

9.1 OUTCOME OF ADVERTISING - REVIEW OF HERITAGE MANAGEMENT POLICIES

- Attachments:**
1. Heritage Policy Review - Summary of Submissions
 2. DPLH Review of Heritage Management Local Planning Policies
 3. Draft LPP Assessing Cultural Heritage Significance - Tracked Changes Document
 4. Draft LPP Assessing Cultural Heritage Significance
 5. Draft LPP Interpretation of Heritage Places
 6. Draft LPP Amending the LHS, Heritage List and Designating Heritage Areas
 7. Draft Heritage Assistance Fund Guidelines FY24/25
 8. Policy No. 7.6.7 - MHI Incentives and Development Bonuses
 9. Policy No. 7.6.9 - Heritage Assistance Fund

RECOMMENDATION:**That Council:**

1. **PROCEEDS** with amendments to the following policies pursuant to Schedule 2, Part 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - 1.1 Policy No. 7.6.2 – Heritage Management – Assessment included as Attachment 4;
 - 1.2 Policy No. 7.6.4 – Heritage Management – Interpretive Signage included as Attachment 5;
 - 1.3 Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory included as Attachment 6; and
2. **REVOKES** the following policies pursuant to Schedule 2, Part 2, Clause 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015*:
 - 2.1 Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses included as Attachment 8; and
 - 2.2 Policy No. 7.6.9 – Heritage Assistance Fund, included as Attachment 9.

PURPOSE OF REPORT:

For Council to consider the outcomes of community consultation in relation to the City's suite of heritage local planning policies including:

- Proposed amendments to Heritage Management Policy Nos. 7.6.2, 7.6.4 and 7.6.5; and
- Proposed revocation of Heritage Management Policy Nos. 7.6.7 and 7.6.9.

DELEGATION:

In accordance with Clauses 5.7 and 5.8 of the City's Policy Development and Review Policy, Council approval is required for substantive amendments to or the repealing of a policy.

BACKGROUND:

At its meeting on [13 February 2024](#) Council resolved to endorse the following proposed amendments and revocation of a number of the City's heritage management policies for the purpose of community consultation.

The resolution was as follows:

That Council:

1. *PREPARE and PUBLISH a notice of amendments to the following local planning policies for the purpose of advertising, pursuant to Schedule 2, Part 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015:*
 - 1.1 *Policy No. 7.6.1 – Heritage Management - Development Guidelines for Heritage and Adjacent Properties;*
 - 1.2 *Policy No. 7.6.2 – Heritage Management – Assessment;*
 - 1.3 *Policy No. 7.6.4 – Heritage Management – Interpretive Signage; and*
 - 1.4 *Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory (MHI); and*

2. *PREPARE and PUBLISH a notice of revocation for the following policies, for the purpose of advertising, pursuant to Schedule 2, Part 2, Clause 6 of the Planning and Development (Local Planning Schemes) Regulations 2015:*
 - 2.1 *Policy No. 7.6.6 – Heritage Management – The Heritage List (Municipal Heritage Inventory);*
 - 2.2 *Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses;*
 - 2.3 *Policy No. 7.6.8 – Heritage Management – Dealing with Enquiries Regarding the Heritage Status of Properties; and*
 - 2.4 *Policy No. 7.6.9 – Heritage Assistance Fund; and*

3. *NOTES that any submissions received during the community consultation period would be presented to Council for consideration.*

DETAILS:

Review of Heritage Management Policies

A summary of the recommendations of the review of the Heritage Management Policies that are the subject of this report is provided in the tables below.

LPPs Proposed to be Amended		
Current LPP	Review Recommendation	Proposed Amended Draft LPP
Policy No. 7.6.2 – Heritage Management – Assessment	Prepare amended policy to: <ul style="list-style-type: none"> • Rename to ‘Local Planning Policy: Assessing Cultural Heritage Significance’. • Address the <i>Heritage Act 2018</i> requirement to maintain a Local Heritage Survey. • Address the Regulations requirement to establish a Heritage List and process for the designation of Heritage Areas. • Provide a framework for assessing a place for the purpose of determining its cultural heritage significance. • Reference to the themes from the Thematic History of Western Australia. • Provide for new management categories ensuring the City’s heritage places are categorised in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places. The new categories would be ranked from 1 – 4 instead of A – B. 	Local Planning Policy: Assessing Cultural Heritage Significance (Attachment 4)

Current LPP	Review Recommendation	Proposed Amended Draft LPP
Policy No. 7.6.4 – Heritage Management – Interpretative Signage	Prepare amended policy to: <ul style="list-style-type: none"> • Rename ‘Local Planning Policy: Interpretation of Heritage Places’. • Modify Part One of the current policy in accordance with the Regulations to reflect that development approval is not required for the demolition of places which are not heritage listed. • Reference places within the Local Heritage Survey (LHS). • Simplify and align the policy with the City’s standard policy format. 	Local Planning Policy: Interpretation of Heritage Places (Attachment 6)
Policy No. 7.6.5 – Heritage Management – Amendments to the Municipal Heritage Inventory	Prepare amended policy to: <ul style="list-style-type: none"> • Rename to ‘Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas’. • Provide a framework and process for establishing Heritage Areas and adding, deleting, or amending places on the LHS and Heritage List. • Provide a clear framework to differentiate between the LHS and the Heritage List. • Align with the latest guidelines established by the HCWA. • Provide a mechanism for places to be identified and recorded in instances where the owner objects to its inclusion on the LHS. 	Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas (Attachment 5)

LPPs Proposed to be Revoked

Current LPP	Review Recommendation
Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses	Revoke policy (included in Attachment 8) because: <ul style="list-style-type: none"> • The City’s former Town Planning Scheme No. 1 included provisions for the City to consider variations to development requirements where this would enable the conservation of heritage places. These provisions were not included in LPS2 and are included as Clause 12 of the Deemed Provisions. • Appendix No. 20 Refunding and Waiving of Planning and Building Fees provides a structure for the refund or waiving of planning fees charged in accordance with the Regulations. • The Heritage Assistance Fund provides assistance to owners of heritage places.
Policy No. 7.6.9 – Heritage Assistance Fund	Revoke policy (included in Attachment 9) because: <ul style="list-style-type: none"> • The administrative process for the provision of heritage funding is not required to be included in a local planning policy and can be suitably addressed through the preparation of a new information sheet that would be available on the City’s website. • An information sheet would allow for the grant amount to be modified based on budget allocation in the financial year without the need for a policy to be amended which would require the approval of Council.

In relation to the remaining Heritage Management Policies:

- [Policy No. 7.6.1 – Heritage Management – Development Guidelines for Heritage and Adjacent Properties](#)

Administration undertook community consultation on proposed amendments to this policy consistent with Council’s resolution from its Ordinary Meeting in February 2024.

Administration is currently reviewing the policy in response to feedback received during this period and will be presented to a future Council Meeting.

- [Policy No. 7.6.3 – Trees of Significance](#)

Administration will undertake a separate review of this policy in response to the Notice of Motion from Council at its Ordinary Meeting on 19 March 2024 where it was requested that the City '*prioritises the progress of planning controls to ensure greater protection of trees and canopy provision on private land*'.

- [Policy No. 7.6.6 – Heritage Management – The Heritage List \(Municipal Heritage Inventory\)](#), and [Policy No. 7.6.8 – Heritage Management – Dealing with Enquiries Regarding the Heritage Status of Properties](#).

