Heritage
VICTORIA

Guidelines for the Assessment of Heritage Planning Applications

August 2000

Guidelines for the assessment of Heritage Planning Applications

This document is designed to provide assistance to decision makers in the assessment of planning and development applications for heritage places.

The guidelines could also assist owners of heritage places to determine what may be acceptable in the development of their heritage place.

This document is being released as a draft document. These guidelines should not supersede or overwrite any local heritage guidelines as produced by the relevant Responsible Authority.

Heritage Victoria is interested in your feedback regarding this document over the next twelve months. Please forward any comments regarding this document to:

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INTRODUCTION

These guidelines have been developed to assist decision makers (including local government planners and Councillors) in the assessment of planning and development applications. The guidelines could also assist owners of heritage places in determining what may be acceptable in the development of their place.

The Victorian Planning Provisions include a Heritage Overlay that sets out broad parameters for the assessment of planning applications. A place is included in the Heritage Overlay of a local planning scheme where it can be justified to be of cultural heritage significance. A heritage study generally provides this justification.

The Heritage Overlay controls do not take a particularly prescriptive or detailed approach to planning assessment. Responsible authorities still retain a significant amount of discretion to approve or refuse a planning application.

For example, in assessing a planning application for a building addition or extension, a Responsible Authority is required to consider, amongst other things, Clause 43.01-5 of the Heritage Overlay (Decision Guidelines):-

> *The significance of the heritage place and whether the proposal will adversely affect the ... cultural significance of the place.*
>
> *Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.*
>
> *Whether the location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.*

The question arises as to what constitutes an adverse affect and how does a Responsible Authority assess whether a new building is in keeping with the character and appearance of the heritage place? These guidelines aim to provide that assistance.

The guidelines are also intended to ensure a consistency in decision making across the state. The heritage considerations in a planning application to sandblast a historic building in Beechworth, for example, are no different to the heritage considerations in an application to sandblast a historic building in Portland. The guidelines aim to ensure that similar decisions are arrived at for similar types of development.

It is accepted that there may be occasions where it is appropriate to vary away from the general guidelines. However any development or works in or to a heritage place should always be guided by the cultural significance of the place.

If further assistance and advice is required the following sources should be investigated:-
Locally significant places – contact the local council and their heritage advisor,
State significant places – contact Heritage Victoria

Commonwealth owned properties – contact the Australian Heritage Commission.

Consideration for any heritage place

In assessing any development application for a heritage place the assessment must be based on a consideration of how the proposal will impact on significant fabric and the significance of the place. Any changes that destroy or adversely affect significance should be avoided. Changes that will reveal or enable a better interpretation of the significance of a place should be encouraged.

Therefore, prior to assessing a planning application, the Statement of Significance for the heritage place should first be examined. Prior to the inclusion of a heritage place in the Heritage Overlay, a Statement of Significance should have been prepared, generally in heritage study or similar. If, however, there is no existing Statement of Significance, an attempt should first be made to establish why the place is significant, the nature of its significance and to identify the components or fabric of significance.

In many instances local Councils employ heritage advisers who are able to provide free architectural advice for proposals affecting heritage places. The use of a heritage adviser should be sought at the early stage of the design process.

Using Section 28 of the Building Act *1993*

Section 28 of the *Building Act* 1993 can be used to issue a building permit for works that do not comply with the building regulations. Such exempt works only apply to historic buildings and only where the works to be carried out are appropriate to the style, manner of construction and materials of the buildings.

In issuing a building permit the building surveyor must consider matters such as the structural adequacy of the building and the requirements necessary to make reasonable provision for the amenity of the building and the safety and health of people using the building.

GUIDING PRINCIPLES OF THE BURRA CHARTER

The Australia ICOMOS Charter for the Conservation of Places of Cultural Significance (the Burra Charter) provides the guiding philosophy for the care of important places. The Burra Charter defines the basic principles and procedures to be observed in the conservation of important places. The principles and procedures can be applied to places including buildings, sites, areas, structures, ruins, archaeological sites and landscapes modified by human activity.

The following principles are in part derived from the Burra Charter (revision November 1999). These principles underpin the guidelines for the assessment of a heritage place. The specific guidelines for the assessment of heritage places provide more solid direction on how to apply the general guiding principles.

Care for significant fabric
Changes to heritage places should not distort the physical evidence, or other evidence, it provides. Change should not diminish, destroy or conceal significant fabric (the elements, components and physical material that make up the place). Care for significant fabric requires a cautious approach of changing as much as necessary but as little as possible.

Reversible alterations
If alterations to fabric are permitted they should be reversible. Reversible alterations should be considered temporary and should not prevent future conservation action.

Distinguishing new from old
Changes to buildings, areas and heritage places that falsify the evidence of their history should be avoided.

Buildings and structures should not nostalgically create a false impression or interpretation of age or a style. Decorative detail or additions to heritage places should clearly show that they are new elements to the heritage place.

To avoid any confusion, the distinction between old and new fabric should be distinguishable. While being sympathetic and respecting original fabric, the detail of new work should, on close observation or through additional interpretation, be identifiable from the old fabric.

Sympathetic changes
Generally, new work in a heritage place should be sympathetic to the features of importance in terms of character and context. Matters such as siting, size, height, setback, materials, form, and colours are all important considerations when undertaking new work in heritage places.

Respecting earlier changes
Changes to a heritage place over time offer evidence of its historical development and may have acquired their own significance.

Emphasis should not be placed on one period of a place's development at the expense of others unless that period is much more significant.

Retaining context
The context or setting of a place is often an important part of its significance. Changes to the visual setting and other relationships of a place should be sympathetic to its character and appearance.

Compatible uses
A historic place should preferably continue to be used for the purposes for which it was designed or for a use with which it has had a long association.

Otherwise a compatible use should be found which requires minimal alteration to the fabric of the place.

Above all - Understand Significance
An understanding of what is significant about the place, how significant it is, why it is significant and which are the significant components should underpin any conservation or development work.

This information should be encapsulated in a Statement of Significance which should exist for most places that are subject to the Heritage Overlay control. Some early listings may not have a detailed or adequate Statement of Significance. Where no analysis of significance has been undertaken, further research may be necessary to establish the importance of the place and to be able to plan any development or works. Major development of places of heritage significance may first benefit from a Conservation Management Plan prepared by a qualified heritage practitioner in accordance with the Guidelines to the Burra Charter.

SUBDIVISION AND CONSOLIDATION OF LAND

GUIDELINE BASIS

A permit is required for subdivision or consolidation of places listed in the Schedule to the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Subdivision
Subdivision, if approved, is not a readily reversible change, and should be approached with extreme care. While subdivision itself is merely lines on a map, the purpose of subdivision is generally to enable the sale or disposal of the separate lots. There is usually an expectation of the construction of either fencing and or buildings on the separate lots created by the subdivision. It is often the impact of this future development rather than the subdivision itself which may prejudice the significance of the place.

It is important for decision makers when assessing a subdivision application to be mindful that while heritage controls may still apply to the subdivided property, it may be too late and too difficult to refuse a permit for new development once the subdivision has occurred. It is therefore desirable to understand as much as possible what development is proposed for the site at the time of the subdivision application. The outcome of the subdivision is crucial to the possible setting of the site and all possible development options should be explored.

The true significance of a place is often reliant upon it being seen in its original setting or context, with all its related elements including gardens, trees, grounds, surrounding pastures, outbuildings, fences, paths, gates or paving. If the place is isolated from its setting, its significance may be diminished or even lost. Cultural significance of a place may also relate to its visual prominence, in such a case setting is of special importance. Consequently the development that results on the subdivided or consolidated land has the potential to destroy or diminish the significance of a place.

This means that development on that land should be controlled to minimise any adverse impact. The physical relationship of separate structures to each other as well as the space between structures needs to be considered in assessing permit applications.

To assess an application to subdivide a heritage place information may be required as to:-

- all significant elements of the place, including those elements that contribute to the setting (eg buildings, outbuildings, pathways, driveways, plantings etc);
- important views to and from the place (The placement of the features on a heritage place can be significant due to the views obtained from or to that place.); and
- an appropriate curtilage to maintain the significance of the place.

In the urban context the issue of subdivision will more typically arise in relation to larger residential, commercial or industrial properties and institutional sites such as church complexes, schools or hospitals.

Subdivision may result in development that affects the consistent rhythm and pattern of buildings in the street where the property is located in an important streetscape characterised by consistent property sizes and building forms. For example, a historic commercial or residential street may be characterised by properties of a consistent width and buildings of a consistent scale and form.

In the rural context the issue is more likely to arise in relation to large acreages where there are economic pressures to subdivide. This may include coastlines and areas under pressure from expanding towns or resorts. Depressed farm incomes may mean that subdivision will lead to an injection of capital necessary to maintain existence. For example, there may be an historical setting of open farm space between residential areas and coast lines.??

Applicants often suggest that the need to subdivide is justified by the need to maintain financial viability of the place (ie the property is too large for the current owner to maintain). Consideration should be given to whether the subdivision is the only way of ensuring long term conservation of the most significant element(s) of the place or whether other options may exist. If no other options exist it may be beneficial to obtain a type of bond to ensure that the conservation works do occur. Subdivision may ultimately be seen as the only means of conserving a place, by providing funds for its long term conservation. In this case the gains from subdivision should outweigh any losses pertaining to significance in order to be justified.

The same principles apply to the realignment of property boundary lines.

Consolidation

The process of consolidation (merging two or more titles together to become one) is likely to have a negative impact than subdivision on the conservation of individual places but may affect designated heritage areas. The critical issue is not so much the consolidation itself, but the impact that future development may have on the consolidated site and surrounding area.

Consideration should be given to whether the consolidation may result in development that affects the rhythm and pattern of buildings in the street where the property is located in an important group of buildings or streetscape characterised by consistent property sizes and building forms.

> For example, a historic commercial or residential street may be characterised by properties of a consistent narrow width and buildings of a consistent scale and form. Consolidation of land and resulting development may upset the consistent rhythm and pattern of buildings in the street by creating a large bulky building out of scale with its neighbours.

In some cases, consolidation may benefit a significant heritage place. For example, consolidation may result in a historic place that has previously been subdivided regaining its original or historic curtilage. The consolidation may contribute to the recovery of a lost setting of a place or may reinstate a former physical connection or previously built-in view. In the latter case it may enhance the value of the surrounding area and re-establish lost visual links.

In Caulfield, subdivision of the historic property "Labassa" in the early 20th century had resulted in surrounding development and a block of flats directly adjacent to the building's facade. The National Trust was able to purchase the block of flats and these were subsequently demolished to reinstate the view of the front of the building.

(Note: Guidelines for Internal Subdivision are located in the section "*Internal Alterations*")

OBJECTIVES

- To ensure that the potential negative effects of subdivision on cultural heritage significance of a place are minimised.
- To ensure that an appropriate setting and context for heritage places is maintained.
- To ensure that development which may result from a subdivision does not adversely affect the significance, character or appearance of the heritage place.
- To ensure that heritage places continue to be used and conserved.

GUIDELINES

***Subdivision*:**

- Subdivision should not impact negatively on the significance of the place.
- Subdivision should be avoided or limited if it is detrimental to the associational or historical links which are essential to maintaining significance and understanding of the place (ie if it leads to the physical separation and isolation of important elements of the historic place - for example, the separation of a historic house from its stables or outbuildings, garden etc).
- Subdivision should be avoided or limited if resulting development, including boundary fences and buildings, will be detrimental to the visual appearance of the heritage place or be detrimental to the significant view lines to and from the heritage place. Maintenance of an appropriate visual setting is essential.
- Subdivision should be avoided or limited if it, or any resulting development, will impact on the significance of an adjacent or surrounding heritage place.
- All applications for subdivision involving protected land should be accompanied by design guidelines that include proposals for building envelopes, materials, colours and fences for the subdivided lots.
- Subdivision in the midst of an important group of buildings or streetscape should be avoided if it may result in development that affects the consistent rhythm and pattern of

buildings. Subdivision should also be avoided in this situation where it adversely affects the historically important views and interrelationship of a group of buildings.

- For larger properties such as homesteads and the "home paddock", all the main structures associated with the property which may include the homestead, stables, woolshed, barn, original fences, paths and dry stone walls should be retained in single ownership. This may also include parts of the site of archaeological significance such as the sites of earlier houses, underground water storage vessels etc. Plantings such as driveway avenues, an important garden associated with the place, walled gardens, hedges and the like should also be retained in the same ownership as the main building with which they are associated.

- The history of the property's boundaries should be taken into consideration. If, for example, the original property had increased in size over time, it may be appropriate to subdivide along original lines and return the property to its original size.

- If subdivision is put forward as the only means of ensuring the long term preservation of a property, evidence of having examined the feasibility of other alternatives should be submitted with a permit application or conservation management plan.

Where subdivision is permitted:

– Site new boundaries away from existing vegetation. Create new boundaries that are located in a way to develop the lot for the intended purpose without losing the existing significant vegetation.

– The heritage place should be given visual prominence over potential development on the subdivided land. This should be shown on a planning application showing vistas to the settings that are to be retained to the place and the location of all significant features.

– An undeveloped space should exist between the heritage place and any potential development on the subdivided land. Landscaping may be appropriate where it does not alter the significance of the surrounding landscape.

– Development envelopes (that is, areas in which development may occur on a site) should ensure a transition between potential new development and the significant building or structures in terms of scale, height and massing so that the heritage place is not overwhelmed or dominated by the new.

– Provide adequate land and access for existing buildings and vegetation to protect their setting and possible options for future use.

Consolidation

- Consolidation should be avoided where it detrimentally affects the significance of a heritage place or area.

- Consolidation of land in the midst of an important group of buildings or streetscape should be avoided if it may result in development that affects the consistent rhythm and pattern of buildings.

- Consolidation should be encouraged where it will benefit the significance or understanding of a heritage place.

(Note: Guidelines for Internal Subdivision are located in the section "*Internal Alterations*")

DEMOLITION AND REMOVAL OF BUILDINGS

GUIDELINE BASIS

A permit for demolition or removal of a building is required for places listed in the Schedule to the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Demolition
It is generally expected that where buildings or structures are individually specified in the Heritage Overlay, the responsible authority will normally refuse a request for their total demolition or removal except in extraordinary situations. However, there will be situations where it will be appropriate to issue a permit for demolition such as the removal of minor, insignificant or inappropriate elements of a significant building, structure or heritage place.

The Heritage Overlay provides the capacity for a Responsible Authority to grant a permit for a prohibited use if this would demonstrably assist with the conservation of the significance of the heritage place and subject to a number of considerations being satisfied. Therefore, if demolition of a significant place is being argued on economic grounds, the potential to derive income from an alternative or a prohibited use should also be explored.

In some cases demolition might be argued on the basis that it is not possible to find a further use for a place. In considering such arguments it is important to consider the longer term issues. Is the failure to find an appropriate use a result of the current economic climate? Has the property been offered for sale at a realistic price? Can the property be "mothballed" for a period of time? Is the cost of demolition more than the cost of the replacement building?

Before an application for demolition can be assessed it is essential that the cultural significance of the place and its component parts be understood. If no assessment exists, it may be necessary that the cultural significance of a place and its component parts be investigated.

It is important when assessing an application that all aspects of significance are recognised and given due importance. The importance of later additions should not be undervalued and the original should not necessarily be perceived as the most important. Previous changes to a building or structure can make a valuable contribution to an understanding of the total history of the place. For example, Woodlands Homestead near Tullamarine was constructed over three major periods - the 1840s, the 1900s and 1918. Each period is important for telling future generations about the history of the place

Removal and Relocation
Heritage places should generally remain in their historical location. Cultural significance is often derived from the historical relationship of the place with its surrounds.

Some places were designed to be readily removable or have a history of previous moves, such as prefabricated dwellings. Providing the place does not have a strong associational link with its current site, moving it may be an acceptable option.

If removal does occur, the resulting infill should be considered as a part of the application.

OBJECTIVES

- To ensure the conservation of heritage places.

- To ensure that significant places are protected from demolition or removal, except in extraordinary situations.

GUIDELINES

Demolition

- Demolition of individually listed heritage buildings and structures should normally be refused except in very exceptional circumstances.

- Demolition of places that contribute to the significance of heritage areas should normally be refused. The gradual loss of contributory buildings in heritage areas, irrespective of the design quality of the replacement building, will undermine the significance of the area and the justification for its protection in the first instance.

- In some cases the demolition of non contributory buildings in a heritage area might only be allowed when a suitable replacement structure has received planning approval. Demolition of the non-contributory building should not occur until a contract to undertake the construction of the new work has been signed. This may form part of a permit condition.

- Demolition of any significant components or significant fabric of a heritage place should be avoided.

- Demolition is acceptable where the subject building, part of a building or structure has been identified as having no significance, is not contributory to the significance of the heritage place, or is intrusive.

- Demolition may be acceptable where the condition of the place has been assessed as being beyond repair, both physically and economically (see Basis). The test of physical condition might be that it is in a ruinous condition under the provisions of the Building Code of Australia. A conservation practitioner should be employed for an opinion in this process as they generally have more exposure to these issues than an equivalent practitioner. Arguments for the demolition of a significant building or structure need to be critically considered on the basis of clearly objective assessments and second opinions may well be necessary. Consultation with the municipal building surveyor should also be

sought and possible actions other than demolition considered, such as stabilisation or securing the structure in another way.

- Demolition may be acceptable where the demolition is of a minor part of a significant heritage place and the element is of no significance or where the demolition helps to reveal the significance of the heritage place.

- The demolition of minor parts of a place may be acceptable where it could assist in achieving a greater conservation benefit. For instance, in a large complex all structures may be of some significance. It may be accepted, however, that the loss of some minor parts may be justified for the place to continue to function or to accommodate a redevelopment proposal which achieves the conservation of the greater portion of the site.

- Demolition may be acceptable where fire or other similar damage has occurred, dependant on the degree of damage. The matter is one which requires professional judgement over whether the building or place is beyond reasonable repair/reconstruction and equally whether the significance of the place has been diminished to a degree that it cannot be re-established.

Removal or relocation

- The removal or relocation of a significant heritage building or structure should be avoided. The removal or relocation of a building or structure should be a last resort and only if it is the sole means of ensuring the place's survival.

- Any relocation should be to an appropriate setting and for an appropriate use that is consistent with the significance of the place.

Recording

- Where demolition is considered to be the only option available, consideration should be given to the need for recording the place. This will ensure the maintenance of a public record of that place.

- The need for such recording and the approach taken will depend upon the type of place and its degree and type of significance. Options for recording include photographic, measured or photogrammetric documentation, archaeological investigations or other interventionist approaches. The retention of building fabric, architectural details, interior decorations or materials may be desirable. Such recording should be of archival quality and the documentation lodged in an accessible public repository.

However, to quote *The Illustrated Burra Charter* (Page 10):-

One of the fundamental reasons for conserving places is that they contain information that documents, photographs, drawings, film or video cannot. Regardless of how skilfully a place may be captured on film or how evocatively it may be described, there is no substitute for the experience of the actual place.

Recording and/or documentation is therefore not a justification in itself for the demolition or removal of a significant building, structure or place.

DEMOLITION OF PART OF A BUILDING INCLUDING FACADISM

GUIDELINE BASIS

A facade is an exterior wall or an architectural front to a building or structure. Facadism is when only the facade is retained and the side walls, floors and/or roof are demolished to varying degrees. Often this will be part of a new development within the shell of the building. Occasionally the redevelopment will exceed the original building envelope.

Facadism is generally not accepted as suitable conservation practice. Facadism is not in accord with the principles of the Burra Charter, which focuses on maintaining significance of a place by retaining and conserving all elements that make up that significance. Facadism is seen as tokenism, as only presenting one side of a place's history. Buildings are conceived in three dimensions and so they should normally be retained in three dimensions.

Heritage studies, building listings and citations, especially those undertaken prior to 1990, may occasionally give the impression that only the facade is significant or protected. This reflects the state of conservation thinking at the time when early lists and surveys were prepared and architectural qualities were the primary criteria for significance. Since then, the criteria have broadened beyond this superficial assessment and reliance on these listings as a justification for facadism can often not be substantiated today when historic, social and scientific significance are equally valid criteria.

Respect for the existing fabric is essential to conservation. This respect should include the least possible physical intervention to that fabric. The evidence provided by the fabric should not be distorted by any alterations that occur.

OBJECTIVES

- To ensure the appropriate conservation of heritage places.
- To ensure that the significance of a place is maintained by retaining and conserving all elements that make up that significance.

GUIDELINES

The following issues should be considered when assessing the retention of only a part of a building:

- Facadism in relation to significant buildings and structures is generally not acceptable conservation practice.

- The whole or a substantial part of the place should be conserved. Conservation of the whole should be put before conservation of the parts.

- The degree of intervention on significant fabric should be limited to an acceptable level by relating it back to the nature of the significance of the place as a whole.

- The relationship between the facade and the street should also be maintained to ensure good urban planning and design, in addition to conservation.

- The sensitive re-use of places should be encouraged, which should result in the elimination of the need to keep only the facade of a heritage place.

CONSTRUCTION OF NEW BUILDINGS

GUIDELINE BASIS

A permit is required to construct a new building for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Good and sensitive design of new buildings adjacent to heritage buildings and in heritage areas is of paramount importance. Good design is essentially about designing in context and having regard to the site and its surroundings. Consideration should be given to the nature of adjoining and surrounding buildings and the overall significance and character of the heritage place.

Design that closely imitates, replicates or mimics the surrounding historic styles should normally be discouraged (ie terrace house replicas or reproduction houses). Design of a contemporary nature that interprets the surrounding heritage places should be encouraged.

Councils are encouraged to develop local policies and specific design guidelines for significant areas. Specific guidelines should take account of the significance of the existing area and the nature of existing development.

In some places it may be beneficial to protect the overall character of adjoining areas with other controls (for example, Design and Development Overlay). The purpose of this is to ensure that significant places are not compromised.

OBJECTIVES

- To ensure that new buildings adjacent to heritage buildings or in heritage areas are sympathetic to significance and character of the heritage place.

- To encourage consideration of the context of the heritage place when designing a new building.

- To ensure that new buildings are compatible to and do not overwhelm the significant heritage places that are visually connected to them.

GUIDELINES

The following matters should be considered in assessing the suitability of new buildings:

- *Significance, character and setting* - New building design should relate to the significance of the heritage place and the character of the adjoining buildings and the surrounding heritage place. A preferred approach is to design new buildings in a contemporary manner that is sympathetic to the surrounding area.

- *Scale* - In designing new buildings in a historic street, area or group of buildings the height and proportions of the new building should reflect the predominant height and proportions of adjacent buildings and the area.

- *Bulk* - The size and shape of the new building on the site should relate to the surrounding buildings. New buildings should not dominate over significant places.

- *Materials, colour, details* - New building design should relate to and use as reference points, the materials, colour and details of adjacent buildings and the surrounding heritage place. New materials may be introduced provided that they are complimentary to the significance of the heritage place.

- *Visual setting*: New building should always visually relate to the heritage place that is connected to it. New buildings should not visually dominate or obscure views or sightlines to nearby historic buildings.

- *Roofs* - Roof shape and material should relate to adjoining historic buildings and the surrounding heritage place.

- *Openings* - The proportions and spacing of door and window openings should relate to those of adjoining historic buildings and the surrounding heritage place. New openings should be avoided where possible and existing access points should be utilised.

- *Setback* - If there are uniform setbacks for adjacent significant buildings and/or the street, it is advisable to maintain the setback in any new building.

- *Orientation* - New buildings should be orientated to relate to existing surrounding patterns.

- *Provision for cars* ie. crossovers - These should reflect the nature of adjoining historic buildings and the area. Existing access points should be utilised where possible. No new crossovers should be accepted.

- *Fencing* - New fencing should be simple, compatible in height with adjoining historic fences, and of a suitable material and spacing to the building and surrounding fences. The exact reproduction of traditional fence styles should be avoided.

- *Details* - Historic details such as small paned windows, cast-iron decoration, ornate decorative details, original window glazing, etc should not be applied. The new building should be recognisable as a product of its time and not create a false impression of age or a style.

- *Project homes* - Project homes, package or kit homes are generally unsuitable, as they are not designed with specific localities in mind. Modifications to their design may be necessary prior to their construction in a heritage area.

- *Outbuildings* - Garages, sheds and other outbuildings should be erected of similar or compatible materials to the primary building. In residential situations, garages or

carports should generally not be located in front of the house. Care should be taken that these are not subject to excess detail and that they are kept simple in design.

- *Signage* – Any signage on new buildings should be contemporary and compliment the character and significance of the area.
- New landscaping should be compatible with the character of any surrounding heritage buildings.
- Applications should be accompanied by an analysis of how the new building relates to nearby historic buildings, incorporating the above elements.

ADDITIONS AND EXTENSIONS TO EXISTING BUILDINGS

GUIDELINE BASIS

A permit is required to externally alter a building for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Few places ever survive in a totally unaltered state. Most undergo some form of change in accord with the requirements of different occupiers. Consequently there should be an acceptance of the process of change and that any change be managed so that what is significant about a place is not adversely affected.

A successful addition is one that on completion is complementary to the heritage place. An addition should not damage significant fabric or intrude on nearby historic buildings or the area as a whole. An addition should not distort or obscure the significance of the place and should not detract from the interpretation of the place. Additions should not mimic the place of significance – it is acceptable for additions to look like they have been added on to the building.

The amount of demolition permitted should be constrained to the amount essential to the feasibility of the proposal. Fabric that is identified to be of significance should not be removed or demolished. Consideration should be given to the setting and views from the surrounding streets and laneways.

There are two main approaches that can be taken, these are:

1. To create an addition in the same style as the original place but with simplified details so it can be distinguished as new work; or
2. To design new work in a contemporary manner that relates to the old work in terms of location, bulk, form and materials.

OBJECTIVES

- To ensure that new additions to a heritage place do not detract from or overwhelm the significance of the heritage place.

- To ensure that new additions to a heritage place are in keeping with the context and setting of the place.

GUIDELINES

- New additions should not dominate a heritage place.

- Additions to facades should generally be avoided.

- Additions should generally be to the rear or less significant elevation or fabric of the building. In some instances it may be found that each elevation has a carefully considered design element, making additions and extensions more difficult to include. In these cases an understanding of the significance of the place, including the design philosophy approach, should be considered.

- New additions should be compatible (able to co-exist) in terms of materials, size, proportions, mass, height, setback, texture, colour, plan configuration, surface configuration and other details to adjoining and/or surrounding significant buildings.

- Care should be taken when considering additions or extensions to a heritage place. New work should be distinguishable from the old. New work should be harmonious and sympathetic with the significant features of the place. This can be achieved by making the new material slightly recessed; a different material to the old; a different texture; surface treatment or by dating the new. The contrast should not be harsh or visually obtrusive.

- Applications should apply site line techniques to determine the degree of visibility of the addition or extension to the public eye. This is especially important where the new building is proposed to be of a greater height than the original building.

- The replication of historic detail in new work should be avoided. Good contemporary design is preferable to copying original design.

- New work should maintain the rhythm, orientation and proportions of the original, especially where visible from the street.

- Design should consider the relationship between openings such as windows, doors and solid walls and the continuation of horizontals such as string courses and plinths. Design should pick up on shapes, mass, scale, heights above the ground of cornices, key mouldings, materials, colours and other details.

- For large additions, the new should be added to the old in a way that it is clearly separate rather than an extension of the original. The two may be joined by means of a visually unobtrusive link.

- Existing openings should be used to facilitate access between the old and the new to minimise the amount of demolition required.

- New roofs should relate to the existing roof form or follow traditional options for additions.

- New work should preserve existing important views of the building and its setting.

- New work should maintain a spatial relationship that is similar with the relationship of the surrounding area to the street or lanes and with adjacent properties.

- New building work should be reversible where possible so to avoid permanent damage to the significant fabric A situation should be established where, if desired, the new building work could be demolished to reveal the original building.

- Previous additions should be retained where they have attained a degree of significance in their own right.

- Previous additions which obscure part of the original building should be removed where evidence of the original is insufficient to enable accurate reconstruction.

- Additions may be removed if they are a great deal less significant than other work, or if they have a negative impact on the understanding of the significance of the place.

VERANDAHS AND SHOPFRONTS

GUIDELINE BASIS

Verandahs and awnings should only be reconstructed where detailed evidence exists of the original or early verandah or awning including materials, design, details and proportions. The evidence might include photographs, plans, drawings and any surviving evidence in the building or pavement.

Where it is known that a verandah or awning was originally a part of the building, but inadequate evidence exists, a low key simple design without historic detailing may be acceptable.

Some historic buildings, however, were designed not to include verandahs or awnings. The placement of a verandah or awning on such buildings may be contrary to the original intentions of the architect and the design. A verandah or awning may obscure (hide) or damage important architectural detailing. Even a low key modern interpretation of a historic verandah may be inappropriate as the features of the building would still be hidden. If sunlight or heat is the problem, other solutions such as internal blinds that can be opened and shut or double glazing should be considered.

Commercial Verandahs

Nineteenth century shopping streets were often lined with verandahs, more as a protection against the sun than the rain. Consequently within the Melbourne city grid and in the suburbs, they were most often erected on the south side of east-west streets and both sides of north-south streets. In the country they were generally erected on both sides of shopping streets and as the climate required. Many were recorded in early photographs and architectural drawings.

In some instances they were originally erected as part of a single campaign. More typically, they were erected building by building, either as part of the original construction or as later additions. They either sloped or curved towards the kerb and occasionally contained a barrel-vaulted central arch. Shop verandahs were usually single storey whereas hotels were frequently double or triple storey in accord with floors of the building.

In some areas (eg the City of Melbourne), verandahs were erected to one or two standard patterns or designs. In other areas, the use of a variety of styles of cast iron or timber verandahs was typical.

Cantilevered style awnings became popular from the 1920s, although earlier examples do exist. They were generally timber-framed and with the fascia clad in flat galvanised sheet steel. The underside was often lined with pressed metal panels.

Domestic Verandahs

Many buildings and houses have or once had verandahs. Verandahs serve numerous functions including shelter from the sun, wind and rain; interior cooling; and the creation of

outdoor sheltered space. Verandahs are also an important design element in many buildings and can provide a great deal of visual interest in their design and in the play of light that is created by the columns, decorative timber, cast iron and other decoration.

On many houses, especially terrace houses, verandahs have been enclosed to create additional rooms. Removal of the later alterations should only be undertaken where the alteration itself is not significant or where the later work has negatively affected the significance of the place.

Shopfronts

Victorian era shopfronts were similar in some respects to today's shopfronts, with a large glazed area above a stallboard and with a side or centrally placed door, depending upon the width of the shopfront. They differed from today's shopfronts principally in the nature of their detailing (splayed glazed window, articulated by moulded glazing bars above a moulded stall board and with the panelled or part-glazed door set back from the street behind a tiled threshold) and the materials used (typically timber framing and timber or rendered brick stallboards).

Early twentieth century shopfronts generally tended to follow the plan form of their predecessors but principally differed in materials. Framing was generally in brass, copper or gunmetal above a tiled or polished marble stall board. The increased strength of the framing eliminated the need for vertical glazing bars. Transoms were retained at the top of the window with the panel above often being infilled with elaborate leadlight. Thresholds were tiled, doors were generally half-glazed timber and soffits were lined with pressed metal panels. In larger stores, shop windows sometimes became large showcases lining the sides of the entry passage or vestibule.

Many shopfronts have changed from the original due to the pressures of retailing, change of use and the desire to present a modern image.

Shopfronts should only be reconstructed when there is detailed evidence of the original. Evidence may be photographic, physical and/or derived from the existing building fabric (marks of fixing points, flashings or wall plates) and reconstruction should pay particular attention to sizes, heights, materials and detailing. On close inspection the modern date of the reconstruction should be apparent.

Slavish copying or reproduction of historic styles for shopfronts for new buildings should be avoided. Instead the design should be a simple contemporary style of shopfront sympathetic to the building and its surrounds. Key design elements (proportion, shape, height, entry arrangements, glazing patterns, materials) of adjoining/surrounding examples may be interpreted and incorporated in the new design.

OBJECTIVES

- To ensure that sympathetic construction occurs within areas that retain or originally had verandahs as part of the heritage place.

- To ensure appropriate conservation, restoration and alteration of verandahs and shopfronts occurs within commercial areas.

- To enhance the understanding and appearance of heritage places through the use of appropriate verandahs and shopfronts.

GUIDELINES

- All original verandahs, awnings and shopfronts on significant buildings and in significant areas or streetscapes should be retained and conserved.

- The accurate reconstruction of missing verandahs, awnings and shopfronts where detailed evidence exists should be encouraged.

- For both repairs and accurate reconstruction, any replacement material should generally match the old. Attention should be paid to sizes, heights, materials and detailing, although on close inspection the new material should be apparent from the old.

- Where replacement of a verandah is required and evidence does not exist of the original verandah or shopfront, a simple verandah/shopfront of the general form, dimensions and materials of the period should be constructed. Historic detailing should not be replicated. The verandah/shopfront should be suitable for the building and the surrounds.

- The design of some buildings is such that the later addition of verandahs would be inappropriate as it may upset the original design, distort the evidence of the past and may even damage building decoration and details.

- On new buildings shopfronts and verandahs should be designed specifically for the building. They should be contemporary in nature but sympathetic in height, proportions and form to the adjacent and surrounding historic buildings.

- Original or early verandah flooring should be maintained and conserved.

- Verandah roofs should be painted the same colour as the main roof, unless evidence exists of another colour (eg striping).

- Modern awnings are generally inappropriate on heritage buildings.

FENCES: DEMOLITION AND CONSTRUCTION

GUIDELINE BASIS

A permit is required to demolish or remove a fence and to construct a fence for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Fences and gates have numerous functions. In addition to their ornamental role, they may define the boundary line of a property; provide security to the house; discourage people and animals from leaving or entering; provide privacy and protection from the weather and noise. They may contribute to the heritage characteristics of the building or place for any or all of these reasons.

Historically domestic front fences, even on isolated rural cottages, have generally been of a height and style which permitted a view into and out of the property while side and back fences have tended to be higher and more solid to ensure privacy. High front walls in urban areas are a recent phenomena which has been encouraged by a desire for privacy, a perception of the need for greater security and, in some cases, a need for acoustic insulation. (Note: Neighbourhood Watch and the police advise against fences which don't permit visual access from the street. See their website at www.police.vic.gov.au/nhw/).

Victorian fences were generally of three styles. These included timber pickets with chamfered posts and plinths; iron spears set on a bluestone or rendered brick plinth; or capped corrugated iron with timber posts.

Fences were constructed with various levels of embellishment and were generally painted. If the fence was a simple fence, additions and elaborations should not be encouraged.

Edwardian fences continued the tradition of the Victorian timber picket fence but also introduced variations in the size, spacing and height of the pickets and incorporated pierced Art Nouveau motifs, turned and bevelled mouldings and solid panels in gates. Red brick fences displayed bullnose and splayed edges, and recessed or open panels. Wire or scrolled ironwork fences also became popular.

Between the wars "Cyclone" chain-link or twisted wire fences and gates, sometimes incorporating galvanised pipe rails and timber plinths and posts and simple geometric ironwork gates, were typical. Solid fences, face brick or stucco, were low and matched the design of the house in the use of materials.

Fences in an intact heritage streetscape can be an integral part of that area.

Rural or agricultural fences have generally tended to be undressed timber post and wire, with early post and rail fences remaining in some areas. On the volcanic plains, dry stone walls are common. Some log and chock fences remain. Old rural fences should be retained when a new fence is installed.

OBJECTIVES

- To ensure that original and significant fences are retained where possible.
- To ensure that new fences are constructed in a manner sympathetic to the significance of the heritage place.
- To enhance the understanding and appearance of heritage places through the use of appropriate fences.

GUIDELINES

- Significant fences and gates should be retained and conserved.
- Early rural timber and wire fences, post and rail fences, log and chock fences, dry stone walls, brush fences, hedgerows and patent metal fences are rare and should be retained and conserved.
- Significant fences, gates and walls, which have been damaged or have deteriorated, should be repaired rather than replaced. It should be possible on close inspection to tell the new repair work from the original material in the fence.
- Aluminium or steel rods should not be used to repair or replace elements of iron palisade fences as they can cause corrosion of original material.
- Significant fences should not be increased in height. For privacy and noise reduction a hedge or planting behind a traditional fence might be an acceptable alternative. Hedges can be effective in terms of noise reduction. A plant species appropriate to the period of the house would be suitable.
- The reconstruction of a previously demolished fence for a heritage place should be based on evidence and research of the previous fence. If no evidence can be found, the new fence should reflect the design materials of a typical fence for that house style, without replicating historic detailing.
- New fences in a heritage area or for historic buildings, where there is no evidence of the original, should be simple in design and reflect fence heights of significant fences in the area, material, style, spacing and openings. Replication of historical detail in new fences is not appropriate.
- Where no fence was ever intended in a heritage area or for a historic building, alternative options should be encouraged, such as landscaping, window glazing, etc.

EXTERNAL ALTERATION OF AN EXISTING BUILDING: Roofs, Chimneys, Walls, Windows, Doors

GUIDELINE BASIS

A permit to externally alter a heritage building by structural work, rendering, sandblasting or in any other way is required for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

This control includes works done to roofs, chimneys, walls, windows and doors.

Roofs and Chimneys

As well as their protective function, roofs are important historic and visual elements that can be a major feature of an architectural style and contribute to a building's character and particularly the heritage qualities of a precinct or townscape. Like other architectural components, their form varies according to fashion. The roof form, colour, texture and shape whether prominent or almost disappearing, plays an important role in the overall style of a building and the precinct.

For the above reasons, a change to the visual form or function of a roof, such as the pitch or cladding material, can affect the architectural qualities of the building or structure. Generally, it is best to retain the existing character of the roof of a significant building, keeping its form, structure, materials and detailing.

Chimneys can also form an important part of a roof form and can be indicative of a building's design. They are often highly visible, decorative and can contribute to a significant building or group of buildings.

External Walls

It is essential to understand the function and structure of a wall before considering alterations. Successful repair and maintenance of external wall material whether it is stone, brick, timber, metal, terracotta, glass or its mortar will enhance the life of the building. Poor quality work can both disfigure it and accelerate deterioration.

Expert heritage advice should be gained to recognise, locate and diagnose problems, to locate the correct replacement material to match the original and to supervise skilled workers.

Masonry Walls

Masonry construction consists of heavy individual load bearing units including bricks, stone, concrete blocks, clay tile, terracotta units and glass blocks. The most common use of masonry is for the exterior wall of buildings. Mortars for masonry combine sand, lime and cement in varying proportions with greater percentages of cement being used in the twentieth century.

The greatest danger to historic masonry construction is usually from relatively recent repairs using hard mortar of high cement content. Hard mortar transmits stresses to the brick or stone; soft mortar absorbs stresses from the masonry. Mortar with a higher lime content has a greater porosity and flexibility. Hard-mortar repairs simply crack and crush the relatively soft stone or old brick, often have different qualities and often look different to the original.

Timber Walls
Timber is a common building material. It is strong, easily worked, competitively priced, structurally durable and also suitable for decorative carving.

Timber also has weaknesses. It is flammable and vulnerable to biological decay from moisture, insects and fungus. Timber is frequently painted as a means of protection. While paint also weathers, regular maintenance can avoid the need for costly renewal.

Windows and Doors

Windows and doors are critical elements in the overall appearance of a building. They are some of the myriad of individually designed details, which collectively make a fundamental contribution to the overall design of the building and the way in which it is presented and perceived.

Changes to windows and doors can have a dramatic effect on the appearance of the building as a whole. The various historic styles each have their own distinct window and door treatments and the logic of a design can be lost through the introduction of unsympathetic or inappropriate new elements and through the removal or destruction of original or early design elements.

It is preferable to repair rather than replace original or significant doors and windows and replace in kind when too far decayed to repair.

Before alterations are undertaken the significance of the door or window fabric must be understood. Consideration should be given to:

- date of installation;
- location and stylistic association with the building as a whole;
- size, shape;
- manner of operation;
- material, profiles, dimensions;
- glazing type and glazing divisions;
- craftsmanship of components and assembly;
- rarity of type;
- hardware and accessories.

OBJECTIVES

- To ensure that the external features of a heritage place are conserved in an appropriate manner.

- To enhance the understanding, appearance and significance of heritage places through the use of appropriate external features.

GUIDELINES

Roofs

- Original, early or otherwise significant roofing materials (such as galvanised corrugated iron, slate, clay or concrete tiles, shingles, Morewood and Rogers iron tiles, Marseilles tiles etc) should be retained and any repair work should be undertaken in the traditional material of the roof.

- Patterns in the colour and layout of slate roofing should be maintained.

- The profiles and colours of the original materials should be maintained as closely as possible. Care should be taken to recognise and replace the detailing carefully.

- Gutters, fascias, soffits, barges, finials, original or early gutters etc should be maintained and conserved.

- Details such as flues and ventilators should be retained and conserved.

- Rainwater heads and downpipes, earthenware pipes etc should be retained and conserved.

- Consideration should be given to important views of a significant building when considering the introduction of new elements to the roof such as skylights, solar collectors or satellite dishes. Consideration should be given to the placement, design and size of new elements.

- Original form of the roof should be maintained.

- Where galvanised iron must be replaced it may be advisable to use the thicker coated Z600 galvanised steel as the standard Z450 sheet has a much thinner coating than the hot dipped sheets from the past. In less visually dominant situations and in maritime climates where galvanising is less effective, it may be acceptable to use Birch Grey Colourbond® to simulate slightly weathered galvanising or Heritage Red to represent a painted roof from the Federation period. The use of Zincalume® is not generally acceptable as it is slow to weather and loose its high reflectivity.

Chimneys

- Original chimneys should be retained and conserved.

- Repairs to chimneys should be in materials to match the original.

- Where a chimney is missing it should be reconstructed if detailed evidence exists of its material, design, scale etc. Where little or no evidence exists, a simply designed chimney that takes its material, design and scale from that of the building should be constructed.

- Where chimney pots are missing or badly damaged they should be replaced to match the others remaining.

Skylights and Roof Windows

- The installation of dormer or attic windows in the roof should be carefully considered so that their visual impact is reduced - they should not detract from or dominate the appearance of the roofline. Where possible they should be installed in the rear or side elevations, but also taking into account the silhouette of the roof. In some instances skylights might be preferred to dormers or attic windows and this will depend upon the elevation and the roof pitch.

- Skylights should not be located on front or street elevations or be visible from front or side streets.

- Flat glass skylights are preferable to PVC or "bubble" skylights which should be avoided.

- Dormer windows should not detract from the significance of the place or affect significant fabric and are rarely acceptable in front facades.

Walls

- Additions or repairs to a historic building should be undertaken in a material to match that of the original, with consideration given to colour, texture, composition, dimensions and detailing.

- Cleaning of external wall materials should follow professional advice for the conservation / restoration of these materials to original condition.

<u>Masonry Walls</u>

- When replacement of materials is necessary the new material should be carefully matched to the original.

- *Brick* - Special consideration should be given to matching colour, texture, dimensions, bonding pattern, mortar colour and content and profile to the original material.

- *Stone* - Special consideration should be given to matching durability, composition, porosity, colour, texture, size, profile and to source the location of the original material.

Generally, the use of artificial stone for repairs should be avoided. Owners of stone buildings should seek expert advice prior to any work.

- *Mortar* - For masonry a mortar mix no stronger or stiffer than the historic mortar should be used. Modern formulations with high proportions of Portland cement should be avoided.

Timber Walls

- Only unsound timber sections should be replaced with as much original material retained as possible. Any replacement timber should match the species, water content, dimensions and profiles of the original.

- Original timber cladding should not be covered or replaced with artificial cladding such as vinyl or aluminium.

- Only gentle means should be used to clean or strip wood or finishes before repairing and refinishing. Sound, well bonded paint should not be removed. Wood should not be sandblasted or water blasted under any circumstances.

- Exterior wood should be properly finished to prevent its deterioration. Only rot resistant woods such as red cedar that was not originally painted may be left unfinished.

- Paint is the most common historic form of protection. Traditional practices for scraping, sanding, cleaning, filling, treating, priming and painting wooden surfaces should be followed.

Windows

- Windows should be repaired rather than replaced if they contribute to the significance of the place and are largely sound and intact. If they can be readily repaired this should be done.

- Generally the installation of new window openings to principal facades and elevations should be avoided. Any new window opening should be sympathetically designed but clearly distinguishable as a contemporary alteration.

- Any badly deteriorated components should be replaced in kind, if rest of window is sound.

- Where necessary any existing original/early windows and window details including frame, architrave, sash, glass, glazing bars, hardware and shutters should be retained and repaired.

- Where replacement is essential, new work should match the original in terms of style, materials, detailing and dimensions.

- A window should be replaced only when the majority of the window is missing or severely damaged, where it no longer fits properly and cannot be repaired.

- When later period windows have no significance or when they detract from the significance of the building they should be replaced with a design more sympathetic to the building.

- Inappropriate "modernisations" such as horizontal metal sliders and fixed modern frames should be replaced where these detract from the significance of the place.

- Filled in or previously damaged window openings may be reconstructed. Any replaced windows should match historic profiles, shapes, dimensions, details and materials on the basis of thorough research.

Glazing

- Any double glazing should maintain dimensions and profiles of the original, and should not obscure the rhythm of sash joinery or alter the depth of the window recess or create a reflective effect.

- Effort should be made to maintain and preserve special forms of glazing.

Shutters

- Exterior shutters should be maintained and preserved. Missing shutters should be reconstructed only on the basis of thorough research.

- The unauthentic installation of exterior shutters to windows should be avoided.

Doors

- Original, early or otherwise significant doors should be retained and repaired appropriately where necessary.

- Original or early hardware (doorknobs, locks etc), door surrounds (fanlights, pilasters, sidelights etc) should be retained and repaired as necessary. Historic reproduction detailing or hardware should not be added to doors or architraves where none existed.

- Original or early screen doors should be preserved where they exist. Any new screen door should be simple and compatible in colour and proportion to the main door and cause minimum damage to door surrounds.

- 'Period' doors should not be installed without documented evidence of their existence. Where no evidence exists a modern door of the general form, dimensions and materials of the period, but without historic detailing, should be installed.

- Generally the installation of new door openings to principal facades and elevations should be avoided. Any new door should be sympathetically designed but clearly distinguishable as a contemporary alteration.

- New security doors and screens should not detract from the features of a heritage place. Any new security door should be simple and unobtrusive.

TREATMENTS AND FINISHES TO THE DECORATION OF A PLACE

GUIDELINE BASIS

A permit for the re-decoration and painting of heritage places is generally required for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

A number of treatments and finishes are found on heritage places, including render, mouldings, cast and wrought iron decoration, tiles, glass, tuck-pointing and paint. The original treatment and finish often adds to the significance of a place and as a result, applications of treatment and finish are important. The original decoration and painting is an essential part of the original design, style or period.

As there are a number of different treatments and finishes, the guideline has been broken into a number of sections.

Render
The application of render to the external walls of buildings served to both decorate and protect the original wall materials. The removal of the original render coating from the underlying masonry be it brick or stone will detract from the significance of the building and expose the masonry and mortar to the destructive effects of weathering and atmospheric pollution. The removal of render can increase the risk of damp penetration. As render was often also applied as a decorative treatment, its removal may be contrary to the intention of the building's architect or builder. Any repairs to render should be carried out by an experienced tradesperson following consultation with heritage professionals.

Ornamental Mouldings
Decorative mouldings and ornamental work were often incorporated into nineteenth and early twentieth century places in the form of urns, balustrades, brackets, cornices, hood mouldings, parapets etc. These mouldings were usually made from a cement, lime and sand mixture, but were occasionally unpainted brickwork.

Sandblasting and Paint Removal
Masonry, be it brick or stone may have been painted as protection from weathering and pollution or to hide the masonry material. The process of removing paint by sandblasting, chemical treatment or other means can damage the masonry and, once exposed, the masonry and mortar are exposed to further damage and deterioration.

Paint may be removed from masonry where the significance of the building is best understood from its unpainted condition. For example, polychromatic brick work was intended to be a major design element in the facade and was not designed to be painted. However, some polychrome brick buildings have been painted at later stages. This paint is best removed by the gentle application of a solvent that is removed by steam or hot water.

Sandblasting should be particularly avoided as it removes both the paint and the hard outer surface of the bricks. The bricks therefore lose their protective qualities against damp penetration. Sandblasting will also cause damage to tuck-pointing and mortar and nearby joinery, such as the timber joinery on windows and doors.

There are often milder forms of air-abrasive cleaning using organic materials such as ground walnut shells. These are best applied by specialists.

Cast and Wrought Iron Decoration
Cast iron and wrought iron were very popular materials of the nineteenth century and can be found in the form of fences, gates, verandah balustrades, friezes and porch rails on many Victorian buildings.

Tiles
Ceramic tiles are often found on the risers of front steps and inlaid on the facades of Victorian buildings. Earthenware tiles, known as tessellated tiles, were used to pave verandahs, porches and front paths of the exterior of Victorian houses. Ceramic and tessellated tiles contribute to the significance of a building or place and may also be of significance in themselves.

Glass
Many historic buildings may have decorative or functional glass including leadlight, stained glass, embossed and etched glass, sidelights and fanlights. Decorative and functional glass often contributes to the significance of the building and may also be significant in itself.

Tuck-pointing
Tuck-pointing was carried out as a decorative treatment to the mortar surrounding each brick or stone, to highlight the individual elements.

OBJECTIVES

- To ensure the features of a heritage place, including the external decorative treatments and finishes, are conserved in an appropriate manner.

- To enhance the understanding and appearance of heritage places through the use of appropriate external decorative treatments and finishes.

GUIDELINES

Render

- The removal of original render from external walls should be avoided.

- Repairs and re-rendering should match the material, colour, texture, composition and pattern of the original render.

- Rendering of non-rendered surfaces to cover deteriorating stone or bricks should be avoided as this does not address the source of the problem. It may also lead to technical problems with the trapping of moisture beneath the new render.

- The painting of unpainted render should be avoided.

- A rendered surface should not be sandblasted under any circumstances.

Decorative Mouldings

- Damaged mouldings should be repaired where possible.

- Mouldings may be replaced where missing or substantially damaged. They should be replaced with a moulding that exactly matches the original. Modern, "off the shelf" mouldings should be avoided.

- Mouldings that are reinforced with untreated or galvanised steel should be avoided (as this will rust).

Sandblasting and Paint Removal

- Sandblasting and other abrasive methods of paint removal should be avoided.

- When a milder form of air-abrasive cleaning is recommended, works should only be undertaken with the advise of a professional conservator.

- Where paint removal is appropriate it should be carried out using a gentle non damaging solvent treatment.

- A sample of the paint removal process should be undertaken prior to approval being given for the whole surface.

Cast and Wrought Iron Decoration

- Original cast and wrought iron elements should be conserved.

- Damaged cast iron should be repaired where possible rather than replaced.

- Carefully controlled methods of sandblasting on cast iron is acceptable. Finished pieces should be coated with a base coat of fish oil or paint to immediately protect it from the elements.

- Aluminium or steel should not be used for repair or replacement of cast or wrought iron elements as they look and weather differently from cast or wrought iron.

- Where all cast and wrought iron elements have been previously removed and reconstruction is desired, the same material as the original should be used and attempt should be made to match the original pattern.

Tiles

- All original tiles should be maintained and conserved.

- Any necessary replacement of tiles should match those still existing and/or be sympathetic to the style and period of the house.

Glass

- Original, early or significant glass should be retained and conserved.

- Original, early or significant glass should be repaired where possible rather than replaced.

Tuck-pointing

- Repairs to tuck-pointing should be undertaken in a similar strength, colour, and composition to that existing other than where the original has failed due to poor design.

- Tuck-pointing should be undertaken using the same methods as that of the original and should be undertaken by an experienced tradesperson.

WORKS UNDERTAKEN BY LOCAL GOVERNMENT

GUIDELINE BASIS

Local government should make every effort to provide a good example to the rest of the community by setting a consistently high standard in the retention and maintenance of the heritage places that they manage.

In some instances, works may be exempt under the General Provisions of the Victorian Planning Provisions from the need for planning permission despite the Heritage Overlay control. This would include works such as installing traffic signals, fire hydrants or parking meters or building or works associated minor utility installation. Even if planning permission is not required, the opportunity should be taken to ensure an approach that is sensitive to the significance of the place. This is particularly important given the role of local government in setting a good example to the community.

In addition, it would be appropriate in some circumstances for local government to consult particular community interest groups when proposing works that affect public land.

The public may expect action to redress problems of traffic management, noise, car parking and amenity over time. However, in proposing any change the impact of the works on the cultural significance of the place should have first consideration.

No permit is required for routine repairs or maintenance that do not change the appearance of a heritage place. The repairs must be undertaken to the same details, specifications and materials.

If the place is listed on the Victorian Heritage Register a permit will be required from Heritage Victoria.

Roads
Where the resurfacing of a road uses different materials or treatments, a permit will normally be required.

In some areas, roads may adopt a low key design approach and this may be part of their significance. Examples are the simple unpaved or grassy verges that informally characterise roads in some rural areas and townships. The adoption of standard engineering designs can fundamentally change the character and nature of these roads.

In some instances, especially in rural areas, unpaved roads are essential to the character and appearance of the place (eg Bickleigh Vale Village, Mooroolbark).

Road Widening
Road widening can result in the demolition or removal of historic buildings and structures, loss of open space or informal roadside verges and drains and the removal of significant trees, all of which may fundamentally change the historic values of an area.

Speed Humps, Roundabouts and Traffic Islands
Because speed humps, roundabouts and traffic islands represent fundamental changes to the traditional appearance of the street, their introduction should only be considered where traffic management and safety reasons are paramount and where other less interventionist traffic solutions are impractical. Such features usually involve a number of other physical changes to the street such as line markings and warning signs. The cumulative impact of both the traffic management devices, signage and line markings may be substantial.

Drains, kerbing and channelling
Drains, kerbs and channels often constitute important elements within heritage areas. They often display unusual treatments, materials or high standards of construction. Apart from being an important element in many historic areas, they may be of intrinsic significance in their own right.

Replacement of stone kerbs, channelling and carriageways with new materials has destroyed much of the original urban fabric and has had a negative impact on the character of many heritage areas. In such cases it would be preferable to undertake repairs to the fabric rather than to fundamentally change their appearance by adopting new materials and treatments.

Often remnants of original structural elements are discovered during drainage works, such as verandah posts. Care should be made during the works to record the fabric found and to avoid damage to these structures.

Median Strips
Care should be undertaken when introducing median strips into heritage areas particularly where these are not part of the traditional character of the area. While such initiatives may be intended to enhance the appearance of the area, there is an inherent conflict where median strips are not part of the traditional appearance of the street.

In some cases the inappropriate planting of a new medium strip may be the main problem. For example, some straight broad streets may provide distant views and vistas to buildings, landmarks or distant features. Tree plantings in such situations may disrupt these distant views.

Pedestrian Malls and Urban Design and Townscape Treatments
The creation of pedestrian malls can have an impact on the life of the street and the character of a commercial or tourist area. Historically part of the nature of a shopping area is its relationship to the street and the passing traffic, both vehicular and pedestrian, and the separation of this relationship can have a negative affect on heritage values.

In addition, some beautification and urban design projects in commercial and tourist areas can be incompatible with the traditional character of a heritage area. The overall design, selection of materials, furniture and features is critical if a negative impact is to be avoided. The introduction of pseudo-historical elements can be just as negative as inappropriate new ones. A good design which utilises the traditional materials and colours to be found in the locality and responds to essential elements of the area would be more likely to produce a

better result in which the heritage values are at least maintained and are preferably enhanced.

External Lighting
Heritage areas will often contain original lamp standards and other light fittings. These should be retained. Additional new fittings could also be introduced to meet safety regulations.

Street Furniture and Features
Heritage areas will often contain surviving original street furniture and features. These might include bollards, horse troughs, seating, hitching posts etc. Such fabric is essential to the significance of heritage areas and their retention should be a matter of course.

Works in the Parks and Gardens
Often public parks are owned and/or managed by local government. The layout of parks and gardens, including pathways, built structures, the patterns of tree plantings and the types of trees planted, are often a significant feature of the garden and can be enjoyed by those who visit it. Some works that occur in parks and gardens are incompatible with the significance of the area. A management plan, prepared by Council, is often a good method to tease out the heritage implications of proposed works.

A Conservation Management Plan, or master plan, is a sound approach to management and good conservation practice. A Conservation Management Plan should outline what development and works are proposed for the next few years – a 3 year masterplan is generally acceptable. Following approval and endorsement by the local Council of this masterplan it could be included in the Heritage Overlay as an Incorporated Plan. Any works done in accordance with an Incorporated Plan would then not require a planning permit.

OBJECTIVES

- To conserve, enhance and retain significant elements in the public realm.

- To enhance the understanding and appearance of public heritage places through appropriate works.

GUIDELINES

Roads
- Original, traditional or significant road treatments and details should be retained and conserved.

- New road treatments should be undertaken with care. The traditional materials and colours of the area should be adopted.

- New treatments which introduce materials, patterns, details and colours that are foreign to the traditional character of the area should be avoided.

Road Widening

- Where possible significant buildings, structures and plantings should be retained in any road widening proposals.

Speed Humps, Roundabouts and Traffic Islands

- In assessing new works such as roundabouts, traffic islands or speed humps the impact on the significance, character and appearance of the area should be the main consideration.

- In assessing the compatibility of such features it is essential to also have regard to the particular purpose of such structures and their particular physical requirements. Standard designs are often recommended for road safety devices. Occasionally, modifications to the standard designs may be appropriate to satisfy heritage considerations.

- New works should be recessive in terms of scale and materials. It should not be visually intrusive when viewed within the overall context of the street. While it may be visible in the background it should not attract particular attention.

- Speed humps, roundabouts and traffic islands are particularly intrusive and so must be designed with consideration of their impact on the heritage significance of the place.

- Original, traditional or significant road treatments and details should be retained and conserved. New treatments which introduce materials, patterns, details and colours that are foreign to the traditional character of the area should be avoided.

Road Closures

- Prior to the decision to proceed with a road closure, the impact on the heritage significance of the heritage place should be assessed. Road closures should only be undertaken where they will not have a significant impact on the heritage significance of the place.

- Road closures that are implemented should be designed to leave indications of the original street pattern and detail. For example, the line of the original kerb might be retained as part of the road closure design.

- Maintenance of the materials and planting to maintain the area's amenity should be considered. (This issue may related to maintaining the character as opposed to the historic significance of an area and should be treated accordingly).

Drains, Kerbing and Channelling

- Original, traditional or significant drains, kerbs and channels should be retained and conserved.

- New drains, kerb and channel treatments should be undertaken with care, using the traditional materials and colours of the area.

- New treatments which introduce materials, patterns, details and colours that are foreign to the traditional character of the area should be avoided.

Median Strips

- Median strips should be avoided in situations where they impact negatively on the significance of the heritage place.

- Consideration should be given to the planting of suitable trees or use of plants of traditional character of the area along medium strips if they are installed.

- Consideration should be given to tree plantings or medians for their potential impact on views and vistas.

Footpaths and Pavements

- Attention should be paid to the retention of existing pavement materials, detailing and construction associated with heritage places. For example, some areas may still retain original flagstones. Occasionally the original paving materials may be buried beneath a later layer of asphalt, concrete or other material.

- Care should be taken before the introduction of new paving materials or treatments to first assess their impact upon the character, significance and appearance of the heritage place.

- The tendency to introduce urban design treatments which are foreign to the established character of the heritage place should be avoided (eg introducing red brick or feature paving into an area where this is not a traditional material).

Pedestrian Malls and Urban Design and Townscape Treatments

- The impact from the introduction of pedestrian malls and townscape treatments on the heritage significance of the heritage place should be thoroughly analysed prior to the decision to undertake such works.

- As a primary consideration, townscape treatments should aim to enhance the heritage values of the area, through promoting the repair, conservation and interpretation of the contributory heritage buildings and features.

- New treatments should be sympathetic, low key and adopt the traditional colours and materials of the area. They should not introduce urban design treatments that are foreign to the established character of the area.

- The introduction of new, so-called “heritage” elements, such as seating, gas-lamps, fountains, plantings, fences is inappropriate.

- The authentic and accurate reconstruction of missing elements, such as seating, gas-lamps, fountains, plantings, fences and kerb and channelling may be appropriate where these can be based upon good evidence of the original feature.

Posts, Poles, Parking Meters, Traffic Signals and Signs

- In areas that were previously uncluttered, unnecessary and visually intrusive clutter caused by the proliferation of posts, poles, parking meters, traffic signals and signs should be avoided. Where signs can be grouped on the one support this should be attempted.

External Lighting, Street Furniture and other features

- Surviving early lighting fittings should be retained and conserved.

- Original or early street furniture or fixtures should be retained and conserved.

- New lighting, furniture and features should be of a sympathetic, low key design compatible with the significance and character of the area.

- The introduction of reproduction heritage lighting, gas-lamps, or street furniture is inappropriate unless based upon evidence of the original design. The authentic and accurate reconstruction of missing elements may be acceptable where this is based upon good evidence of the original.

Works in Parks and Gardens

- The heritage of significant parks and gardens should be protected, nurtured and strengthened. Major works to parks or gardens of particular cultural significance should be based on an understanding of cultural significance.

- New buildings and works in parks and gardens of cultural significance should relate to the surrounding places and be suitably designed to avoid negative impacts on the significance of the park or garden setting.

- Any reconstruction of elements should only occur if they are based on thorough and detailed documentary or physical evidence. This applies to both buildings (such as gazebos, greenhouses, fountains etc) and to pathways and plantings. It may be possible through the interpretation of old plans and photographs to reinstate the original landscape, plantings, path systems and other garden features.

- Any new buildings or works should be contemporary interpretations and whilst sympathetic in design to their surrounds should not mimic a historic design.

- The preparation of long term conservation management plans for parks and gardens should be encouraged.

INSTALLATION, DEMOLITION AND ALTERATIONS TO UTILITIES AND SERVICES

GUIDELINE BASIS

A permit for the demolition, alteration and construction of utilities and services is required for places on the Victorian Heritage Register. A permit is required to construct and carry out works for places listed in the Heritage Overlay of local planning schemes.

In some instances such works may be exempt from the need for planning permission despite the Heritage Overlay control (refer to Section 62 of the Victorian Planning Provisions). Even if planning permission is not required, such as for those works listed in the General Provisions of the Victorian Planning Provisions (example: oil pipelines), the capacity may exist to consult and negotiate with service authorities to ensure an approach that is sensitive to the significance of the place. Similarly, all departments of the responsible authority for that municipality should be made aware of their heritage responsibilities and encouraged to adopt appropriate standards for development and works.

OBJECTIVES

- To ensure that any construction of a utility service does not disturb, alter or diminish the cultural heritage significance of a heritage place.

- To ensure that any alterations or the demolition of a utility service does not detract from the significance of the heritage place.

GUIDELINES

These guidelines address the issues associated with a permit application to install utilities and services. It covers such matters as:-

- The reticulation of underground services and utilities for areas such as for the supply of electricity, water, gas, telephone etc.

- The placement and installation of electrical wires, meter boxes, fire and security devices, plumbing, heating, cooling etc in significant buildings.

- The removal or alteration of original or early services and utilities installations such as plumbing pipes, heating systems, fire and security devices etc, which in themselves may be significant.

Neighbourhood Services and Utilities

- As part of the reticulation of underground services or road construction, archaeological remains may be discovered and care needs to be taken when working in likely areas.

Detailed guidelines including legal obligations, are contained in the leaflet for Historical Archaeological Sites in the Victorian Heritage Manual, obtainable from Heritage Victoria.

- Care should be taken to minimise the physical and visual impact of the reticulation of services. Wherever feasible, services should be laid underground in heritage areas and with regard to significant landscape features and plantings.

- Care should be taken to avoid damage to significant paving, gutters, kerbing, drains, foundations, and conduits or other elements along the route, particularly in older areas. Relocate where necessary.

- Consideration should be given to all mature trees, especially significant trees, and the potential effect of the service provision on the root system.

- Wherever feasible, the number of poles should be reduced by using them for more than a single purpose. Do not use trees in lieu of poles.

- Avoid heavy pruning of trees under power lines where feasible. Street trees should be chosen and located in a manner to avoid this situation in the future.

- The remnants of earlier services such as lamp posts, bollards etc, should be retained and conserved.

- Well-designed modern street lighting and furniture should be installed in preference to historic styles in areas where there is no precedent.

- Where feasible, routing pylons through significant landscapes should be avoided.

- Alterations to drainage patterns that might have an adverse effect on the historic place should be avoided.

Domestic Services and Utilities

- In general, the installation of new services should be in an inconspicuous location (ie not to the facade of the house but in the sub-floor or roof spaces or underground if feasible).

Electrical

- New electrical services should be installed inconspicuously with minimum damage to the fabric of the building or place. For example, it may be more appropriate to run electrical wires underground in some situations.

- Modern electrical switchboards should be located in an unobtrusive position, preferably not on the street elevation of a building.

- The damage to important surfaces and areas should be minimised or eliminated.

- Unobtrusive fittings should be installed. Historical recreations should be avoided where evidence does not support such designs.

- Significant electrical fittings, conduits and wiring should be retained. The installation of any new systems should occur alongside the original and/or early system.

Plumbing, Heating and Cooling

- Early plumbing fittings and fixtures should be retained and used wherever possible.

- New plumbing pipework should be sensitively located to minimise its impact on significant fabric.

- The impact of any external heating or cooling unit should be minimised and the impact of the service on the internal climatic environment should be considered.

Fire and security

- As the addition of fire stairs and exits can be detrimental to the appearance of a significant building, the first option should be to look at fire prevention methods to deal with the potential threat.

- Fire services should be installed in such a manner as to not affect the significant fabric of the building.

- Visual impact of fire services should be kept to a minimum.

- Where possible, security doors and window grills (unless original or significant) should be avoided, particularly on houses, except as a last resort. Because security grilles can be visually intrusive and can restrict egress in emergencies other security options should be first explored (eg deadlocks to doors and windows; peep-holes; electronic security systems etc).

SIGNAGE

GUIDELINE BASIS

A permit to construct or display a sign is required for places listed in the Heritage Overlay of local planning schemes and for places on the Victorian Heritage Register.

Historically, signs were rarely placed on pilasters, architectural mouldings or across rustication (incised decorative patterns). They were placed so as to allow the architectural details of buildings to remain prominent.

Depending upon the building or place, appropriate sign locations may include:

- A solid parapet/pediment above a cornice;
- The horizontal entablature or panel below a cornice;
- Spandrel panels below windows;
- Ground or first floor windows;
- Notice boards or plaques on ground floor pilasters;
- Small signs limited to individual architectural elements such as a rendered block;
- On a small plaque beside the entrance door;
- On side upper-storey walls/party walls able to be viewed above adjacent buildings;
- Verandah (ground or upper floor) fascia as well as the possible side valance panel formed by the roof profile;
- On panels on fences;
- As a free-standing pole sign or low level sign.

It is recognised that the need for signage is an essential part of carrying on a business. However, inappropriate or excess signage can detract from the appearance of a building and streetscape, or heritage area.

OBJECTIVES

- To ensure that signage does not have a detrimental effect on the cultural heritage significance of a place.

- To ensure the retention and conservation of historic signs.

GUIDELINES

- Generally, signs on individual buildings or within areas of heritage significance should be discreet and should complement the building or area. They should not cover or obscure significant fabric.

Numbers

- It may be necessary to restrict the number and/or size of signs to be affixed to a heritage building or on a property in a heritage area.

Size

- In general, there are no standard sizes for signs in heritage areas. They may vary according to the design and history of the place or its environment. Signs should be an appropriate size not to dominate the historic place.

- Permanent signs on shop windows should not cover more than 25% of the window area, between the windowsill and window-head.

Fixing

- New signage where attached to the place should be capable of being removed without causing damage to the fabric of the place.

- Signs were rarely suspended below verandahs of 19th century and early 20th century buildings. Signs suspended below these verandahs should be discouraged. If allowed, the signs should be small and painted in an unobtrusive colour.

- New signs should be discouraged from being cantilevered from the shell of 19th and early 20th century buildings.

Placement

- Advertising should be placed in locations on the building that would traditionally have been used as advertising areas. If the building has no such locations, advertising signage should be discouraged as it would be inappropriate. Instead, a small sign fixed on the fence or a where there is sufficient space, a small free standing sign should be used.

- Skysign opportunities will be rare. No signs should break a historic parapet or roofline of a building. A possible exception is single-storey verandah rooflines, where signs sometimes project above verandah spouting or across the verandah roof.

- The location of a sign on a side-walls should be carefully considered. The sign should not dominate the wall or detract from the historic significance of the place.

- The architectural characteristics of a place should always dominate. For example, signs should not be placed on first floor verandahs, balustrades, in front of windows or in front of cast iron verandah frieze work.

- Signage does not necessarily have to be attached to a building, and where there is sufficient space, owners or tenants should explore free standing signage options.

Design

- It is not usually necessary to attempt to create or recreate an 'historic' character in advertising, however modern standardised 'trademark' advertising may not always be appropriate. Some modification may be necessary to the size, materials and illumination of 'trademark' advertising where affixed to heritage buildings or in heritage areas.

- As the external colours applied in different historic periods varied and were more limited in range than today, it is wise to research appropriate colour ranges for places in heritage areas.

- No new signs should be painted on unpainted masonry walls.

- Fluorescent and iridescent paints should be avoided.

Corporate Signs

- Corporate image requirements such as specific colours, should be adapted to suit the individual location and building. The importance of the heritage area should be emphasised through the adaptation of any corporate image.

- Corporate signs should not detract from the detail or decoration on an established building.

- Non-standard designs of signage can reinforce the cultural and visual qualities of the heritage building or area. While the non-standard sign may be more expensive for the corporation, it can also be marketed as a commitment to retaining the cultural significance of the place and respect for the local area.

- Large corporate bodies, including banks, fast food outlets and service stations often have standard requirements for large signs in excessive locations. Negotiations should always be entered into with these bodies to minimise their impact on the heritage area. Examples from overseas show that corporations can be flexible when required (refer to further reading - *Street Smart* – for examples)

Illumination

- Illumination of signs should be carefully considered as they often detract from the significance of an area. If signs are to be lit, they should preferably be illuminated by external lighting. Small neon signs hanging inside the windows of shops may be acceptable because they are more in the nature of a window display than a dominant streetscape element.

- There are exceptions to the use of internally illuminated, neon and flashing signs where they are an accepted component of the cultural history of the area (eg Melbourne's Chinatown, Skipping Girl in Richmond).

Historic signs

- Surviving early historic signs including permanent lettering cut into stone or in raised cement render, painted signs, sign panels etc. will often be of intrinsic significance and should be conserved.

- Repainting/replacement of elements of historic signs should only be undertaken if the significance of the sign will not be affected by the repainting/replacement of elements.

Context

- In the case of country towns, it is important to pay particular attention to the view from the road as one enters the built-up area. Careful consideration should be given to the placement of any advertisements, so as not to detract from the visual qualities of historic townscapes.

- Contemporary signage may be suitable in some heritage areas where the character of the area necessitates modern interpretations.

Free-standing fixed signs/unfixed signs

- Modern free-standing signs such as A-Frames, where essential, should be kept at a distance from the heritage place. They should be at eye level or lower, discreet, unobtrusive, and use sympathetic face lettering. The design should be sympathetic and the size kept to a minimum suitable for the purpose/viewing.

Multiple tenants in one heritage place

- Places with multiple owners or tenants should prepare a signage policy for the whole of the heritage place. The number of signs should be restricted to avoid visual clutter.

- Signs that are not related to the owner or major tenant of the site should not be supported. General advertising signs should not be permitted unless it is on a building where such advertising is the cultural norm, for example, on theatres.

EXTERNALLY PAINTING A BUILDING

GUIDELINE BASIS

A permit to paint an unpainted surface is required for places listed in the Heritage Overlay of local planning schemes. A permit is also required to paint a building identified in the Schedule to the Heritage Overlay as a building where paint controls apply is required. A permit is required for places listed on the Victorian Heritage Register.

A number of treatments and finishes are often applied to a historic place, including paint. The initial application of each treatment and finish often adds to the significance of a place and as a result, applications to the treatment and finish are important. The original treatments and finishes provides information on the original intent of the design and style of the building, the wealth and social status of the owner and how the building techniques of the time were adopted.

Unpainted Surfaces

An application to paint previously unpainted surfaces will most likely apply to masonry materials such as brick, stone or render, and may in rare instances apply to timber, or even metals. The issue here again is the importance of maintaining the original fabric of the building and the impact of applying paint.

The use of unpainted stone, brick or rendered surfaces in both the nineteenth and twentieth century was predominantly a result of aesthetic choice. An example is the use of polychromatic brickwork where different coloured bricks have been used to form distinctive patterns. In this context to obscure the original building materials under an applied coating will fundamentally change the appearance of the place and hide the original intention of the designer. Subsequent removal is likely to damage the old surfaces beneath.

In some circumstances it may be shown that the original lack of a surface finish was a matter of a limited budget or lack of materials at the time of construction rather than an aesthetic choice. Here again this very action reflects the history of the building and may be of significance.

Paint Colours and other External Decorative Treatments

While it is only "a coat of paint", the use of appropriate paint schemes can enhance the significance and understanding of a place. The application of colour to buildings and their specific features was often part of the architectural design and intended to highlight the architectural qualities of the exterior.

Inappropriate use of paint colours on a historic building can create a false impression of history. The most common mistakes among historic building owners are the use of too many colours, the use of the right colours in the wrong places, or the picking out of features such as mouldings which were never historically treated in this way.

Occasionally buildings were finished in a limewash or other unusual decorative treatment.

Expert advice should be sought when applying paint colours to a heritage place.

OBJECTIVES

- To ensure significant painted finishes and other treatments are conserved in an appropriate manner.

- To enhance the understanding and appearance of heritage places through the use of appropriate external painting.

GUIDELINES

Painting of unpainted surfaces

- The painting of originally unpainted surfaces in most situations should be avoided.

- In some instances a render or decorative finish may be required to protect physical fabric ie. decay or deterioration. In such cases the choice of finish, in terms of type and colour, should be directed by the nature of the material which is to be coated and the type and historic style of the structure.

- Australian Standard No. 2311 should be used as a general guide to exterior painting of buildings.

Paint Colours and other External Decorative Treatments

- Unpainted surfaces such as brickwork, render, stonework, timber and rare or unusual surface treatments (eg limewash) should not be painted.

- For places of particular significance which have later paint schemes applied, it may be appropriate to reconstruct an earlier painting scheme based upon original research and evidence (eg well analysed paint scrapes).

- If it is not possible to determine the original scheme, or the scheme is not considered desirable, the second preferred approach should be to use colours appropriate for the period, in a traditional manner. This would mean using early photographs to determine where light and dark colours were used, and picking appropriate colours that relate to the period of construction / style for those areas using readily available heritage paint charts.

- The application of heritage colours to contemporary structures in heritage areas may be confusing and should be discouraged.

- Preparation for painting should be undertaken carefully and should not remove all evidence of the original or early paint schemes.

- Abrasive paint removal methods such as sandblasting usually damage the surface of brick, stone and timber and should not be used.

- Sandblasting may be suitable for removal of paint from iron but should be carefully considered for its impacts before use. If such a method is allowed, a test panel should be required for approval prior to the remainder of the work being undertaken.

Consideration should be given to:

- Whether the proposal is for a highly significant building where it may be preferable to research and reconstruct the original colour scheme and finish.

- Whether the place forms part of a cohesive group in which there is consistency / uniformity of treatment (ie a row of terrace housing or shops). This may be difficult to determine without detailed investigation but some attempt should be made to establish the situation (eg a row of terraces designed / built at the same time by the same designer / builder).

INTERNAL ALTERATIONS

GUIDELINE BASIS

A permit for the alteration of an interior of a heritage place is occasionally required for places specified in the schedule to the Heritage Overlay of local planning schemes and for the alteration or subdivision of places on the Victorian Heritage Register.

Internal alteration controls will normally only apply to interiors of particular note and significance. The planning controls relate only to the structural elements of the interior, applied internal decoration and fixtures. Local planning scheme controls cannot protect movable contents such as curtains, carpets, furniture, etc. The Heritage Act, however, is able to protect movable objects associated with the heritage place.

Given that the interior, which is the subject of the controls, is likely to be highly significant, a conservation management plan of the interior should be encouraged if any major changes are being considered. Sometimes important interior decorative schemes have been discovered behind mouldings, under later fixtures, or beneath many layers of paint. The plan should clearly define the nature and degree of significance of the interior and policies for its conservation.

Recently, exemptions from the need to obtain permits from Heritage Victoria for interior redecoration have been given for private residences unless there are important painted or stencilled decoration or wallpapers.

OBJECTIVES

- To ensure that the interior features are conserved in an appropriate manner.
- To retain as much of the original fabric as possible.
- To enhance the understanding of significant interiors through appropriate conservation.

GUIDELINES

Layers of decoration

- Attention should not necessarily be placed on any one period of a building's history unless one period is significantly more important than the others. It may be that changes should be retained as contributing to the understanding of the significance of the building. Previous partitioning of large interior spaces that has no inherit significance and has affected the interpretation of the original room may be removed.

Building Elements and Fabric

- Floors, ceilings and walls in highly significant rooms and spaces should not be altered or removed.

- Ceiling heights and surfaces should be maintained wherever possible. Ceilings should not be lowered in important spaces or rooms and original plaster and lath ceilings, decorative plaster work and pressed metal ceilings should be retained and conserved.

- Replacing lath and plaster walls and ceilings with plasterboard should be avoided.

- New internal work should not alter the floor levels of the old building where visible from the exterior or where this may upset the volumes of a significant internal space. For example, the construction of large glazed atriums within historic structures, which previously contained a number of floors, should be avoided.

Decorative Finishes

- Interior finishes such as original or early wallpaper, paint, stencilling, marbling, wood graining, panelling, plastering and ceramic tile surfaces should be retained and conserved.

- Where removal of significant decorative treatments is necessary for the conservation of the building, such as to access rising damp, a conservation professional should always be involved. All actions should be fully recorded, including hidden surfaces where they are exposed (eg layers of wallpaper or paint).

Interior Fixtures

- Interior fixtures such as original or early light fittings, door and window hardware, window shutters, kitchen and bathroom fixtures, fire places and over-mantles should be retained and conserved. Missing fixtures should be replaced in kind where possible.

- Remove any discordant fixtures which are not significant and that affect or cut through historic surfaces. Damage should be made good.

- Simple and inconspicuous fixtures for modern services that are sympathetic to their surrounds giving particular attention to colour, size and proportion should be used. For example, ceiling mounted pull cord light switches avoid the need to chase walls to lay cabling.

Openings in the fabric

- Original interior doors should not be removed or relocated. Cutting new doorway openings in walls should be avoided, if an existing doorway can be adapted. Where creation of a new doorway is acceptable, the door and its surrounding mouldings should be simple in design, unobtrusive, interpretive of the existing but distinguishable as new.

- Where a larger opening is required, evidence of the wall should be retained. This can be achieved by methods such as retaining wall nibs and making openings only to door head height.

Building circulation

- Historic patterns of access and movement (ie. entrances, hallways and passageways) should be maintained.

- Stairways in their historic locations should be retained and conserved and their use in the building's circulation system should be maintained.

- Early elevators should be retained and conserved.

Service and safety elements

- New service elements such as hot water radiators should stand clear of historic services and should avoid damaging historic fabric.

- Air supply and return louvre grilles should be incorporated discreetly (eg as slots or grilles aligned with and designed as mouldings or cornices).

- Damage to significant interiors by the introduction of fire services should be avoided.

- In significant interiors, smoke detectors, alarms and sprinkler heads should be installed using concealed hardware. Recessed ceiling detectors and pop-down sprinkler heads should be used.

- Emergency exit signs should be mounted so as to cause little damage to historic interiors.

Security

- During any works the place should be well secured from unauthorised entrants. Interior fixtures such as fireplaces, doors and door hardware are very susceptible to vandalism and theft.

Alterations, including subdivision of an internal space

- In certain buildings, such as those with interior spaces of particular significance, or with single volumes such as a church or hall, subdivision or development that divides the internal volume of space should generally **not** be considered appropriate.

- If a building has historically been divided into a number of smaller compartments, subdivision or development of this space is more likely to be acceptable.

- Where a place or part of a place has historically been accessible to the public, any subdivision proposal should preferably continue to provide for public accessibility (refer Change of Use Guideline). If this is not considered possible, the applicant should provide evidence of having thoroughly investigated this option and provided options on interpretation possibilities. This could occur at the time of sale in the expression of interest for developing the place

- If subdivision is considered appropriate, the exterior shell of the building should remain in single ownership, ie the body corporate.

- In some cases, certain interior spaces or suites of spaces, for example, the foyer of a cinema and the cinema itself, should remain in single ownership, ie the body corporate.

- Developers wishing to sell unfinished "shells" should be expected to complete all works to the exterior envelope of the building. This includes roof works.

- In the case of subdivisions of buildings or complexes, a Conservation Management Plan should be required prior to the determination of the permit. Applicants are advised to have the plan professionally prepared so that it can be lodged with the permit application.

SIGNIFICANT TREES

GUIDELINE BASIS

A permit is required to remove, destroy, prune or lop a tree that is identified in the Schedule to the Heritage Overlay of local planning scheme as a place where tree controls apply or specified on the Victorian Heritage Register.

The effects of development on significant trees may be many and unanticipated. For example, the construction of services which requires trenching, hard paving for car-parking and building construction in close proximity to significant trees may jeopardise their health and appearance. As roots are often hidden and extend beyond the canopy edge of the tree, they are often ignored or forgotten and changes to the soil environment may occur which cause damage to the trees and may result in their death. Most root growth is lateral and the diameter of spread can be approximately 2-3 times the height of the canopy.

Tree canopies are also susceptible to damage through the carrying out of building and works.

Before deciding on an application that may affect a significant tree, consideration should be given to the need to obtain advice from a professional aborist. Arboricultural advice may be advisable in the planning stage to locate buildings, works and trenches to avoid tree damage. Pruning of the canopy, especially to balance root loss, and for such matters as appropriate watering, fertilising, maintenance, insect and disease prevention may also require arboricultural advice.

OBJECTIVES

- To ensure significant trees are adequately conserved, maintained and cared for.
- To ensure the significance of trees is not impacted on by proposed development.

GUIDELINES

- A report from an experienced arborist should be obtained to offer professional advice.
- Significant trees should be retained and conserved.
- In some instances emergency works may be required to a tree to ensure public safety. Evidence that this is the situation should be provided.
- Pruning that is not necessary and that will affect the significance of the tree should be avoided.

- Where possible, it should be ensured that the removal of branches is not obvious and that the general form of the tree is retained.

- The effects of pruning for powerlines should be minimised. Where possible powerlines should be relocated underground.

- Pruning of avenues and street trees should be encouraged to occur in winter months.

- Building up the soil level within the canopy of a tree and around the trunk should not occur (eg when levelling or terracing or in the construction of garden beds around trees or when storing soil, gravel, etc during adjacent works). The build up of soil around the tree will cause severe damage or death through the decrease in soil aeration and changes to soil drainage. During works, temporary tree guards may need to be erected.

- Soil excavation for building foundations, pools, underground services, drains, paths, roads, etc, near trees should be avoided so as not to damage roots or affect tree drainage and water supply.

- Alternative building techniques, such as pier and beam construction, should be investigated and adopted if it will assist in protecting a significant tree.

- The placement of buildings and structures should be considered to avoid tree and root damage and changes to the soil aeration and moisture.

- The impact of the removal of a historic tree should be considered to avoid a rise or fall in the water table which may result in damage to the material of a nearby building, or for the loss of shade or setting in the vicinity of a heritage place.

- The removal of a tree should be avoided where it may result in damage such as cracking of a monument or building due to a change in the chemical composition of the soil.

- If construction close to a significant tree (ie/ within 3-5 metres from the canopy edge) is unavoidable, it may be necessary to thin and shape the canopy to compensate for root loss. Provision should be made for extra drainage and a tree management program, including water, fertiliser, canopy and root management.

- Buildings should be carefully sited at the planning stage to ensure that risk of wind damage to the tree is minimised.

- The construction of paths, driveways, fencing and hard paving over the root system of a tree should be avoided so as not to interfere with aeration and the water and nutrient supply to the roots.

- Where paving is required beneath a tree, the paving should be kept as open as possible to allow water, fertiliser and air to enter the soil. Root removal and soil compaction should be avoided.

- The root system should not be covered with concrete, plastic, bitumen or other impermeable materials.

- Compaction of soil by vehicles travelling or parking over roots should be avoided.

- Damage to canopies and microclimate (changes in wind velocity and pattern) from excavation, construction, especially damage to tree trunks by machinery and equipment and through the location of new buildings (eg heat reflection from buildings) should be avoided.

- Potential damage from the impact of chemical and other substances such as herbicides, detergent, evaporating pool chlorine, lime, cement, oil, leaking gas, should be avoided.

- Where it is unavoidable to remove a significant tree, replanting of the same species (or a similar tree) should be encouraged.

- Australian Standard No. 4373-1996 should be used as a general guide to pruning amenity trees.

HERITAGE AREAS

GUIDELINE BASIS

In a heritage area a permit is required for the same range of development requirements as apply to individual heritage places located outside of heritage areas. Heritage Areas can be both protected by local planning schemes and by the Victorian Heritage Register.

A heritage area might encompass a small urban or suburban area, a town or a landscape of cultural significance. A heritage area might be significant because:

* the area itself, or the places within it have an intrinsic heritage value;

* the area is composed of places that individually have little intrinsic heritage value but which are important for what they tell us as a group or collection of places.

Within a heritage area, the primary objective is to ensure the conservation of those elements that contribute to the area's significance. It is good practice to prepare Conservation Plans to manage the future conservation of heritage areas. Such a plan should identify individual elements that contribute to the significance of the place, explain their significance and include policies for the conservation of the significance of the area.

Heritage areas, particularly those of a large size, are likely to include places that have little or no intrinsic heritage value and are not contributory to the significance of the area. The removal or alteration of non-contributory elements or their redevelopment requires, as relevant, either a planning permit from the Responsible Authority or a heritage permit from Heritage Victoria. Careful consideration is required as to the impact the proposal will have on the heritage area and the surrounding places of heritage significance. The objective is to ensure that where development does occur, it occurs in a manner that is appropriate to the significance, character and appearance of the heritage area.

However, the quality of the design of new buildings is not an argument to justify the demolition or removal of contributory buildings and structures. The loss of a contributory element creates a precedent for the demolition or removal of others and this will ultimately devalue the significance of the area and undermine the reasons for its protection in the first instance.

OBJECTIVES

- To ensure all significant features of a heritage area, both integral and contributory elements, are retained and conserved in an appropriate manner.

- To ensure that non-contributory elements are appropriately developed.

GUIDELINES

- Buildings, structures, trees, plantings and other elements that contribute to the significance of heritage areas should be retained and conserved.

- Places located in a heritage area that are identified as having no heritage significance may be altered, demolished or removed. In many instances, the demolition of places that are not of heritage significance within a heritage area should not be undertaken until a planning permit for the replacement development is approved and a contract for the new work has been confirmed.

- The design of new buildings, structures and elements in heritage areas should take into account the context and setting for the new development, including the retention of significant plantings and mature trees.

- The design of new buildings should take into account view lines, especially where subject to a significant landscape.

GARDENS, PARKS AND LANDSCAPES

GUIDELINE BASIS

A garden, park or cultural landscape may be identified as a heritage place on the schedule to the Heritage Overlay in the local planning scheme or on the Victorian Heritage Register.

Where a garden, park or landscape has heritage significance and is protected as a heritage place, a permit for development is required including the removal and construction of paths and fences. In addition to this, where the place is specified in the schedule to the Heritage Overlay as one where tree controls apply, a permit is also required to remove, destroy, prune or lop a tree.

Cultural landscapes include designed areas such as gardens, parks, street plantings and avenues, and rural landscapes such as agricultural and grazing areas, mining landscapes and areas which have been modified by and exhibit the evidence of periods of human activity.

They contain evidence of the layers of human activity, occupation and use over time. They might also be sites of significant events and are just as much a cultural artefact as a building.

Gardens
Gardens provide a setting for period buildings, evidence of the past and of social and cultural change, an opportunity to understand plants and their use and to recognise historic procedures of plant cultivation.

Individual gardens in relation to their houses are important as is the design, layout, plantings, paving, furniture, fencing, signs and other structures.

The approach taken to the conservation of a garden depends on a number of factors, the most important being:

- Degree of intactness of the garden;
- Evidence available of the garden's original form;
- Finances available for conservation and maintenance.

Cultural landscapes
Cultural heritage landscapes differ from natural or wilderness areas where evidence of human activity is minimal or non-existent. Significant natural areas are usually incorporated in National Parks or other similar reserves while significant cultural landscapes may be subject to planning scheme controls.

In many significant landscapes trees play an important role. They enrich the landscape's aesthetic qualities, provide habitat to fauna and insects and also impact on the climate and soil. Proper tree management is fundamental to maintaining landscape quality and detailed information specifically on trees is contained in the guideline – *Significant Trees.*

Rural settings
The significance of rural landscapes such as the goldfields, pastoral landscapes, etc will often be related to what and where things have occurred in the landscape, when and why they occurred and will include such things as:

* relationships between the landscape and patterns of occupancy
* spatial and vegetation patterns
* geological or habitat features
* setting and surrounds
* structures and objects
* integrity and evidence of layers or sequences of activity over time
* technological innovations.

The significance of the place, whether it be historic, aesthetic, scientific, social or natural, needs to be taken into account in the planning process.

OBJECTIVES

- To ensure that the significance of a cultural heritage landscape is not compromised by proposed development or mismanagement.

GUIDELINES

Gardens
- Significant gardens should be subject to a conservation plan prior to any major works including planting.

- Reconstruction of a garden (returning it to its original form) should only be undertaken when the later changes adversely impact on the primary significance of the place, are of little cultural value and where there is detailed evidence of the form, plantings etc of the original garden.

- Original or early design, layout, plantings, fencing, paving, furniture, garden structures, etc should be retained and conserved.

- Work that will negatively affect the significance of the garden should be avoided.

- Consideration should be given to the effect of any development applications on:
  * current and previous property boundaries;
  * structures, including buildings, garden structures, fences, walls, enclosures, paths, walks, driveways, etc;
  * plants and vegetation;
  * evidence of past horticultural practices;
  * utilities;
  * views and vistas in the garden, as well as views into and out of the garden;

  - location of natural features, such as rock outcrops, water forms, etc.

- New work (both hard and soft landscape features) should be in sympathy with the existing landscape character of the garden.

- New work should maintain significant views and vistas to and from the garden.

- Subdivision should be avoided where it will adversely affect the significance of the garden (eg changes original boundaries or destroys part of the garden).

Cultural landscapes

- Policies and strategies should be developed to maintain the existing landscape and to guide adaptation within the landscape so as to minimise the adverse effects of change.

- It should be recognised that landscapes are dynamic and accept that change will inevitably occur. Change should be managed so that it does not adversely affect those elements which lend cultural value and heritage significance to the landscape.

- Site surveys and analyses should be undertaken to identify cultural values, character and key features before any works are assessed.

- Proposals that respond to the identified cultural values, character and key features of the landscape and its relationships should be encouraged in order to maintain the integrity of the whole.

- Good land management and horticultural practices should be linked with a conservation approach to identified significant cultural landscape areas.

- The consequences of the erosion or removal of topographical features such as ponds, dams, drainage lines or habitat areas through inappropriate earthworks, the location of roads and services, and the reticulation of underground and overhead services should be considered.

- Alternative methods of construction should be considered so as to avoid damage to tree roots, plants, historic earthworks and other significant features.

- The impact of subdivision proposals (ie for hobby farms, and residential blocks), which can change significant layout patterns should be considered.

- A good tree management program should be developed and implemented to:

  - avoid a loss of amenity and aesthetic value of trees by replanting before they show marked visual signs of decline or senescence.
  - minimise the effects of pruning for power lines.
  - develop particular planting patterns that are variously appropriate for arterial routes, principal roads, thoroughfares, residential streets, intersections.

  - instigate an effective public education program promoting the fundamentals of good tree management.

- Conservation in conjunction with land management programs should be encouraged including:

  - retention and revegetation of original natural vegetation on non-productive land such as ridges, hills and roadsides to regain original aesthetic qualities.
  - effective removal of noxious and environmental weed species.
  - replanting of senescent trees with the same or other suitable species, depending upon location, to regain original aesthetic qualities and landscape character.
  - promotion of ecological benefits of such programs in conjunction with the promotion of conservation to gain support.
  - sustainable agricultural programs to ensure that land is used within its capability so as to reduce the negative effect of clearing on significant landscapes.

- Significant and contributory landscape features should be maintained and conserved including:

  - relationships between built form and the surrounding landscape, layouts, overall design and design concept.
  - structures, fences and gates, walls, paths, paving and edging, roads and tracks, fountains, statues, furniture etc.
  - characteristic or rare plants, shrubs, trees and vegetation.
  - remnant or indigenous vegetation.
  - streams, ponds, lakes, ditches, walls, embankments etc.

- Features such as disused bridges and roads, redundant railway lines and stock routes should be retained and conserved where they are significant distinguishing features in the landscape.

- Changes in land-use which can alter fences, remove dry stone walls, historic hedges, distinctive structures and historic earthworks and which can alter the relationship of places with the land should be avoided.

- Buffer zones and screen plantings should be required around significant landscape sites where they will be directly affected by development.

- The unnecessary removal of vegetation on development sites should be minimised by including input into the design by an experience arborist and landscape architect so as to retain significant trees and landscapes.

- Subdivision that will adversely affect sizes and patterns that are uncharacteristic or that impact negatively on the significance of the significant landscape should be avoided.

