This document is a General Exemption Certificate issued by the Chief Executive under the Queensland Heritage Act 1992 and applies to all places entered in the Queensland Heritage Register. It is valid until 31 December 2019. This document may be updated from time to time. Please check the Queensland Government website for the latest version.
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1. Purpose

The General Exemption Certificate—Queensland Heritage Places permits owners to carry out development 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 a general exemption certificate that is given without application. It is issued by the Department of Environment and Science under the Queensland Heritage Act 1992. It applies to all Queensland Heritage Places.

Development on a Queensland Heritage Place includes all types of work and changes to built, archaeological, natural and landscape features. This includes some type of work not normally considered 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.

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.


2. Instructions

No application is required but all work must be carried out in accordance with the requirements set out in this document. The following steps should be followed when planning to carry out work under General Exemption Certificate—Queensland Heritage Places.

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. ‘Permitted development’ is the work and activities that may be carried out without referral to the department for assessment.

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 listed as permitted development in this General Exemption Certificate—Queensland Heritage Places 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/.

2.2 Understand why the place’s heritage significance

Understanding why a place is important is a fundamental aspect of heritage conservation practice and the basis for making development decisions. Any person wishing to plan or carry out work at a Queensland Heritage Place should consult the entry in the Queensland Heritage Register to gain a good understanding of the cultural heritage significance of the place. Work can then be planned to avoid inadvertently damaging important heritage
features. If a conservation management plan has been prepared for a place it should also be consulted and its recommendations taken into account.

2.3 Seek advice

The care of heritage places is a specialised field and often expert advice is needed. Heritage Development Officers can provide advice about the heritage significance of the place or the impact proposed development may have. For advice about the care of a heritage place contact the department on 13 QGOV (13 74 68) and ask to speak to a Heritage Development officer.

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/.

2.5 Use qualified tradespersons

It is important to seek advice from qualified heritage professionals and trades people 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 conditions listed in Section 3 of this certificate, as well as the conditions that are listed under each category of development. Before commencing any work, distribute information about conditions to all persons who will be working on the heritage place. 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 may be subject to penalty 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 to maintain a record of work undertaken at a place by keeping a maintenance log book to record all work carried out. As a continuous record of a place over time, a log book is a useful reference for future owners/managers of a 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 This exemption certificate is valid until 31 December 2019 unless it is amended or revoked by the Chief Executive.

3.2 The only development for which this General Exemption Certificate is given is that which is listed in Section 4 of this document.

3.3 Development must be specified, supervised and carried out by people with relevant knowledge, skills and experience in conservation of heritage places.

3.4 Development must be carried out in accordance with the applicable conditions and the relevant departmental technical notes.

3.5 Development must not cause damage to or removal of significant built fabric, natural features or subsurface archaeo logical artefacts.

3.6 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.

3.7 If development disturbs or reveals archaeological artefacts, stop work immediately and give notification of the discovery to the department as per the requirements of the Queensland Heritage Act 1992.

3.8 Protect significant building fabric and other features or artefacts from incidental damage during development.

3.9 If damage to the heritage place occurs, immediately report the incident to the department and confirm details of the incident in writing within two business days.

3.10 Within five days of the receipt of a request from the department, allow departmental officers access to the heritage place to inspect and record the development.

3.11 For places with archaeological values (check the Queensland Heritage Register entry), excavation or disturbance of subsurface material must 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 Buildings and structures

4.1.1 Maintenance and cleaning

Regular maintenance and cleaning of buildings and structures helps to preserve their condition, prevent deterioration of building fabric and monitor arising maintenance issues.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential repair and maintenance work on an essential repair and maintenance notice given under the Queensland Heritage Act 1992.</td>
<td>• Essential repair and maintenance work must be carried out in accordance with all conditions listed on the essential repair and maintenance notice.</td>
</tr>
<tr>
<td>Maintenance of a building fitting, fixture or plant and equipment to retain its condition or operation.</td>
<td>• Existing fittings, fixtures, plant and equipment must not be removed or damaged and new building materials must not be introduced.</td>
</tr>
</tbody>
</table>
| Non-abrasive cleaning to remove surface deposits, organic growths or graffiti. | • Cleaning must not remove or damage existing materials.  
• Cleaning must not include water blasting, abrasives or chemicals.  
• 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. |
| Removal of building elements to inspect or treat termites and other damaging insect pests. | • Inspection or treatment must not result in the permanent removal of existing building fabric unless it is beyond repair. Any areas of the building that are damaged by inspection or treatment must be returned to a sound condition matching the original building materials and details. |
| Refixing of loose elements of a building. | • Existing fixings in sound condition must be reused and any new fixings must be of the same material and use the same method of fixing as originally used. |