No submissions were received during the consultation period for the proposed revocation of either policy.

These policies have now been revoked in accordance with Council's resolution from its Ordinary Meeting in February 2024.

Summary of Consultation

Community Consultation

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) and the City's Community and Stakeholder Engagement Policy, the review of the heritage management policies was advertised for a period of 28 days between 4 March and 1 April 2024. Consultation occurred in the following ways:

- Notices published on the City's website, the City's social media, and at the City's Administration and Library and Local History Centre.
- A Notice published on the 9 March 2024 issue of the Perth Voice.
- Letters distributed to owners and occupiers of all heritage places.

At the conclusion of the consultation period a total of seven submissions were received from members of the community.

The submissions received related to:

- General comments;
- Objecting to elements of the Draft Local Planning Policy: Assessing Cultural Heritage Significance; and
- Objections to the proposed revocation of Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses (LPP 7.6.7), and Policy No. 7.6.9 – Heritage Assistance Fund (LPP 7.6.9).

A summary of these submissions and Administration's response is included in **Attachment 1**.

Administration's responses to the key matters raised from the community consultation that are relevant to the local planning policies that are the subject of this report are as follows:

Revocation of Policy No. 7.6.7 – Municipal Heritage Inventory Incentives and Development Bonuses

One submission was received objecting to the revocation of LPP 7.6.7. This was because the revocation of the policy would result in the removal of its density bonus incentive for the conservation of heritage properties.

LPP 7.6.7 provides an overview of the incentives and development bonuses available for places listed on the City of Vincent Municipal Heritage Inventory.

These criteria were linked with provisions that were included the City's former Town Planning Scheme No. 1 (TPS1).

The relevant provisions are discussed below:

- Former TPS1 Provisions – The City's former TPS1 included two separate provisions that allowed for density bonuses, and variations to scheme requirements, to support the retention and conservation of heritage properties. These clauses were:

Clause 20 of TPS1 – Special Application of the Residential Planning Codes

2. *Subject to compliance with the procedures set out in the Residential Planning Codes for notifying affected owners and occupiers, the Council may grant an increase in the permitted dwelling density by up to 50% if:*
 - b. *the proposed development conserves or enhances an existing dwelling or existing dwellings worthy of retention.*

Clause 27 of TPS1 – Variations to Scheme Provisions

1. *Where desirable to facilitate the conservation of a heritage place listed in the Heritage List or to enhance or preserve heritage values in a Heritage Area, the Council may vary any site or development requirement of the Scheme....*

TPS1 was replaced by the City's current Local Planning Scheme No.2 (LPS2) in May 2018. LPS2 does not include provisions that provide for heritage bonuses.

- Current LPP 7.6.7 Provisions – LPP 7.6.7 includes provisions that set out the opportunity for density bonuses and variations to scheme requirements that related to those within TPS1:

Clause 1 – Consideration of Clause 20 and Clause 27 of the City of Vincent Town Planning Scheme No. 1

- *If the proposed development conserves or enhances a heritage-listed place the development is eligible for an increase in the dwelling density of up to 50 percent.*
- *The percentage allocated will be dependent on the nature of the proposed development and the impact the development will have on the heritage listed place to be retained.*
- *The impact of the proposed development will be determined by conducting a heritage impact statement on the heritage-listed place outlined in the Policy relating to Heritage Management – Development Guidelines.*
- *If the proposed development facilitates the conservation of a heritage listed place, the City of Vincent may consider varying any site or development requirement of the Town Planning Scheme.*
- *Determination of the variation will depend on the impact of the proposed development on the heritage significance associated with the place, which will be assessed by conducting a heritage impact statement on the heritage listed place outlined in the Policy relating to Heritage Management – Development Guidelines.*
- Current Regulations Provisions – The deemed provisions of the Regulations provide for local governments to vary any site or development requirement specified in its Scheme to facilitate the built heritage conservation of a place contained in a heritage list or heritage area:

Clause 12 – Variations to local planning scheme provisions

1. *The local government may vary any site or development requirement specified in this Scheme to-*
 - a. *facilitate the built heritage conservation of a place entered in the State Register of Heritage Places under the Heritage Act 2018 section 42 or included on the heritage list; or*
 - b. *enhance or preserve heritage values in a heritage area.*

Administration recommends that that LPP 7.6.7 be revoked because:

- Ineffective Density Bonus Provisions – Clause 20 of TPS1 allowed a density bonus of up to 50% to be considered for the retention or conservation of heritage buildings.

Clause 1 of LPP 7.6.7 reflects this and sets out that the extent of the bonus is subject to the impact of the development on the heritage significance, which would be determined on a case-by-case basis.

LPS2 has replaced TPS1 and does not contain any provisions that provide for density bonuses for heritage retention/conservation.

The Residential Design Codes does not allow for local governments to vary density standards such as site area without the approval of the Western Australian Planning Commission.

This means that the density bonus policy provisions of LPP 7.6.7 would be ineffective as these could not be applied by the City, would be inconsistent with the state planning framework.

- Duplication of Deemed Provisions for Variations – Clause 27 of TPS1 allowed for the City to contemplate variations to development requirements.

Clause 1 of LPP 7.6.7 reflects this and sets out that the extent of the variation is subject to the impact of the development on the heritage significance, which would also be determined on a case-by-case basis.

While LPS2 does not contain any provisions that allows for variations for heritage retention/conservation, the deemed provisions of the Regulations provide for local governments to vary any site or development requirement specified in its Scheme to facilitate the built heritage conservation of a place contained in a heritage list or heritage area.

The deemed provisions apply automatically to all local planning schemes including LPS2 and do not require a local planning policy to be applied. Similar to the existing provisions of LPP 7.6.7 the deemed provisions do not prescribe set limits or criteria on what the extent of any variation could be.

This means that the City could consider variations to planning controls such as open space, setbacks and height on a case-by-case basis to encourage bespoke design responses to facilitate the conservation of heritage buildings as part of redevelopment proposals.

These departures would be considered against the planning framework, including the City's Policy No. 7.6.1 – Heritage Management - Development Guidelines for Heritage and Adjacent Properties and advice from the heritage experts on the City's Design Review Panel.

This means that the ability to consideration variations to development requirements provisions of LPP 7.6.7 would be a duplication of those that are included within the deemed provisions.

Revocation of Policy No.7.6.9 Heritage Assistance Fund

Four submissions were received that objected to the revocation of LPP 7.6.9. The reasons included in these objections were:

- The revocation of LPP 7.6.9 would result in a loss of heritage assistance to owners of heritage places; and
- The management of heritage grants should be guided by a policy that specifies requirements, provides limits on works that are covered, identifies obligations of property owners and indicates level of funding that will be covered.

LPP 7.6.9 provides information on the financial assistance offered by the City to owners of heritage listed places who wish to undertake conservation works.

Administration recommends that LPP 7.6.9 be revoked because:

- The grant program is not proposed to end. Administration is seeking funding for this as part of the 2024/25 budget.
- The operation of this grant program would be suitably addressed through new guidelines that would be available on the City's website. The draft guidelines for the 2024/25 financial year are attached as **Attachment 7** for information.
- LPP 7.6.9 sets out the administrative process for the provision of heritage funding. This administrative process is not required to be included in a local planning policy. By removing the process from being in a local planning policy it would allow for the grant amount to be modified based on budget allocation in the financial year without the need for a policy to be amended.

