPoint and a secure link will be emailed requesting payment; or

 Cheques or money orders should be made payable to the Department of Environment and Science and attached to this application.

* For enquiries about this form contact 13 QGOV (13 74 68) and ask to speak to a Heritage Branch officer.
* Please note **urgent requests cannot be accommodated.**

# Receiving a certified copy of entry

Certified copies of entry will be returned by mail (response time up to 7 business days). If an email address is provided on the form, a copy of the certified copy of entry can be emailed (response time up to 5 business days).

Send one copy of the completed form and payment to:

|  |  |  |
| --- | --- | --- |
| **Email:**Heritage BranchDepartment of Environment and Scienceheritage@des.qld.gov.au  | **OR** | **Mail:**Executive OfficerHeritage BranchDepartment of Environment and ScienceGPO Box 2454Brisbane Queensland 4001 |

Further information

* call (07) 3330 5859 or email heritage@des.qld.gov.au
* visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/) for heritage information
* search fees and services at [www.des.qld.gov.au](http://www.ehp.qld.gov.au) for fee information

|  |
| --- |
| **Office Use Only** |
| DETAILS OF STAFF MEMBER ACCEPTING REQUEST – PRINT NAME AND EXTENSION PLEASE. | NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXTENSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| RECEIPT NUMBER:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | AMOUNT $: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |