

The *Heritage of Western Australia Act 1990* requires Local Government Authorities and State Government Agencies to seek the advice of the Heritage Council if they are considering development of a place that is entered in the *Register of Heritage Places*. Work may not proceed before advice has been received and the work must comply with the advice.

Advice can also be sought from the Heritage Council in regard to proposed development of non-registered places. This advice can be sought at the discretion of the owner or developer, Local Government Authority or State Government Agency. In these instances the advice is for consideration only and is not binding.

In either case the process is as described in this document.

### Why is a development referral necessary?

The referral process enables the Heritage Council to ensure that the cultural heritage significance of a place is conserved by appropriate means.

The Heritage Council's concern is not to prevent development of a heritage place, but to ensure that the cultural heritage significance of the place is protected and not impaired through inappropriate work.

### What work requires a development referral?

The Heritage Act defines development as including any work to a building, structure or part of a building or structure that involves:

- demolition;
- erection, construction or relocation;
- renovation, addition and alteration including internal work.

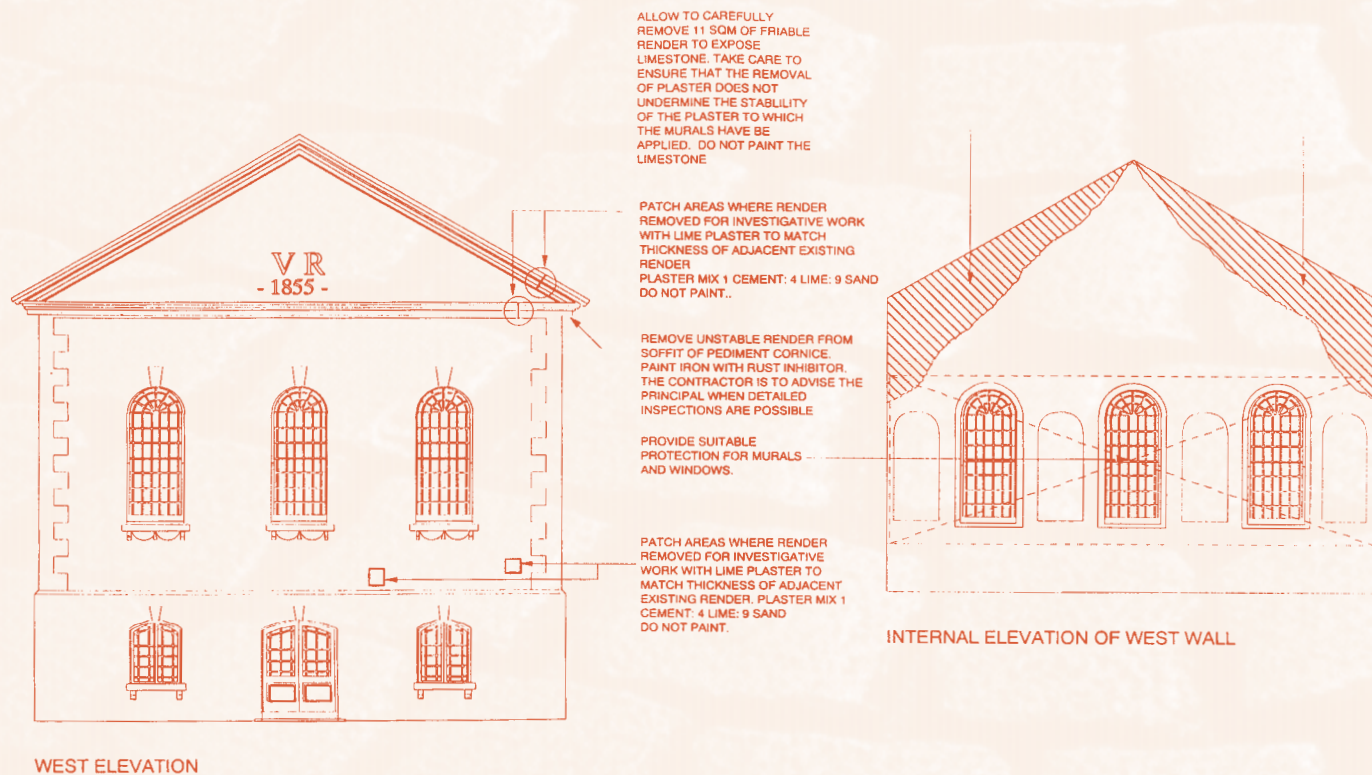
Development also includes proposals affecting the registered land:

- subdivision;
- change of use;
- excavation, disturbance or change to landscape or natural features of land that substantially alters the appearance of the place (including any works affecting significant plantings);
- other works.