Agency Comments

During the consultation period the City received comments from three external agencies being the Department of Planning, Lands and Heritage (DPLH), Public Transport Authority (PTA) and Water Corporation.

Department of Planning, Lands and Heritage Comments

The amended policies were also referred to the DPLH, whose comments are included in **Attachment 2** and noted:

- The City is to be applauded for their current focus on updating and modernising their suite of Local Planning Policies relating to heritage to ensure consistency with the regulations, Heritage Council guidelines and heritage best practice.
- The draft Local Planning Policies relating to Interpretation of Heritage Places and Assessing Cultural Heritage Significance are clear and well-structured documents.
- The draft Local Planning Policy: Assessing Cultural Heritage Significance (LPP: Assessing Cultural Heritage Significance) would benefit from more clearly identifying thresholds for inclusion of places in the City's Local Heritage List. Currently it is unclear if management Category 3 places are below the threshold for inclusion.

Policy No. 7.6.2 – Heritage Management – Assessment

The existing Policy No.7.6.2 – Heritage Management – Assessment (LPP 7.6.2) provides guidance on how places are assessed in relation to heritage significance and grades places with a management category of either A or B.

As part of the City's [review of the heritage list](#) and consistent with the HCWA [Guidelines for Local Heritage Surveys](#) and [Guidelines for Establishing a Heritage List](#) the draft LPP: Assessing Cultural Heritage Significance proposes that heritage places be graded with a management categories of 1 – 4.

A comparison of the two approaches is shown in the table below.

Current LPP 7.6.2		HCWA Guidelines & Proposed Draft LPP: Assessing Cultural Heritage Significance		
Level of Significance	Description	Management Categories	Description	Management Categories
Exceptional Significance	Essential to the heritage of the area. Rare or outstanding example.	A – Conservation Essential	Essential to the heritage of the locality Rare or outstanding example	1
Considerable Significance	Very important to the heritage of the locality. High degree of integrity/ authenticity.		Very important to the heritage of the locality	2
Moderate Significance	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the place.	B – Conservation Recommended	Contributes to the heritage of the locality	3
Some Significance	Makes some contribution to the heritage of the locality, usually in the combination with similar places			
Little Significance	Makes little contribution to the heritage of the locality.	No category	Has elements or values worth noting for community interest but otherwise makes little contribution.	4

LPP 7.6.2 sets out that properties assessed as having heritage significance should be actioned as follows:

- Places with Exceptional and Considerable Significance should be included on the MHI as Category A.
- Places with Moderate Significance should be considered for inclusion as Category B subject to landowner’s consent.
- Places with Some Significance are below the threshold for inclusion on the MHI but can be assessed for inclusion in a Heritage Area as part of a group of properties.

The draft proposed Draft LPP: Assessing Cultural Heritage Significance expands on the number of categories, but would remain generally consistent with the actions for those that are assessed as having heritage significance:

- All places with Exceptional and Considerable Significance should be included on the MHI as Category 1 and 2 respectively.
- Places with Moderate or Some Significance may be included as Category 3 subject to consultation with the property owner.
- Places with Little Significance may be included as Category 4 respectively subject to being nominated by the property owner.

Administration recommends that LPP 7.6.2 be amended as recommended because:

- Heritage Management Categories - This approach for properties with Moderate or Some Significance is consistent with the HCWA Guidelines. This sets out that the Category 3 designation provides an opportunity to determine whether these places are worthy of conservation is made in consultation with the owner before Council makes a decision on whether to include the property on the MHI.

Similar places that are of Little Significance and are graded as Category 4 are not recommended to be included on a heritage list. Landowners of such properties could request inclusion and this would need to be considered by Council.

- Review of MHI – The City is currently undertaking a review of its MHI. The proposed changes of LPP 7.6.2 would not affect the properties which are currently listed, aside from their level of significance being aligned with the new management categories 1-4.
- Response to DPLH Comments – In response to the DPLH comments, Administration has modified the draft LPP: Assessing Cultural Heritage Significance to reflect this. The proposed modifications are shown in the tracked change version of the policy in **Attachment 3**. The final version of the policy is included as **Attachment 4**.

Public Transport Authority

The PTA did not object to any of the heritage management policies proposed to be amended or revoked.

Water Corporation

The Water Corporation did not object to any of the heritage management policies proposed to be amended or revoked.

LEGAL/POLICY:

The review of the City's heritage management policies has been undertaken in accordance with Schedule 2, Part 2 of the Regulations.

The City's [Policy Development and Review Policy](#) sets out the process for repealing and adopting policies.

- *Planning and Development Act 2005.*
- *Heritage Act 2018.*
- *Planning and Development (Local Planning Schemes) Regulations 2015.*
- *Heritage Regulations 2019.*
- *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013.*
- *City of Vincent Local Planning Scheme No. 2.*
- *State Planning Policy 3.5 – Historic Heritage Conservation.*
- *State Planning Policy 7.3 – Residential Design Codes.*
- *HCWA Guidelines for the Assessment of Local Heritage Places.*
- *HCWA Guidelines for Local Heritage Surveys.*
- *HCWA Guidelines for Establishing a Heritage List.*
- *HCWA Guidelines for Heritage Areas.*
- *HCWA Guidelines for Preparing a Local Planning Policy for Local Heritage.*

RISK MANAGEMENT IMPLICATIONS

Low: Adopting and revoking the policies subject to this report is low risk for Council as the review has been conducted in accordance with the [Policy Development and Review Policy](#) and guided by best practice in heritage management.

The proposed revocation of LPP 7.6.9 is low risk for Council as it is proposed to be replaced with a guidance documenting the process to be followed by Administration.

This document would be external facing and available to the public from the City' website to assist homeowners in applying for support from the Heritage Assistance Fund.

This would be consistent with Council's adopted Policy Development and Review framework because.

- The Policy Development and Review Policy guides Administration on the development and review of the City's strategies, policies, and action plans to achieve transparent and consistent decision making which align with the City's objectives, strategic priorities, and legislative requirements.
- The local government decision making hierarchy identifies that a policy is adopted by Council and is the general rule or principle which is required to provide clear direction to Administration on the day-to-day management of the City.
- Internal procedures are determined by Administration and are a series of actions conducted in a certain order to facilitate the operation aspects of policy statements or strategies. Internal procedures explain the steps and the considerations to be followed by Administration.
- The administrative process for the provision of heritage funding is not required to be included in a local planning policy and can be suitably addressed through the preparation of new guidelines that would be available on the City's website.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2022-2032*:

Sensitive Design

Our built form character and heritage is protected and enhanced.

Our built form is attractive and diverse, in line with our growing and changing community.

Our planning framework supports quality design, sustainable urban built form and is responsive to our community and local context.

Innovative and Accountable

We are open and accountable to an engaged community.

SUSTAINABILITY IMPLICATIONS:

This is in keeping with the sustainability outcomes of the *City's Sustainable Environment Strategy 2019-2024*, as the amended policies aim to achieve sustainable development outcomes by encouraging the conservation and restoration of older building stock through flexible, performance-based guidelines.

FINANCIAL/BUDGET IMPLICATIONS:

The implementation and revocation of the policies subject to this report and the operation of the heritage assistance fund is to be met through the existing operational budget.

COMMENTS:

Administration recommends amending or revoking the existing local planning policies to align them with the State Planning Framework, latest HCWA guidelines and LPS2.