Technical notes

This General Exemption is supported by the following technical note:

• Technical note: Inspection cleaning and maintenance
4.1.2 Painting

Maintaining surface condition of painted finishes helps to extend the workable life of a paint system and protect building fabric from deterioration.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
</table>
| Preparation for repainting a painted surface. | • Preparation for painting must be by hand cleaning, hand scraping and hand sanding only.  
• Preparation for painting must not disturb or remove earlier paint layers other than those which have failed by peeling or cracking. |
| Repainting of painted surfaces in the existing colour scheme. | • New paint must be appropriate to the substrate and not cause damage to earlier paint layers.  
• 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.  
• Do not apply opaque paint to surfaces that are not already painted with an opaque paint. |
| Buffing, oiling and varnishing to maintain an existing applied finish. | • The composition of the oil or varnish must be the same as, or compatible with, the existing finish.  
• The method of application must not result in damage to the substrate or the finish.  
• Polyurethane coatings are not permitted. |

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
4.1.3 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.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
</table>
| Minor repair, removal and replacement of damaged or deteriorated building material (other than stained glass or leadlight windows). | • Removal and replacement must only be undertaken when the original fabric is deteriorated significantly and can no longer be conserved.  
• Building materials or elements that are removed must be replaced with materials that match existing appearance, composition, detailing, size, position, finish and fixing method.  
• Replacement must not exceed 10% of the existing building material or elements.  
• Removal of original hardware and significant original fittings and fixtures is not permitted. Fittings are defined as elements fixed in place that would not damage the fabric of a place if removed, e.g. light shades, curtain rods, garden ornaments. Fixtures are defined as 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. |
| Minor building work or propping to reinforce defective structural elements. | • Removal of structural elements is not permitted.  
• Minor building work or propping must be carried out in concealed or unobtrusive areas. |
| Repair or replacement of severely deteriorated structurally unsound timber or concrete stumps. | • Replacement of more than four stumps is not permitted.  
• Replacement stumps must match original material, size and position and original ant caps. Tie down and bracing must be reused where practicable.  
• Re-levelling must not raise or lower a structure in relation to the existing floor levels. |

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
### 4.1.4 Building services

Repairing or upgrading existing building services or installing new services helps to maintain buildings in a habitable condition and to improve building operation.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maintenance and repair of existing services:</strong></td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>• Wiring and data cables must be concealed in existing service routes, cavities, voids, sub-floor or ceiling spaces only.</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>• Trenching for the repair of underground services must not disturb built or landscape features. For places with identified archaeological values, trenching must be limited to the extent of existing service trenches. Reinstate ground surface on completion.</td>
</tr>
<tr>
<td>Air conditioning and heating</td>
<td></td>
</tr>
<tr>
<td>Fire detection and control</td>
<td></td>
</tr>
<tr>
<td>Plumbing, drainage, gas</td>
<td></td>
</tr>
<tr>
<td>• Wiring and data cables must be concealed in existing service routes, cavities, voids, sub-floor or ceiling spaces only.</td>
<td></td>
</tr>
<tr>
<td>• Trenching for the repair of underground services must not disturb built or landscape features. For places with identified archaeological values, trenching must be limited to the extent of existing service trenches. Reinstate ground surface on completion.</td>
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<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
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</thead>
<tbody>
<tr>
<td><strong>Upgrade and installation of services:</strong></td>
<td></td>
</tr>
<tr>
<td>Generally</td>
<td>• Install new fittings/equipment in unobtrusive locations.</td>
</tr>
<tr>
<td>• Installation is only permitted when existing fittings and fixtures are not significant and original fittings/fixtures do not survive.</td>
<td></td>
</tr>
<tr>
<td>• Openings up to a maximum diameter of 25mm can be made in significant fabric to facilitate insertion of wiring, data cables, ducting and pipes.</td>
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<td>• Trenching (see above).</td>
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</table>