CHANGE OF USE

GUIDELINE BASIS

The Heritage Act does not require a permit for change of use to a place on the Victorian Heritage Register unless physical changes are also proposed.

A planning permit is required for a change of use if the local planning scheme zoning provisions require it. The Heritage Overlay also allows a planning application to be made for a use that would otherwise be prohibited if:

- *The schedule to the Heritage Overlay identifies the heritage place as one where prohibited uses may be permitted, and*
- *The use will not adversely affect the significance of the heritage place, and*
- *The benefits obtained from the use can be demonstrably applied towards the conservation of the heritage place.*

Applicants must be able to demonstrate that the change of use will provide for the continued conservation of the place.

The fact that a change of use in itself will result in a higher economic return to the applicant is not sufficient grounds to approve a prohibited use. Rather, it must be demonstrated that the existing range of permissible uses cannot provide sufficient income to support the conservation of a place and that a prohibited use must therefore be considered.

Changes to the use of buildings may result in major changes to the fabric of the place. It is preferable that a heritage place continue to be used for the purpose for which it was built, or for a use with which it has a long association. Such uses usually require little change to the fabric of the place. Otherwise a compatible use should be sought that requires minimal alteration to the fabric of the place and its setting. For example, it should be policy that where a building has historically been accessible to the public, any new use should also allow public access.

When a building suffers from temporary loss of use it is important that a new or alternative use is found. It should not be a reason for the demolition of a historic place. Even the least economically viable building has value as evidence of the past, as an educational tool or as a symbol. An economically viable use will often be found given time.

OBJECTIVES

- To ensure the long term care and maintenance of heritage places.
- To ensure the effects of any change of use are minimised.
- To ensure that heritage places continue to be used and maintained.

GUIDELINES

- Where possible, a historic place should continue to be used for the purpose for which it was used, or for a use with which it has a long association.

- Where a normally prohibited use is being considered for a heritage place, evidence should be submitted as to the economic viability of the existing use and how the change of use will ensure the future conservation of the heritage values of the place.

- If change of use requires physical changes that adversely effect the heritage place, the applicant should provide evidence with the application of having thoroughly examined the feasibility of uses that have less impact.

- Where a new use is proposed, this use should be compatible to the place, requiring minimal alterations to the significant fabric of the place and context. It should not destroy the ability to interpret the significance of the place.

- Existing spaces and access patterns should be conserved without modification as far as possible.

- New uses to existing rooms and spaces should be allocated so as to incorporate and preserve existing finishes and fixtures. Service spaces and areas requiring new finishes or considerable mechanical upgrading should be concentrated in one area.

- If the new uses cannot be suited to existing spaces without severe compromise, new spaces should be added outside the existing structure.

- Existing structures and utilities should be upgraded as discreetly as possible.

- The change of use should also be considered in terms of the impact which associated development may have on the land, including significant trees, planting, car-parking.

- Where a place or part of a place has historically been accessible to the public, any change of use should also aim to continue to provide for public accessibility.

- When substantial alterations are being proposed to a heritage place as part of a change of use, owners may be required to undertake conservation works as part of the project. If not proposed as part of the works, any permit granted might be conditional on certain conservation works being carried out.

- Where major works are being proposed to a heritage place, a Conservation Plan should be required prior to consideration of the application. This will need to be prepared by a suitably qualified and experienced conservation professional.

- Effects of current legislative requirements (ie Equal Opportunity Access or Fire Safety) for a proposed use on the fabric of a building should be fully addressed and exemptions sought as appropriate.

HISTORICAL ARCHAEOLOGICAL SITES

GUIDELINE BASIS

What are historical archaeological sites?

Historical archaeological sites are protected by legislation and require the consent from Heritage Victoria before any disturbance can occur. Historical archaeological sites most commonly consist of the remains of domestic or industrial structures, including bridges, roads, old foundations or other materials such as embankments, walls, drains, paths, cisterns and abandoned or discarded objects such as abandoned mining machinery hidden in the bush. Historical archaeological sites can be located almost anywhere, such as beneath old built-up or settled areas, on disused industrial sites, in pastoral areas, on old mining sites, in abandoned townships, under roads, along river banks and seafronts, under piers, jetties and on the seabed.

Historical archaeological sites, are a non-renewable resource that may contain significant information about the past. They are potentially valuable as they frequently contain physical remains that complement and augment documentary information by providing tangible and realistic evidence about the past through the artefacts they yield up. These sites often contain several layers of artefacts from several periods of occupation on the same site. Not only are the artefacts themselves important, their position and layout in relation to other objects is also important in establishing relationships and techniques of construction or methods of operation such as on industrial sites.

By their very nature historical archaeological sites are often ruinous and derelict, contain only remains or debris and may be wholly below ground. They may be obsolete or sometimes still functioning and they may be spread over large areas. Notwithstanding their heritage significance, they pose a conservation challenge requiring creative solutions and lateral thinking where traditional conservation options may not be feasible or are prohibitively expensive.

Identification of sites

Ideally archaeological sites and areas of potential archaeological significance will have been identified within a local government heritage study. Individually important sites should have been listed in the local planning scheme as items of heritage significance. These may also have had a conservation or archaeological management plan prepared for them. However, in older studies a comprehensive list of archaeological and potential archaeological sites may not have been identified and this should be an area of future research.

Heritage Victoria maintains a register of more than 5000 known archaeological sites located throughout Victoria (the Heritage Inventory) but because most archaeological sites are either partially or wholly below ground level, they sometimes surface unexpectedly as a result of disturbance during site works such as the construction of underground pipelines or road

widening. Some sites have been considered to be significant to the State of Victoria and have been listed on the Victorian Heritage Register.

When a development is proposed for a site a search of the Heritage Inventory and any related Heritage Study should be undertaken to ensure that no archaeological ruin has been identified for that site.

Permit applicants related to land with archaeological sites or potential archaeological sites should be made aware that consent is required under the *Heritage Act* 1995:

- to uncover or expose an archaeological relic; or
- to excavate any land for the purpose of discovering, uncovering or moving an archaeological relic; or
- to deface or damage or otherwise interfere with an archaeological relic or carry out an act likely to endanger an archaeological relic; or
- to possess an archaeological relic or artefact for the purposes of sale; or
- to buy or sell an archaeological relic or artefact.

While some historical archaeological sites are specifically covered within the planning process, most archaeological sites only come to attention as part of the process of preparing Environmental Effects Statements, as the result of a new subdivision or major redevelopment or when excavation works are undertaken.

Persons contemplating major development should:

- Engage an archaeologist (Heritage Victoria maintains a list of appropriately qualified consultants) to conduct a desktop study to identify any known sites and the potential in an area for archaeological deposits to exist before work commences.

- Where archaeological remains exist a field survey should be conducted and a full assessment of their significance should be undertaken by a professional archaeologist.

- Consult with the local community and local historians to pinpoint specific sites in urban or remote locations or on private property.

- Determine exactly which areas are proposed for development and which adjacent areas might also contain archaeological sites that will also be affected as a consequence of the development. Some issues such as realignment of proposed boundaries or building allotments may be required.

- Consult with Heritage Victoria early in the process to ensure that a consent to disturb or otherwise archaeology relics and artefacts can be obtained.

Considerations when developing a site where archaeological remains exist

In addition to any requirements in the planning scheme, the appropriate archaeological consents under the *Heritage Act* must be acquired before archaeological sites are disturbed.

Developers should be made aware of the potential significance of archaeological sites and the need to treat them appropriately. Developers working on sites with significant archaeological remains should be encouraged to maximise the benefit of establishing good public relations through media publicity and public open days.

For large or particularly significant archaeological sites a conservation or archaeological management plan should be undertaken before determining an application. An approach (research design and excavation strategy) to the works based upon the assessed potential significance of the site should be developed. This might require limited archaeological excavation to determine the location of remains, or full investigation to record and analyse significant remains.

Adequate time should be allowed to undertake the investigation by encouraging the development of a flexible works program so that workers can be re-deployed elsewhere while investigations and recording in sensitive areas can be undertaken.

OBJECTIVE

- To ensure archaeological sites are not disturbed before their significance has been evaluated.

- To ensure the appropriate management of an archaeological site, once its significance has been established.

GUIDELINES

- Generally, it is preferred that sites be left undisturbed. Development plans should be modified to incorporate the significant archaeological site.

- Before any disturbance of a place where it can be reasonably expected that archaeological ruins may exist, the significance of that site should be established.

- Disturbance of below ground relics should be minimised.

- The contribution of all periods to the cultural significance of a site should be respected.

- Changes to the site and fabric that damage the significance of the site or falsify the evidence of its history should be avoided.

- Design and location of new works should not negatively impact on the inherent significance of the site.

- An appropriate setting should be maintained. New buildings, subdivision, consolidations or works that affect the significance or the interpretation of the significance of the site should be avoided.

- Any relics that are removed during development works must be conserved, categorised and managed to the satisfaction of the Executive Director under the Heritage Act. Relics should be preserved to enable their future reinstatement.

- An archaeological structure should not be moved unless it has a previous history of being moved, and does not have a strong association with its current site. Any structure that is moved should be placed within an appropriate setting with a suitable function. The above should not affect the heritage value of any site.

- All items removed from the site should be retained for future interpretation.

- If the current use contributes to the significance of the site, this use should be encouraged to be continued or a sympathetic use found.

- Where a new use is essential, changes to the existing fabric and the introduction of new fabric should be kept to a minimum.

- Provision should be made for the security of the site.

Areas of High Archaeological significance

- Once destroyed, archaeological remains are gone forever. To avoid unnecessary and irretrievable damage to significant deposits which might better be left for future investigation:

- Consideration should be given to relocating the development works to avoid impacting on sensitive areas;

- Consideration should be given to locating parkland over sensitive sites so as to avoid disturbance;

- Consideration should be given to design and construction techniques such as raised footings, pads and floating slabs, to avoid extensive in-depth excavation;

- Consideration should be given to incorporating remains and relics to add value and interest to the new works;

- A design that retains, stabilises, incorporates and interprets significant remains in the development should be encouraged, such as openings or glazed viewing panels in pavements, floors or walls and above ground markers indicating the plan of below-ground elements.

Suggested Permit Conditions

Any permit to allow works to an archaeological site should require that:

- Before starting work, the site be recorded including photographs, mapping, written and other graphic records.
- A qualified archaeologist be available to satisfactorily monitor works and to stop work if items of potential significance are found. This may require full-time attendance on site by an archaeologist for the duration of the works, or an archaeologist watching during relevant phases of the works.
- Evidence of the site discovered during work be recorded.
- Site supervisors to halt work and report finds to an archaeologist.
- Records of the decisions about the site be made.
- Any significant objects that are recovered during archaeological work be responsibly conserved and catalogued.

MARITIME ARCHAEOLOGICAL SITES

GUIDELINE BASIS

There are over 6,000 recorded shipwrecks around Australia but only about one quarter have been identified. Shipwrecks 75 or more years old are automatically protected around Australia. Some individual sites less than 75 years old are also protected. In Victoria shipwrecks are protected under the *Heritage Act* 1995.

All maritime archaeological sites are a non-renewable resource containing significant information about the past. They contain physical evidence which can shed important new light on the past and which can also add to existing documentary information and knowledge. Not only are the artefacts themselves important, their position relative to other objects is also important in establishing shipboard relationships and shipbuilding and maritime technology.

Heritage Victoria keeps a register of known maritime archaeological sites but there are more which have not yet been identified and consequently they may be discovered unexpectedly as a result of disturbance during the laying of underwater pipelines or cables or during the construction of structures such as oil drilling platforms.

In coastal areas, along foreshores, in estuaries and along inland waters known to have a history of shipping the identification of potential wreck sites and artefact sites is encouraged. Wreck sites can be located along coastlines and seafronts, near lighthouses and other recognised danger spots or in bays, harbours and on major riverbeds.

Artefact sites can also be found on sea and river beds and under piers and jetties as a result of items having been lost or thrown overboard. Local knowledge from divers and others can be drawn upon to pinpoint potential sites of interest. Onshore interpretation of the sites should occur to further enhance the site.

OBJECTIVES

- To ensure that appropriate treatment is given to historic shipwrecks.
- To ensure that the appropriate permits are obtained when considering any disturbance to a historic shipwreck.

GUIDELINES

In considering any proposed development:

- Be aware of the potential for encountering or disturbing wreck sites, particularly in coastal areas, along foreshores and in estuaries known to have a history of shipwrecks.
- Developers should be made aware of the potential significance of underwater archaeological sites and the need to treat them sensitively.
- Ensure that the appropriate archaeological permits under the *Heritage Act* are acquired before accessing or disturbing wreck sites.

In assessing any proposed development along or beyond the shore line, the following should be considered:

- Ensure that the developer has undertaken some preliminary archaeological investigation along the route, or on the site, of the proposed works to ascertain any archaeological potential before determining an application.
- Whether the proposal can be located away from a potential shipwreck site. Conservation of significant, or potentially significant archaeological sites by leaving them undisturbed is generally preferable. Be prepared to relocate works if necessary.
- Where disturbance is inevitable, investigation and recording of important evidence *in situ* prior to any work is essential.
- Stop work if any evidence of a wreck or artefact is discovered and report it to Heritage Victoria.

REFERENCES

The following references may be useful in providing additional information to these general guidelines. This is not a full reference list of available material. Other new references are continually published and a more thorough search for relevant documents may be required.

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Plus:

- A range of Technical Notes and Brochures from Heritage Victoria.
- The Practise Notes as a part of the Victorian Planning Provisions
- Various local Councils have prepared a series of guidelines and pamphlets that may be useful, such as the Guidelines for South Melbourne and Carlton or City of Greater Geelong, Heritage and Design Guidelines.