The review has addressed comments received during the consultation period including those received by the community and the DPLH, with modifications recommended in relation to the draft LPP: Assessing Cultural Heritage Significance.

The City's information sheets and guidelines relating to heritage management would subsequently be updated following adoption of the amending and revoking of the subject local planning policies.

Heritage Management Policy Review: Summary of Submissions

The tables below summarise the comments received the advertising period for the applicable policies, together with Administration's response to each comment and any recommended modifications.

Comment	No. of Related Submissions	Administration Comment	Recommended Modification
General Comments on Heritage			
General Support.	3	N/A	N/A
Heritage Provisions are too onerous and inhibit development.	1	<p>Heritage listings protect places that are considered culturally significant to the development of Vincent. Heritage Listed properties can still be redeveloped provided that any development protects and enhances the significance of the place.</p> <p>The City's suite of heritage policies have been designed in accordance with guidelines produced by the Heritage Council of Western Australia (HCWA) with the aim of assessing places of cultural heritage significance and ensuring that new development does not impinge on this significance.</p> <p>In response to comments received from the DPLH, Administration will present LPP: Development Guidelines to Heritage Places at a future Council Meeting.</p> <p>Acknowledging the increased costs that maintaining heritage places brings, the City provided yearly grants under its Heritage Assistance Fund. Appendix No.20 Refunding and Waiving of Planning and Building Fees also provides a structure for the refund or waiving of planning fees charged in accordance with the Regulations.</p>	N/A

Heritage Management Policy Review: Summary of Submissions

<p>A number of properties on the heritage list are currently unkempt or underserving of a heritage listing.</p>	<p>1</p>	<p>In accordance with the Guidelines for Establish a Heritage List, A place may be considered worthy of built heritage conservation irrespective of its current state of repair; ongoing requirements for conservation, care and maintenance; or economic worth.</p> <p>Administration is currently undertaking a review of its heritage listed places. This review will make a number of recommendations which could include delisting.</p> <p>The City's Heritage Assistance Fund aims to help owners of heritage listed places by partially funding the costs of maintenance and restoration.</p>	<p>N/A</p>
<p>Draft Local Planning Policy: Assessing Cultural Heritage Significance</p>			
<p>The Policy would benefit from more clearly identifying thresholds for inclusion of places in the City's Local Heritage List.</p> <p>Currently it is unclear if management category 3 place are below the threshold for inclusion.</p>	<p>1 - DPLH</p>	<p>Modifications have been made to the policy to provide clarification on management category 3 and 4 places.</p>	<p>In addressing the comments from the DPLH and in accordance with the Guidelines for Local Heritage Surveys, the following is proposed to be included in the Policy.</p> <p>Inclusion of Table 1: Heritage Significance and Inclusion in the LHS and Heritage List:</p> <p>Management Category 3:</p> <p><u>8.3.1 Outcomes</u></p> <p>places will only be referred to Council for consideration for inclusion in the Heritage List in consultation with the property owner.</p>

Heritage Management Policy Review: Summary of Submissions

			<p>Management Category 4</p> <p><u>8.4.2 Future Outcomes</u></p> <p>Unless a written request is received from the property owner, it is not recommended for inclusion on the heritage list (unless otherwise already listed).</p>
<p>If your use of 'spiritual value' as a new assessment criteria is code for 'indigenous heritage' why not come out and say so, and why not make reference to any Aboriginal Heritage Act</p>	1	<p>'Spiritual Value' has been included in the assessment criteria of a place, as to ensure that the Policy is consistent with the Guidelines for the Assessment of Local Heritage Places.</p> <p>The other values are as follows:</p> <ul style="list-style-type: none"> • Aesthetic • Historic • scientific • social <p>The <i>Heritage Act 2018</i> is clear in this regard in that it does not apply to places that have cultural heritage significance solely on account of their connection with Aboriginal tradition or culture.</p> <p>Places of significance to Aboriginal communities may be included in the Local Heritage Survey (LHS) where their cultural heritage significance is not solely connected with Aboriginal tradition or culture and has significance to others. For example, this includes Hyde Park which is included in both the State Register for Heritage Places and also a Site of Aboriginal Significance.</p>	<p>No Modification.</p>

Heritage Management Policy Review: Summary of Submissions

		Places that may be protected under the <i>Aboriginal Heritage Act 1972</i> (Act) should be identified as such in the LHS, noting that the provisions of that Act also apply.	
Draft Local Planning Policy: Amending the LHS. Heritage List and Designating Heritage Areas			
Unclear how heritage areas relate to character retention areas.	1	The designation, management and protection of heritage areas is governed by the Regulations and the subject Policy and the relevant heritage area local planning policy. Character Areas are not afforded the same level of protection as heritage areas. The management of Character Areas is dealt with by Local Planning Policy: Character Area Guidelines.	No Modification.
Policy No. 7.6.7 – Heritage Management – Municipal Heritage Inventory Incentives and Development Bonuses			
Objecting to the loss of the density bonus.	1	Administration recommends that that LPP 7.6.7 be revoked because: <u>Ineffective Density Bonus Provisions</u> Clause 20 of TPS1 allowed a density bonus of up to 50% to be considered for the retention or conservation of heritage buildings. Clause 1 of LPP 7.6.7 reflects this and sets out that the extent of the bonus is subject to the impact of the development on the heritage significance, which would be determined on a case-by-case basis. LPS2 has replaced TPS1 and does not contain any provisions that provide for density bonuses for heritage retention/conservation.	No Modification.

Heritage Management Policy Review: Summary of Submissions

	<p>The Residential Design Codes does not allow for local governments to vary density standards such as site area without the approval of the Western Australian Planning Commission.</p> <p>This means that the density bonus policy provisions of LPP 7.6.7 would be ineffective as these could not be applied by the City, would be inconsistent with the state planning framework.</p> <p><u>Duplication of Deemed Provisions for Variations</u></p> <p>Clause 27 of TPS1 allowed for the City to contemplate variations to development requirements.</p> <p>Clause 1 of LPP 7.6.7 reflects this and sets out that the extent of the variation is subject to the impact of the development on the heritage significance, which would also be determined on a case-by-case basis.</p> <p>While LPS2 does not contain any provisions that allows for variations for heritage retention/conservation, the deemed provisions of the Regulations provide for local governments to vary any site or development requirement specified in its Scheme to facilitate the built heritage conservation of a place contained in a heritage list or heritage area.</p> <p>The deemed provisions apply automatically to all local planning schemes including LPS2 and do not require a local planning policy to be applied. Similar to the existing provisions of LPP 7.6.7 the deemed provisions do not</p>	
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Heritage Management Policy Review: Summary of Submissions

		<p>prescribe set limits or criteria on what the extent of any variation could be.</p> <p>This means that the City could consider variations to planning controls such as open space, setbacks and height on a case-by-case basis to encourage bespoke design responses to facilitate the conservation of heritage buildings as part of redevelopment proposals.</p> <p>These departures would be considered against the planning framework, including the City's Policy No. 7.6.1 – Heritage Management - Development Guidelines for Heritage and Adjacent Properties and advice from the heritage experts on the City's Design Review Panel.</p> <p>This means that the ability to consideration variations to development requirements provisions of LPP 7.6.7 would be a duplication of those that are included within the deemed provisions.</p>	
Policy No. 7.6.9 – Heritage Assistance Fund			
Objecting to the revoking of the policy.	4	<p>LPP 7.6.9 is proposed to be rescinded as the administrative process for the provision of heritage funding is not required to be included in a local planning policy.</p> <p>The grant program will not end and would be suitably addressed through new guidelines.</p>	No Modification.
The heritage fund should not apply to places within a heritage area.	1	<p>The deemed provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (the deemed provisions) identify that a heritage area should be designated 'if, in the opinion of the local</p>	No Modification.