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity and telecommunications: circuit breakers, power boards, rewiring/cabling, switches and points.</td>
<td>• Original power point and light switch fittings must not be removed or relocated.</td>
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</table>

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<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical fittings: (such as new fans or lighting) to existing wall or ceiling mounts.</td>
<td>• New fittings must be positioned in the same places as previous surface-mounted items.</td>
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</table>

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air conditioning, heating and ventilation systems</td>
<td>• Split systems are not to be located on prominent elevations and should not be visible from the street.</td>
</tr>
<tr>
<td>• Ducted systems – use existing components if possible or replace in existing locations.</td>
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</tr>
<tr>
<td>• Installation of window box/wall air conditioners is not permitted.</td>
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<tr>
<td>• Solar hot water panels are permitted in unobtrusive positions that are not visible from street or prominent views.</td>
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<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
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</thead>
<tbody>
<tr>
<td>Plumbing and drainage</td>
<td>• New plumbing must be concealed in existing cavities, subfloor and ceiling spaces only.</td>
</tr>
<tr>
<td>Metal roof vents in metal roofs</td>
<td>• Roof vents are permitted in unobtrusive positions that are not visible from street or prominent views.</td>
</tr>
<tr>
<td>Rainwater tanks</td>
<td>• Replacement water tanks must match existing tanks in appearance, material, size and position.</td>
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</table>

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<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solar panels, antennae, satellite dishes</td>
<td>• Installations are not to be located on major elevations and should not be visible from the street.</td>
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</table>

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<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insulation</td>
<td>• Roof insulation and insulation in other locations that do not require the opening up of significant fabric is permitted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor repairs resulting from removal of non-significant service items.</td>
<td>• Minor repairs must utilise materials that match existing appearance, composition, detailing, size, position, and finish of existing.</td>
</tr>
</tbody>
</table>
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

4.1.5 Parks, gardens and landscapes

Regular maintenance and ongoing care of parks, gardens and other landscape elements helps to preserve planting schemes, keep important specimens in good health and monitor arising maintenance issues. For cleaning and repairs to monuments, memorials and garden structures see 4.1 Buildings and structures.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
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</table>
| Pruning of trees to control size, shape, flowering and fructifying and to remove dangerous, diseased or dead vegetation. | • Pruning must be carried out in accordance with Australian Standard Pruning and Amenity of Trees AS4373.  
• Do not remove more than 20% of the canopy of a tree in any two-year period, unless the work is carried out by a qualified person (for example an arborist, horticulturalist or tree surgeon) who has given a written assessment that work is required for safety reasons or the long-term health of the tree. |
| Replanting to maintain garden beds.                                        | • Use plant species and planting designs that retain the character of the landscape or garden.  
• Avoid use of chemical fertilizer and chemical weed killers near masonry structures. |
| Installation of garden sprinkler systems.                                  | • Position garden sprinklers so that water discharge is at least two metres away from all buildings and in-ground structures including monuments and memorials. |
| Removal of Class 1 declared pest plant species under the Land Protection (Pest and stock route management) Act 2002. | • Within two months of removal, replace the 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. |
| Removal of trees that have been assessed by a qualified arborist or horticulturist as dead, dangerous or beyond curative repair. | • Prior to removing, submit a written report prepared by a qualified person assessing the health of trees to be removed. If it is not possible to replace the removed tree with the exact same species, the report must nominate the species of replacement tree.  
• Within two months of removal, replace the removed tree. Position new plant in the same or similar position as the removed tree. |

Technical notes

This General Exemption is supported by the following technical notes:

