

# Application Guide

**Entering a State Heritage Place in the  
Queensland Heritage Register**

**Entering additional land to a State  
Heritage Place in the Queensland  
Heritage Register**



**Queensland  
Government**

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Department of the Environment, Tourism  
Science and Innovation.

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*Cover artwork by Navada Currie,  
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July 2025

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# The Queensland Heritage Register

The Queensland Heritage Register (Heritage Register) is a list of places of historic cultural heritage significance to the people of Queensland. Any person may make an application for a place to be entered in the Heritage Register.

This guide explains how to apply to have a place entered in the Heritage Register as a State Heritage Place. A checklist has been provided to assist applicants to complete an entry application correctly.

After an application has been received by the department, a process is undertaken to assess whether the place is suitable to be entered in the Heritage Register as a State Heritage Place. The department makes a recommendation about this and then the Queensland Heritage Council (Heritage Council) makes the final decision.

## Who can apply?

Any person or entity including individuals, community groups, local authorities, and government departments can apply for a place to be entered in the Heritage Register as a State Heritage Place.

Applicants do not need to be the owner of the place they are applying to enter in the Heritage Register. When making an application, applicants can nominate whether they give permission for the release of their personal details.

Please note that applications and other documents related to the process of the department's assessment of 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.

## What places can be entered in the Heritage Register?

For the purposes of the [Queensland Heritage Act 1992](#) (Heritage Act), a place means a defined or readily identifiable area of land, whether or not held under two or more titles or owners. It includes any feature on the identified area of land and any part of the immediate surrounds of a feature that may be required for its conservation.

In relation to a place, feature includes: a building or structure, or part of a building or structure; an artefact, including archaeological or underwater cultural heritage artefacts; a precinct; and a natural or landscape feature.

Places entered in the Heritage Register reflect many aspects of the state's history, and include:

- buildings
- parks and gardens
- recreational venues and sporting arenas
- landscapes

- precincts
- monuments and memorials
- cemeteries and other types of burial grounds or even a lone grave if it is associated with a person or event of historical importance
- homestead complexes
- industrial sites
- institutions
- bridges and roads
- landmark structures such as lighthouses, chimneys and forestry towers
- iconic natural features that have strong historical or social significance—e.g. Castle Hill in Townsville.
- trees of proven historical significance—e.g. the Burke and Wills Dig Tree in south-west Queensland.

## Before you make an application


1. Check whether the place is already entered in the Heritage Register. You may need to conduct a number of searches using different words, because the place may be entered in the Heritage Register under an alternative name, street, suburb, or spelling. To search the Heritage Register online go to [www.qld.gov.au/environment/land/heritage](http://www.qld.gov.au/environment/land/heritage).
2. There are several important questions to answer before you make an application. If you answer 'Yes' to any of them, you may need to investigate other means of protecting the place.

### Is the place of local significance?

The Heritage Register is an inventory of places of significance to the state. Places that are significant only to a local community do not satisfy the criteria for entry in the Heritage Register, and their heritage values are more appropriately managed through a local heritage register or heritage overlay in a planning scheme. For example, there are many small churches, schools and community halls in Queensland that have strong historical and social significance for their local community, but are not State Heritage Places. To be entered in the Heritage Register they would need to demonstrate some special quality making the place significant to the state of Queensland — such as being:

- an important example of their type
- the site of a significant event or activity in Queensland's history
- closely associated with a person of importance in Queensland's history.

Refer to the *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).



If a place is likely to be of local heritage significance and not of state heritage significance, contact the relevant local council to find out if you may apply to enter the place in the local heritage register or planning scheme.

## Is the place associated with Aboriginal or Torres Strait Islander tradition and custom?

The Heritage Act does not apply to places or objects of cultural heritage significance solely because of their association with Aboriginal or Torres Strait Islander tradition and custom. Such places and objects are protected under the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait Islander Cultural Heritage Act 2003*.

For further information about how to protect and manage places of Aboriginal and Torres Strait Islander cultural heritage refer to the Aboriginal and Torres Strait Islander Cultural Heritage Database and Register at <https://www.culturalheritage.qld.gov.au/achris/public/home> or contact the Cultural Heritage Unit on 1300 378 401 or email [cultural.heritage@dsdsatsip.qld.gov.au](mailto:cultural.heritage@dsdsatsip.qld.gov.au).

## Is the place of natural heritage significance?

The Heritage Act does not apply to places that are significant solely because of their natural heritage values. Places such as trees, forests, coastlines, mountains, and rivers whose significance principally relates to their natural attributes or as habitats for rare and endangered flora and fauna, are more appropriately managed under the *Nature Conservation Act 1992*. For further information about how to protect and manage places with natural heritage values, contact the department on 13 74 68 (13 QGOV).

## Is the place owned by the Australian Government?

The Heritage Act does not apply to places on land owned by the Australian Government (Commonwealth) for public purposes, including:

- post offices
- defence establishments currently owned by Commonwealth departments.