Heritage Management Policy Review: Summary of Submissions

		<p>government, special planning control is needed to conserve and enhance the cultural heritage significance and character of an area.</p> <p>Properties within a heritage area that are classed as a 'contributory place' are eligible to receive assistance from the City via the heritage fund. These places contribute to the overall significance of the heritage area and for whom conservation is desirable.</p>	
<p>Support the removal of Category B places from being eligible to receive the heritage assistance fund.</p>	1	<p>All places listed on the City's heritage list are eligible to receive funding from the heritage assistance fund, however preference is given those properties with a higher management category. Category B places would remain eligible if they are on the heritage list.</p> <p>It should be noted that under the City's wider heritage review, management categories for heritage places are to be changed from 'A' and 'B' to 1 – 4.</p>	<p>No Modification.</p>



Department of **Planning,
Lands and Heritage**

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Chief Executive Officer
City of Vincent
mail@vincent.wa.gov.au

Dear Sir

DRAFT LOCAL PLANNING POLICIES FOR HERITAGE

Thank you for your email of 8 March 2024 regarding the draft Local Planning Policies: Development Guidelines for Heritage Places, Assessing Cultural Heritage Significance, and Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas.

The City is to be applauded for their current focus on updating and modernising their suite of Local Planning Policies relating to heritage to ensure consistency with the regulations, Heritage Council guidelines and heritage best practice.

The draft Local Planning Policies, Interpretation of Heritage Places, and Assessing Cultural Heritage Significance are clear and well-structured documents. The Assessing Cultural Heritage Significance policy would benefit from more clearly identifying thresholds for inclusion of places in the City's Local Heritage List. Currently it is unclear if management category 3 places are below the threshold for inclusion.

The draft Local Planning Policy: Development Guidelines for Heritage Places is also generally a clear and well-structured document. However, it does appear that the Outcomes and Acceptable Development standards seem to have been written with a particular typology of place in mind, ie. residential. Some of the objectives and outcomes may be problematic for non-residential places. For example.

- Guiding principle 7 notes that it is required that 'Additions maintain existing view lines to the principal facade of the heritage place when viewed from the street'. This requirement may be too onerous for larger non-residential sites.
- Clause 3.1 Bulk and Scale – notes in Objective 3.1.1 that 'Additions are designed to respect the scale and proportion of the existing heritage building, which shall remain the dominant structure on the site when viewed from the street.' This may not be possible where larger scale development is proposed for a non-residential sites.

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There also appears to be some minor errors relating to interpretation of the regulations and terminology.

- In 'Definitions' for a Heritage Place - a) and b) should be one item.
- Item 1. Exemptions from Development Approval notes that 'internal building work where the interior of the building has not been specified as having heritage significance....' is exempt from requiring approval for places on the 'State List'. This is not an exempted activity under the Heritage Regulations for State Registered Places. State List is also not the correct terminology, which is State Register of Heritage Places.
- The policy in some parts refers to 'contributory places', which is correct terminology for Heritage Areas, but not for general policies relating to heritage. 'Heritage protected places' should replace the term 'contributory places.'

We hope that these comments are of value in the development of the proposed Local Planning Policies.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



Legislation / local law requirements	<i>Heritage Act 2018</i> <i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Local Planning Policy: Development Guidelines for Heritage Places Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas

PART 1 - PRELIMINARY

INTRODUCTION

Under section 103(1) of the *Heritage Act 2018* (Act), the City of Vincent (City) is required to prepare a Local Heritage Survey (LHS) comprising places within its area that in the opinion of the City, are or may become of cultural heritage significance. In preparing and amending its LHS, the City must have regard to the Heritage Council of Western Australia (HCWA) Guidelines for the Assessment of Local Heritage Places published under section 105 of the Act.

Schedule 2 Part 3 of *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the City to establish and maintain a Heritage List and to designate heritage areas.

This Policy provides the framework for assessing a place for the purpose of determining its cultural heritage significance and ultimately its inclusion onto the City's LHS, Heritage List or as a heritage area.

To ensure decision-making and the process for assessing cultural heritage significance is accountable, comparable and consistent, this Policy includes criteria for assessing cultural heritage significance based on the principles outlined in the Australia ICOMOS Burra Charter, 2013 (Burra Charter).

PURPOSE

The purpose of Local Planning Policy: Assessing Cultural Heritage Significance (Policy) is to provide clear direction on the assessment and management of places having cultural heritage significance within the City.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



OBJECTIVES

The objectives of this Policy are to:

1. identify, conserve and protect places of cultural heritage significance;
2. provide clear procedural guidelines for heritage assessments;
3. provide improved certainty to landowners and community members about the formal practice involved in heritage identification and protection; and
4. provide a framework for the classification and management of places with cultural heritage significance.

OPERATION

To assess and determine the cultural heritage significance of a place, a set of assessment is applied. The assessment criteria is based on the principles outlined in the Burra Charter and used to determine the level of significance and Management Category assigned to a place or area, or to determine the designation of a Heritage Area.

SCOPE

This Policy applies to individual places included or being considered for inclusion on the City's LHS and Heritage List and to areas designated or being considered for designation as a heritage area.

PART 2 - POLICY PROVISIONS

DEFINITIONS

All terms used in this Policy are defined in the Planning and Development Act 2005, the Regulations, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2 (Scheme), unless stated otherwise below.

Burra Charter means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

contributory place means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

heritage area means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant heritage characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



heritage assessment is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

Heritage List means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

Local Heritage Survey means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

POLICY

1. Assessing Significance

1.1 Assessment Criteria

In assessing the cultural heritage significance of an individual place or heritage area the criteria of aesthetic, historic, scientific or social value will be applied. A place or area will be considered to be of cultural heritage significance to the City if it meets one or more of these criteria.

Part 3 - Policy Guidelines provide detail on how each criteria is to be applied to the assessment of places and areas.

1.2 Determining the level of significance

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

1.3 Thematic History

A Place or Heritage Area will be assessed in the context of the history and/or development of Vincent as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography.
- Economy.
- Infrastructure.
- Social Services
- Governing.
- Cultural Life.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



1.4 Statement of Significance

A Statement of Significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

One of the levels of significance listed in clause 1.5 is to be applied to the place identified within the assessment.

1.5 Categories of Significance

All places will be assigned a level of significance which determines the management category allocated to the place as detailed in **Table 1**:

Table 1: Heritage Significance and Inclusion in the LHS and Heritage List

Level of Significance	New Classification	Previous Classification	Description	Heritage list
Exceptional	Category 1	Category A	Essential to the heritage of the locality. Rare or outstanding example	All places to be included in the heritage list
Considerable	Category 2	Category A	Very important to the heritage of the locality	All places to be included in the heritage list
Some/moderate	Category 3	Category B	Contributes to the heritage of the locality	Places may be included in the heritage list
Little	Category 4	No category	Has elements or values worth noting for community interest but otherwise makes little contribution	Below the threshold for inclusion into the heritage list

- Management Category 1 – Exceptional Significance:
- Management Category 2 – Considerable Significance:
- Management Category 3 – Some/moderate significance:
- Management Category 4 – Little Significance

Management associated with each level of significance are identified in **Part 3 - Policy Guidelines**.