- Technical note: Parks, gardens and landscapes—maintenance
4.2 Safety and security
New and temporary security devices enhance building security and protect fragile heritage features. They allow heritage places to be used safely.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
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</thead>
</table>
| Installation of temporary barriers (e.g. fencing, scaffolding or hoardings) to prevent unauthorised access or secure public safety. | • Temporary barriers must be made stable during and after construction to prevent accidental damage.  
• Temporary barriers must be installed for a maximum of three months in any one year period.  
• Temporary barriers must not connect to existing building fabric.  
• All installations must be reversible. |
| Installation of new surface mounted locks and rim locks. | • Existing original hardware (such as locks and handles) must not be removed or relocated regardless of condition.  
• Where new components are visible, they must be the smallest of their type and installed in an unobtrusive location to minimise visual impact. |
| Installation of alarms, portable fire extinguishers, detection devices, video surveillance and emergency lighting signage equipment | • Installation of new interior sprinkler systems is not permitted.  
• Chasing for installing wiring in walls or other building surfaces is not permitted.  
• Wiring must be concealed in existing service routes, cavities, voids, sub-floor or ceiling spaces only.  
• Openings up to a maximum diameter of 25mm can be made in significant fabric to facilitate insertion of wiring.  
• Where new components are visible, they must be the smallest of their type and installed in an unobtrusive location to minimise visual impact. |

Technical notes

This General Exemption is supported by the following technical notes:
• Technical note: Safety and security—minor and temporary works
4.3 Signage

Temporary signage, flags and banners help to accommodate changing needs. Local government also regulates signage and advertising under local laws.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions of approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation of temporary signage, flags and banners.</td>
<td>• Locate and size temporary signage, flags and banners to minimise visual impact and maintain views to and from the place.</td>
</tr>
<tr>
<td></td>
<td>• Significant fabric must not be obscured by temporary signage, flags and banners.</td>
</tr>
<tr>
<td></td>
<td>• Temporary signage must be fully removable and must not be painted directly onto significant fabric.</td>
</tr>
<tr>
<td></td>
<td>• Fixings for temporary signage, flags or banners must not penetrate significant fabric.</td>
</tr>
<tr>
<td></td>
<td>• Installation of illuminated signage or flag poles is not permitted.</td>
</tr>
<tr>
<td></td>
<td>• Installation of temporary signage, flags or banners must be completely reversible and no evidence is to remain once items are removed.</td>
</tr>
<tr>
<td></td>
<td>• Real estate signage must not be installed continuously for more than a three-month period and must be removed within ten days of sale or letting of the place.</td>
</tr>
<tr>
<td>Adding names to existing memorial or honour boards.</td>
<td>• Addition of names must be carried out in accordance with practices traditionally associated with the place.</td>
</tr>
<tr>
<td></td>
<td>• New script must match existing craftsmanship, style, material, size, layout, spacing and colour.</td>
</tr>
</tbody>
</table>

**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*
4.4 Temporary structures

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

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
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</thead>
</table>
| Temporary installation of light-weight, non-permanent structures. | • Locate temporary structures to minimise visual impact and maintain views to and from the place.  
• Temporary structures must not be erected for more than three months within a 12-month period.  
• 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.  
• Installation of temporary structures must be completely reversible and no evidence of structures is to remain once they have been removed.  
| Temporary structures associated with the execution of a building contract (e.g. site offices, storage containers, gantries and scaffolding). | • Temporary structures must be for approved development.  
• Temporary structures must be dismantled within fourteen days of practical completion of the building contract.  
• 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.  
• Installation of temporary structures must be completely reversible and no evidence of structures is to remain once they have been removed.  

Technical notes

This General Exemption is supported by the following technical notes:
• Technical note: Temporary structures

4.5 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 Buildings and structures and 4.2 Parks and gardens.

<table>
<thead>
<tr>
<th>Development</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excavation and other work required to make a new burial plot as part of a planned expansion of the cemetery.</td>
<td>• 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.</td>
</tr>
</tbody>
</table>
| Erection of memorials or grave markers to new burial plots. | • Design (including colour, materials, size and form) of new memorials and markers must be in keeping with the character of the cemetery.  
• New memorials and markers must not exceed 1200 mm in height above natural ground level.  
• 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. |
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/

  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

- call 13 QGOV (13 74 68) and ask to speak to a Heritage Development officer

- visit www.qld.gov.au/environment/land/heritage/