Places of cultural heritage significance on Commonwealth-owned land are managed under the provisions of the *Environment Protection and Biodiversity Conservation Act 1999*, which is federal legislation that establishes the Commonwealth Heritage List. For further information about how to protect and manage places of cultural heritage significance on Commonwealth-owned land, refer to the Heritage pages of the Australian Government website at [www.environment.gov.au/heritage](http://www.environment.gov.au/heritage).

Places formerly owned by the Commonwealth but now in private ownership or held by a local authority or the Queensland Government, may be entered in the Heritage Register if they satisfy one or more of the cultural heritage criteria in the Heritage Act.

## Has a decision been made within the past five years?

Under the [Heritage Act](#), a place cannot be considered for entry in the Heritage Register if in the last five years it has been removed from the Heritage Register or if the Heritage Council decided to not enter it in the Heritage Register.

To check whether a place has been the subject of an application in the last five years, to which these restrictions might apply, please contact the department's Planning and Heritage Branch, on 13 74 68 (13 QGOV) or email at [heritage@detsi.qld.gov.au](mailto:heritage@detsi.qld.gov.au).

## The application

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

To make an online application, [log into Online Services](http://ehp.appiancloud.com/suite) (<http://ehp.appiancloud.com/suite>).

Applications submitted by email or post **must** be completed in the Application form *Entry of a place in the Queensland Heritage Register* or *Entry of Additional land to a place in 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 meet 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).

## What information is required in the application?

### 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 details to be released.

### Name of place

The earliest or historically most relevant name should be put on the application form as the name of the place. For example, the Burns, Philip & Co. Ltd Building (former) in Flinders Street, Townsville, was named when the company erected the building in 1895. Burns Philip & Co Ltd were a nationally significant trading company that dominated trade in Townsville, where James Burns had founded his business in 1872. The firm vacated the building in 1977, but the entry in the Heritage Register retains the name by which the place is best known historically.



## Address

To confirm the correct street address to put on the application form, contact your local council or visit [Queensland Globe](https://qldglobe.information.qld.gov.au/) at <https://qldglobe.information.qld.gov.au/>. This is especially important if the place has more than one street number—e.g. 34-36 Queen Street. If the place is situated on a corner, name the secondary street as well. If the place does not have a street number, provide the approximate distance and direction from the nearest town or mapped feature.

## Real property description

It is essential that the correct real property description (RPD) is identified in your application. Under the Heritage Act, entries in the Heritage Register must relate to land, and wrong or incomplete details can lead to an invalid application or assessment process. It is essential that the latest information is included on the application – old property descriptions which define land parcels as subdivisions and resubdivisions of allotments and portions are not appropriate.

A place may have more than one parcel of land associated with it, so it is important that the lot and plan number for each parcel of land affected is included in the application.

Also indicate and name any road reserve that will be affected. For example, if the place has large shady trees in the front yard that overhang the footpath, and you wish the trees to be included as part of the application, it is important to indicate that part of the road reserve is affected. In urban areas many commercial buildings have awnings that extend over the footpath, which is part of the road reserve. If a street awning is a significant element of the building, then the application affects the road reserve.

Information regarding the address and RPD of a place can be obtained by searching [Queensland Globe](#).

## Local government area


On the application, ensure that all local government areas in which the place is situated are identified. A bridge or road, for example, may extend over more than one local government's jurisdiction. [Queensland Globe](#) can assist you with this task. To confirm the local government area for the place, search the [Local Government Directory](#).

## A site plan

A site plan showing the relationship between the place's cadastral boundaries, significant features, and the proposed boundary must be included with the application form.

All features deemed as significant in the application, such as gardens, trees, roadways, creeks, foreshores, as well as building and other structures, must be clearly labelled.

The proposed heritage boundary must include all features considered to be of cultural heritage significance. For each of the lots within the proposed boundary, the cadastral boundaries must be shown and the real property description provided.



Maps you can use include:

- [Queensland Globe](#)
- Google maps satellite image
- a cadastral map from the local council
- the deposited survey plan from the Queensland Government Titles Office.

In the application, ensure that you fully reference the plan on which you mark the boundary, e.g. 'Plan of the parish of Caloundra, EHP, 2009' or 'Survey plan RP88452, registered 14 October 2007', or 'Nearmap 9994-251, EHP, 10 January 2010'.

The boundary should be clearly marked by, for example, a thick dashed line and enclose all parts of the place that contribute to its state heritage significance, including the setting of the place. It is rare to enter a place in the Heritage Register with a boundary that is only the footprint of a building or structure and does not include some of the surrounding gardens or open space.

The boundary does not have to follow the boundaries of the lot on plan descriptions, but a simple and uncomplicated boundary is best. Figure 1 shows an example of a suitable boundary map for inclusion in an application (see next page).

## Boundary description

A written boundary description can help to clarify your boundary map, especially if you need to indicate that the boundary:

- extends to the far side of a lagoon or creek
- is taken as a circumference inscribed around the trunk of a tree
- includes part of a road reserve where a tree or street awning overhangs the footpath.

A written boundary description can also assist to identify the set-off distance from a structure or group of structures.

If your application relates to the whole of each lot on plan affected, simply write 'whole property' as the description.