2.6 Heritage Areas

A level of significance will not be assigned to a heritage area as a whole, but each place within the heritage area will be graded according to the level of contribution it makes to the significance of the area.

Each identified heritage area will be considered for designation under Schedule 2, Part 3, Clause 9 of the Regulations. Development control of properties within a heritage area will be outlined in dedicated Heritage Area Guidelines, endorsed by Council.

Local Planning Policy Amending the Local Heritage Survey, Local Heritage List and Designating Heritage Areas provides further guidance on the nomination of a heritage area. **Local Planning Policy Heritage Area Guidelines** includes the City's existing heritage area guidelines.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



PART 3 - POLICY GUIDELINES

1. Why Assess Cultural Heritage Significance?

The heritage of the City is unique, vibrant, complex and rich in history, stories, people and places.

Assessing places helps us define our history and maintain a record of places that are important from a historic and heritage perspective. These are the tangible reminders of our past and provide a window into who we are as a community, and where we have come from. It's important that future generations have a record and understanding of our unique history and heritage.

Assessing places for heritage significance allows us to include them on our Local Heritage Survey. Places may also be included on our Heritage List which will provide statutory control over how a place can be developed in the future.

2. What Makes a Place Significant?

Places within the City that are considered to have heritage significance are those that may: :

- have historical significance;
- have been associated with an important individual or group of people;
- be architecturally or aesthetically significant;
- be a rare, fine or an intact example of its type;
- demonstrate an important creative achievement; and/or
- be highly valued by a community for social or spiritual reasons.

3. How are Places Assessed for Heritage Significance?

Places within the City are assessed for cultural heritage significance in accordance with the assessment criteria outlined in Clause 4 of this Policy, which are derived from the Burra Charter.

4. Assessment Criteria

The following values are to be applied in assessing the cultural significance of an contributory place or heritage area within the City. A place or area will be considered to be of cultural heritage significance if it meets one or more of these criteria:

4.1 Aesthetic Value

Criterion 1: It is significant in exhibiting particular aesthetic characteristics.

A place included under this criterion should have characteristics of scale, composition, materials, texture and colour that are considered to have value to the City. This may encompass:

- creative or design excellence;
- the contribution of a place to the quality of its setting;
- landmark quality; and/or
- a contribution to important vistas.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



4.2 Historic Value

Criterion 2: It is significant in the evolution or pattern of the history of the local district.

A place or area included under this criterion should:

- be closely associated with events, developments or cultural phases that have played an important part in the City's history;
- have a special association with a person, group of people or organisation important in shaping the City (either as the product or workplace of a person or group, or the site of a particular event connected with them); and/or
- be an example of technical or creative achievement from a particular period.

4.3 Social Value

Criterion 3: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.

A place included under this criterion should:

- be a place that the community, or a significant part of the community has held in regard for an extended period of time; or
- be a public place, or places distinctive in the local landscape, which makes a contribution to the local 'sense of place' and local identity.

4.4 Scientific Value

Criterion 4A: It has demonstrable potential to yield information that will contribute to an understanding of the natural and cultural history of the local district.

A place included under this criterion should:

- be a standing structure or archaeological deposit;
- be an important benchmark or reference site; or
- should provide or demonstrate a likelihood of providing evidence about past activity; or
- the information should be inherent in the fabric of the place.

Criterion 4B: It is significant in demonstrating a high degree of technical innovation or achievement.

A place included under this criterion should:

- show qualities of innovation or represent a new achievement for its time;
- demonstrate breakthroughs in design or places that extend the limits of technology; and/or
- show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet the challenge of a particular site

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



4.5 Spritual Value

Criterion 5: It embodies or evokes intangible values and meanings which give it importance in the spiritual identity, or the traditional knowledge, art, and practices of a cultural group.

A place included under this criterion should:

- contribute to the spiritual identity or belief system of a cultural group;
- be a repository of knowledge, traditional art or lore related to spiritual practice of a cultural group;
- maintain the spiritual health and wellbeing of a culture or group; and
- find expression in cultural practices or human-made structures, or inspire creative works.

5. Level of Significance

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

One of the levels of significance listed is to be applied to the place identified within the assessment.

5.1 Rarity

Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

A place or area under this criterion should:

- provide evidence of a defunct custom, way of life or process;
- demonstrate a custom, way of life or process that is in danger of being lost; or
- demonstrate a building function, design or technique of exceptional interest.

5.2 Representativeness

Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

A place or area under this criterion should:

- provide a good example of its type;
- be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style; or
- have a high level of authenticity.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



5.3 Integrity, Authenticity and Condition

Authenticity and Integrity are aspects about the physical evidence of a place that can help understand its cultural significance. They are useful factors to take into consideration in relation to managing change to heritage places and assessing impacts to heritage values. These terms are not, however, defined in the Act, nor are they used within the Burra Charter.

The HCWA defines these terms as follows:

- **Integrity** - explains the extent to which the fabric is in its original state.
- **Authenticity** - explains the extent to which the original intention is evident, and the compatibility of current use.

Use levels of high, moderate, and low to describe the degree of integrity/authenticity and explain why.

- **Condition** is another consideration that helps to determine if a place is a good, fine, or excellent example of its type.

6. Thematic History

A thematic history provides a broad historical context for understanding the patterns and forces that shaped an area over time. It identifies locally distinctive themes to structure the history. A theme can unite a variety of actions, events, functions, people and dates, and it helps to prevent any concentration on a particular type of item, period or event of history.

The thematic history is not intended to be a detailed account of all aspects of the history of an area, nor to replace histories designed to serve other purposes. Rather, it is to prepare a broad overview of the evolution of the City to identify turning points in its history, the main periods of its development, and key stories, themes and influential factors that have all shaped the City's distinctive character.

A place or heritage area will be assessed in the context of the history and/or development of the City as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography.
- Economy.
- Infrastructure.
- Social Services
- Governing.
- Cultural Life.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



7. Statement of Significance

A statement of significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

8. Management Categories

All places will be assigned a level of significance which determines the management category allocated to the place. At the City, the Local Heritage Survey (LHS) and Heritage List comprises of places that have been identified in the following categories:

8.1 Management Category 1: Exceptional Significance

Significance determined by how the assessment of the place demonstrates the following:

- essential to the heritage of the City;
- an exceptional level of state and/or local cultural heritage significance under one of the categories of aesthetic, historic, social or scientific significance;
- high degree of authenticity, for example it retains its original use and/or its architectural integrity is highly intact; and
- rare or outstanding example of its type, e.g.. An outstanding landmark; or exemplar of the federation queen anne style; or a building formally used as a drill hall with close associations to the armed services; or a park containing remnant natural flora and fauna valued for its research and reference purposes

8.1.1 Outcomes:

- conservation essential unless there is no feasible alternative;
- development is assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**;
- minor works or like for like restoration are exempt in accordance with the above local planning policy; and
- development applications must be accompanied by a heritage impact statement.