### At what stage of a proposed development is a referral required?

In the case of a privately owned property, a proposed development will need to be formally referred to the Heritage Council by the Local Government Authority;

- prior to planning approval; and,
- prior to a building licence being issued.



WEST ELEVATION

INTERNAL ELEVATION OF WEST WALL

In the case of a government owned place;

- prior to the approval of the responsible agency; and
- prior to finalisation of contract documents.



Photograph recording existing condition

It is recommended to informally discuss the proposed development with Heritage Council staff at the concept stage. *Time and expense can be saved by discussing proposals with Heritage Council staff before detailed decisions are made.*

Heritage Council staff can provide advice on general matters such as what information should be submitted with a development referral, and where additional professional expertise can be obtained if required.

### What information should a development referral include?

The information should be comparable with requirements for planning approval or building bylaw approval, eg:

- particulars of the location and ownership of the place, to facilitate identification in the Register;
- drawings - original (if available), existing and proposed;
- specifications (if at detailed drawing stage);
- photographs - historic (if available), existing conditions; and
- a statement of the development's impact on the cultural heritage significance of the place.



Photograph recording internal details

### Drawings

Although details of proposals depend upon the type of work proposed, generally the types of drawings required are:

- original (if available), existing and proposed site plan clearly illustrating the location and extent of proposed new works and any existing building or landscape features;
- original (if available), existing and proposed scaled floor plans, sections and elevations of the building affected by the proposal, as existing; and
- a plan showing the proposed works with the extent of new construction or alterations coloured or hatched to clearly differentiate the new work from unaltered areas.

Drawings should accurately depict:

- any elements to be demolished;
- dimensions of any new additions;
- appearance and materials proposed in any new work;
- areas to be painted or plastered.

Drawings should be numbered, dated, titled. The author of the drawings should be identified.

### Specifications

Where appropriate, a written specification should be submitted, particularly where it clarifies details of proposed finishes, colours, materials, style and form.

### Photographs

Photographs that record the setting, buildings or parts of a building, and landscape features that the proposal will affect, should be submitted.

Photographic records of the place in previous times are very useful, especially where reconstruction is proposed.

### Impact Statement

A statement should be submitted that identifies how the cultural heritage significance of the place will be affected by the proposed works or future use.

Where a Conservation Plan exists for the place, the proposed development should address the Conservation Policy and any urgent works identified.

### Copies required

Two copies of drawings illustrating the proposed works are required; one copy should be A4 or A3 size.

Wherever possible, it is requested that an electronic copy of any drawings also be submitted with the printed copies, preferably in Adobe PDF format with embedded fonts. DXF format is the next preferred option; AutoCAD files are not suitable.

A single copy only is required of the other documentation, including written material or photographs.

### Referral Process

When an application for development approval for a registered place is lodged with a Local Government Authority the application is referred to the Heritage Council for advice, before any decision is made.





The development referral is assessed by the Development Committee of the Heritage Council, which examines the proposed development's impact on the cultural heritage significance of the place.

The Committee may resolve that the proposed development is acceptable, acceptable with conditions, or wholly unacceptable. Where the cultural significance of the place is destroyed or substantially reduced, the proposed development can only be accepted if there is no prudent or feasible alternative.

Advice from the Development Committee on the proposed development is issued to the applicant and the relevant Local Government Authority. Local Government Authorities are required not to issue a development approval affecting a registered place that is inconsistent with the Heritage Council's advice.

### Conservation Assessment

Where major works are contemplated, it is desirable to have a Conservation Plan for the place, undertaken by a recognised conservation professional.

The Conservation Plan will clearly identify the elements which comprise the cultural heritage significance of the place, and will include a conservation policy providing policy statements on how the conservation of the place may best be achieved in the short and

long term. The Conservation Policy is an essential prerequisite to making decisions about the future of the place.

If only minor works are proposed, a much shorter analysis should be possible of what is significant and worth retaining.

### Timing

To facilitate the Development Referral process the Development Committee meets fortnightly to assess proposals.

### Further Information

Further information on the referral process may be obtained from:

Heritage Council of Western Australia

108 Adelaide Terrace

East Perth WA 6004

Telephone: (08) 9221 4177

Freecall: 1800 644 177

Facsimile: (08) 9221 4151

Email: [heritage@hc.wa.gov.au](mailto:heritage@hc.wa.gov.au)



# DEVELOPMENT REFERRAL GUIDELINES

## Administrative process for referral of development applications affecting registered and non-registered places (Including statutory requirements where applicable)



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