## Wellcamp State School

### Heritage Register Application - Example Site Plan

Date created: 29/05/2025  
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#### Legend

- - - Proposed heritage boundary
- Significant features
- Lot boundary
- Lot Type Parcel
- Easement

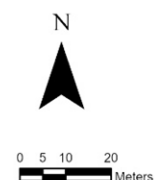


Figure 1—Example of a plan with proposed boundary, significant features and the real property description of the lots for inclusion within the boundary.

## Cultural heritage significance

It is essential that you identify the cultural heritage significance embodied in the fabric of the place by briefly describing its important features. This includes buildings and structures, landscape elements or natural features, and objects or artefacts (such as machinery, furniture, fittings or refuse dumps).

For large complexes, start with an overall description of the site that includes its location and a list of the significant elements of the place.

### Example—Strathmore Homestead, Springlands

Strathmore Homestead is located on a 41,000 hectare land lease on Strathmore Road at Springlands, about 27 kilometres by road north-west of Collinsville. The complex, situated to the north of Strathmore Road, comprises a homestead, laundry, slab hut (used to accommodate the kitchen and dining room for station personnel), office, stables, meat houses, swimming pool complex, various cottages, homestead gardens, sheds, former school, former zoo, weir and private cemetery.

## Description of place


For each major element, describe its main physical attributes. For buildings and structures, for example, it is necessary to describe such details as:

- the construction materials
- number of storeys
- type of roof and windows
- features such as verandahs and additions
- number and function of the rooms
- significant interior finishes, fittings, fixtures or artefacts.

You can identify elements by date, e.g. 'the main residence (1886)' or 'the school room (1910)', but do not provide any more historical information in the description. Remember that you are describing what is significant about the place now, not what was there in the past, or how the site has evolved. That information should be included in the history of the place.

## Current (or recent) photographs of the place

Good photographs are important. You need to provide as comprehensive coverage of the site as possible. If you have full access to the site, then the buildings and other structures should be photographed from every side and interior photographs taken. Provide at least one photo of each room. If there are important details in the fabric, make sure you photograph these as close-ups (e.g. slab walls, decorative plasterwork, early wallpapering, stained glass windows, and early light-fittings). Label the photos clearly including the date they were taken, and mark on a site plan or sketch plan the direction from which each photo was taken.



The photos may be provided through Online Services, in hard copy, or electronically. If submitting in hard copy or electronically, use the table in the Photograph section of the form to detail the photographs supplied with the application.

## Historical research

A place cannot be considered for entry in the Heritage Register until its history is understood. Therefore you need to provide a brief written history of the place 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 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, magazines 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 a place

While the history should be kept brief, it is important that the origins and development of the place are understood. When you write the historical summary, it is important to:

- provide the construction date (or estimate the era based on your research) for each of the principal elements contained within the place
- identify (where possible) the designer and builder or creator for each of the principal elements contained within the place
- explain the reason for the construction or establishment of the place
- describe how the place functioned initially

- identify key persons associated with the place and why they are important to Queensland
- identify key events, activities or phases of development associated with the place
- identify the dates of any significant additions, and the reasons for these additions if known
- identify where the place lies in relation to the development of the district, region and state
- identify whether the place reflects government policies or social or cultural movements and practices
- provide the contextual historical information to support any claim that the place demonstrates special qualities or earliness in the design, construction techniques, or fabric.

Do:

- arrange the information in chronological order
- concentrate on the period, uses, people, or events for which the place is most significant.


Avoid:

- unsubstantiated assertions—such as a place is ‘very old’ or ‘built by convicts’
- 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
- history unconnected to the place—do not be side-tracked, especially by detailed genealogical information

## Statement of significance

In the statement of significance you need to explain how the place satisfies one or more of the eight cultural heritage criteria in the [Heritage Act](#) by which the cultural heritage significance of a place may be determined:

- 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 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 Queensland's history.

A place does not have to be of significance in relation to all eight criteria to be considered for entry in the Heritage Register. Arrange short written statements under each of the criteria your research suggests applies to the place.

To help you to determine whether a place is of state significance, 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/).

The statement of significance should be supported by the history and description that you provide. For example, if you argue that the place is important in demonstrating the principal characteristics of its type, then you must support that statement with relevant information in the history and description.

## How do I submit a completed application?

It is recommended that you submit a draft application to the department for review and feedback on whether statutory requirements are met, before you formally submit your application.

### Online

Log into [Online Services](#) and follow the instructions.

### Application Form

- Complete the application form and attach all your supporting documentation to it.
- 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 form by referring to the checklist.
- Sign the application form.
- Send your completed application to:

Email: [heritage@detsi.qld.gov.au](mailto:heritage@detsi.qld.gov.au)

OR

Post:

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

## Checklist

Check that:	
<input type="checkbox"/>	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"/>	copies of all supporting information have been attached
<input type="checkbox"/>	copies include the source of the information and the reference details of books, articles and other sources have been attached
<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 provided a plan showing a proposed boundary, significant features and the real property description of land with the proposed boundary
<input type="checkbox"/>	you have signed the application form

## Further information

For more information or advice regarding the process for entering a place in 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)
- visit [www.qld.gov.au/environment/land/heritage/](http://www.qld.gov.au/environment/land/heritage/)

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