8.1.2 Future Actions:

- priority given to category 1 places when considering the heritage assistance fund;
- a conservation plan may be required, particularly if the place is also included on the State Register; and
- records should be kept of any major changes over time via updates to the LHS.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



8.2 Management Category 2: Considerable Significance

Significance determined by how the assessment of the place demonstrates the following:

- very important to the heritage of the City;
- a high level of aesthetic, historic, scientific and/or social value for the local community;
- a key representative example of its type; and
- these places will typically have a high degree of authenticity, but may still be very important to the heritage of Vincent even if some alterations have been undertaken, provided these do not obscure an understanding of the cultural heritage values of the place.

8.2.1 Outcomes:

- conservation highly desirable unless no feasible alternative is available;
- development assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**;
- minor works or like for like restoration may be exempt in accordance with the above local planning policy.

8.2.2 Future Actions:

- a heritage impact statement is required for significance works; and
- conservation work is eligible for heritage assistance fund.

Example Category 2 places include the Lincoln Street flats, the Oxford Hotel, Menzies Park and various privately owned residential dwellings.

8.3 Management Category 3: Some/Moderate Significance

Significance determined by how assessment of the place demonstrates the following:

- contributes to the heritage of the City e.g. It is a good example of a federation bungalow;
- helps to illustrate an important aspect of the history of the City, but:
 - does not have important associations with prominent people, events and/or activities;
 - does not have landmark or other aesthetic values that make a particularly significant contribution to the district's sense of place; and
 - is not a key representative or rare example of its type.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



8.3.1 Outcomes:

- conservation recommended;
- place is recommended for inclusion on the LHS;
- unless already listed, the place will only be referred to Council for consideration for inclusion in the Heritage List in consultation with the property owner; and
- development assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**.

8.3.2 Future Actions:

- place is recommended for inclusion on the LHS;
- places **not** eligible for the heritage assistance fund **if included on the heritage list**; and
- prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

8.4 Management Category 4: Little Significance

Significance determined by how assessment of the place demonstrates the following:

- has elements or values worth noting for community interest but otherwise makes little contribution.

8.4.1 Outcomes:

- place is recommended for inclusion on the LHS; and
- unless a written request is received from the property owner, it is not recommended for inclusion on the heritage list (unless otherwise already listed).

8.4.1 Future Actions:

- place is not eligible for the heritage assistance fund; and
- if the place is on the heritage list, prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



APPENDIX 1: HERITAGE MANAGEMENT CATEGORIES

The following table details the levels of significance and classification categories for heritage properties

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	PREVIOUS CLASSIFICATION	NEW CLASSIFICATION	DESCRIPTION
Exceptional	Category A - Conservation Essential	Category 1	Essential to the heritage of the locality. Rare or outstanding example
Considerable	Category A - Conservation Essential	Category 2	Very important to the heritage of the locality
Some/moderate	Category B - Conservation Recommended	Category 3	Contributes to the heritage of the locality
Little	No Category	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	17/07/2006
Previous Title	Local Planning Policy 7.6.2 Heritage Management - Assessment
Reviewed / Amended	10/07/2012; 18/06/2024
Next Review Date	06/2028

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



Legislation / local law requirements	<p><i>Heritage Act 2018</i> <i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p>
Relevant delegations	<p>16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme</p>
Related policies, procedures and supporting documentation	<p>Local Planning Policy: Development Guidelines for Heritage Places Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas</p>

PART 1 - PRELIMINARY

INTRODUCTION

Under section 103(1) of the *Heritage Act 2018* (Act), the City of Vincent (City) is required to prepare a Local Heritage Survey (LHS) comprising places within its area that in the opinion of the City, are or may become of cultural heritage significance. In preparing and amending its LHS, the City must have regard to the Heritage Council of Western Australia (HCWA) Guidelines for the Assessment of Local Heritage Places published under section 105 of the Act.

Schedule 2 Part 3 of *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the City to establish and maintain a Heritage List and to designate heritage areas.

This Policy provides the framework for assessing a place for the purpose of determining its cultural heritage significance and ultimately its inclusion onto the City's LHS, Heritage List or as a heritage area.

To ensure decision-making and the process for assessing cultural heritage significance is accountable, comparable and consistent, this Policy includes criteria for assessing cultural heritage significance based on the principles outlined in the Australia ICOMOS Burra Charter, 2013 (Burra Charter).

PURPOSE

The purpose of Local Planning Policy: Assessing Cultural Heritage Significance (Policy) is to provide clear direction on the assessment and management of places having cultural heritage significance within the City.

OBJECTIVE

The objectives of this Policy are to:

1. identify, conserve and protect places of cultural heritage significance;
2. provide clear procedural guidelines for heritage assessments;
3. provide improved certainty to landowners and community members about the formal practice involved in heritage identification and protection; and

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



4. provide a framework for the classification and management of places with cultural heritage significance.

OPERATION

To assess and determine the cultural heritage significance of a place, a set of assessment is applied. The assessment criteria is based on the principles outlined in the Burra Charter and used to determine the level of significance and Management Category assigned to a place or area, or to determine the designation of a Heritage Area.

SCOPE

This Policy applies to individual places included or being considered for inclusion on the City's LHS and Heritage List and to areas designated or being considered for designation as a heritage area.

PART 2 - POLICY PROVISIONS

DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, the Regulations, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2 (Scheme), unless stated otherwise below

Burra Charter means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

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heritage assessment is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

Heritage List means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



Local Heritage Survey means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

POLICY

1. Assessing Significance

1.1 Assessment Criteria

In assessing the cultural heritage significance of an individual place or heritage area the criteria of aesthetic, historic, scientific or social value will be applied. A place or area will be considered to be of cultural heritage significance to the City if it meets one or more of these criteria.

Part 3 - Policy Guidelines provide detail on how each criteria is to be applied to the assessment of places and areas.

1.2 Determining the Level of Significance

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

1.3 Thematic History

A Place or Heritage Area will be assessed in the context of the history and/or development of Vincent as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography
- Economy
- Infrastructure
- Social Services
- Governing
- Cultural Life

1.4 Statement of Significance

A Statement of Significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

One of the levels of significance listed in clause 1.5 is to be applied to the place identified within the assessment.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



1.5 Categories of Significance

All places will be assigned a level of significance which determines the management category allocated to the place as detailed in **Table 1**:

Table 1: Heritage Significance and Inclusion in the LHS and Heritage List

Level of Significance	New Classification	Previous Classification	Description	Heritage list
Exceptional	Category 1	Category A	Essential to the heritage of the locality. Rare or outstanding example	All places to be included in the heritage list
Considerable	Category 2	Category A	Very important to the heritage of the locality	All places to be included in the heritage list
Some/moderate	Category 3	Category B	Contributes to the heritage of the locality	Places may be included in the heritage list
Little	Category 4	No category	Has elements or values worth noting for community interest but otherwise makes little contribution	Below the threshold for inclusion into the heritage list

Management associated with each level of significance are identified in Part 3 - Policy Guidelines.

1.6 Heritage Areas

A level of significance will not be assigned to a heritage area as a whole, but each place within the heritage area will be graded according to the level of contribution it makes to the significance of the area.

Each identified heritage area will be considered for designation under Schedule 2, Part 3, Clause 9 of the Regulations. Development control of properties within a heritage area will be outlined in dedicated Heritage Area Guidelines, endorsed by Council.

Local Planning Policy Amending the Local Heritage Survey, Local Heritage List and Designating Heritage Areas provides further guidance on the nomination of a heritage area. **Local Planning Policy Heritage Area Guidelines** includes the City's existing heritage area guidelines.

PART 2 - POLICY PROVISIONS

1. Why Assess Cultural Heritage Significance

The heritage of the City is unique, vibrant, complex and rich in history, stories, people and places.

Assessing places helps us define our history and maintain a record of places that are important from a historic and heritage perspective. These are the tangible reminders of our past and provide a window into who we are as a community, and where we have come from. Its important that future generations have a record and understanding of our unique history and heritage.

Assessing places for heritage significance allows us to include them on our Local Heritage Survey. Places may also be included on our Heritage List which will provide statutory control over how a place can be developed in the future.

LOCAL PLANNING POLICY: ASSESSING CULTURAL HERITAGE SIGNIFICANCE



2. What Makes a Place Significant?

Places within the City that are considered to have heritage significance are those that may:

- have historical significance;
- have been associated with an important individual or group of people;
- be architecturally or aesthetically significant;
- be a rare, fine or an intact example of its type;
- demonstrate an important creative achievement; and/or
- be highly valued by a community for social or spiritual reasons.

3. What Makes a Place Significant?

Places within the City are assessed for cultural heritage significance in accordance with the assessment criteria outlined in Clause 4 of this Policy, which are derived from the Burra Charter.

Assessing places for heritage significance allows us to include them on our Local Heritage Survey. Places may also be included on our Heritage List which will provide statutory control over how a place can be developed in the future.

4. Assessment Criteria

Places within the City are assessed for cultural heritage significance in accordance with the assessment criteria outlined in Clause 4 of this Policy, which are derived from the Burra Charter.

4.1 Aesthetic Value

Criterion 1: It is significant in exhibiting particular aesthetic characteristics.

A place included under this criterion should have characteristics of scale, composition, materials, texture and colour that are considered to have value to the City. This may encompass:

- creative or design excellence;
- the contribution of a place to the quality of its setting;
- landmark quality; and/or
- a contribution to important vistas.

4.2 Historic Value

Criterion 2: It is significant in the evolution or pattern of the history of the local district.

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A place included under this criterion should:

- be closely associated with events, developments or cultural phases that have played an important part in the City's history;
- have a special association with a person, group of people or organisation important in shaping the City (either as the product or workplace of a person or group, or the site of a particular event connected with them); and/or
- be an example of technical or creative achievement from a particular period.

4.3 Social Value

Criterion 3: It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.

A place included under this criterion should

- be a place that the community, or a significant part of the community has held in regard for an extended period of time; or
- be a public place, or places distinctive in the local landscape, which makes a contribution to the local 'sense of place' and local identity.

4.4 Scientific Value

Criterion 4A: It has demonstrable potential to yield information that will contribute to an understanding of the natural and cultural history of the local district.

A place included under this criterion should

- be a standing structure or archaeological deposit;
- be an important benchmark or reference site; or
- should provide or demonstrate a likelihood of providing evidence about past activity; or
- the information should be inherent in the fabric of the place.

Criterion 4B: It is significant in demonstrating a high degree of technical innovation or achievement.

A place included under this criterion should

- show qualities of innovation or represent a new achievement for its time;
- demonstrate breakthroughs in design or places that extend the limits of technology; and/or
- show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet the challenge of a particular site

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4.5 Spiritual Value

Criterion 4A: It has demonstrable potential to yield information that will contribute to an understanding of the natural and cultural history of the local district.

A place included under this criterion should

- be a standing structure or archaeological deposit;
- be an important benchmark or reference site; or
- should provide or demonstrate a likelihood of providing evidence about past activity; or
- the information should be inherent in the fabric of the place.

5. Level of Significance

The level of significance of a place will be determined with reference to issues of Rarity, Representativeness, Condition, Integrity and Authenticity.

One of the levels of significance listed is to be applied to the place identified within the assessment.

5.1 Rarity

Criterion 5: It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.

A place or area under this criterion should:

- provide evidence of a defunct custom, way of life or process;
- demonstrate a custom, way of life or process that is in danger of being lost; or
- demonstrate a building function, design or technique of exceptional interest.

5.2 Representativeness

Criterion 6: It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.

A place or area under this criterion should:

- provide a good example of its type;
- be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style; or
- have a high level of authenticity.

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5.3 Integrity, Authenticity and Condition

Authenticity and Integrity are aspects about the physical evidence of a place that can help understand its cultural significance. They are useful factors to take into consideration in relation to managing change to heritage places and assessing impacts to heritage values. These terms are not, however, defined in the Act, nor are they used within the Burra Charter.

The HCWA defines these terms as follows

- **Integrity** - explains the extent to which the fabric is in its original state
- **Authenticity** - explains the extent to which the original intention is evident and the compatibility of current use

Use levels of high, moderate and low to describe the degree of integrity/authenticity and explain why

- **Condition** is another consideration that helps determine if a place is a good, fine or excellent example of its type

6. Thematic History

A thematic history provides a broad historical context for understanding the patterns and forces that shaped an area over time. It identifies locally distinctive themes to structure the history. A theme can unite a variety of actions, events, functions, people and dates, and it helps to prevent any concentration on a particular type of item, period or event of history.

The thematic history is not intended to be a detailed account of all aspects of the history of an area, nor to replace histories designed to serve other purposes. Rather, it is to prepare a broad overview of the evolution of the City to identify turning points in its history, the main periods of its development, and key stories, themes and influential factors that have all shaped the City's distinctive character.

A place or heritage area will be assessed in the context of the history and/or development of the City as identified in the Western Australian Thematic History and key themes of:

- Environment
- Demography.
- Economy.
- Infrastructure.
- Social Services
- Governing.
- Cultural Life

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7. Statement of Significance

A statement of significance is to be included within the heritage assessment. This is a statement made about the place as a whole with reference to the applicable assessment criteria.

8. Management Categories

All places will be assigned a level of significance which determines the management category allocated to the place. At the City, the Local Heritage Survey (LHS) and Heritage List comprises of places that have been identified in the following categories:

8.1 Management Category 1: Exceptional Significance

Significance determined by how the assessment of the place demonstrates the following:

- essential to the heritage of the City;
- an exceptional level of state and/or local cultural heritage significance under one of the categories of aesthetic, historic, social or scientific significance;
- high degree of authenticity, for example it retains its original use and/or its architectural integrity is highly intact; and
- rare or outstanding example of its type, e.g.. An outstanding landmark; or exemplar of the federation queen anne style; or a building formally used as a drill hall with close associations to the armed services; or a park containing remnant natural flora and fauna valued for its research and reference purposes

8.1.1 Outcomes:

- conservation essential unless there is no feasible alternative;
- development is assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places;**
- minor works or like for like restoration are exempt in accordance with the above local planning policy; and
- development applications must be accompanied by a heritage impact statement.

8.1.2 Future Actions:

- priority given to category 1 places when considering the heritage assistance fund;
- a conservation plan may be required, particularly if the place is also included on the State Register; and
- records should be kept of any major changes over time via updates to the LHS.

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8.2 Management Category 2: Considerable Significance

Significance determined by how the assessment of the place demonstrates the following:

- very important to the heritage of the City;
- a high level of aesthetic, historic, scientific and/or social value for the local community;
- a key representative example of its type; and
- these places will typically have a high degree of authenticity, but may still be very important to the heritage of Vincent even if some alterations have been undertaken, provided these do not obscure an understanding of the cultural heritage values of the place.

8.2.1 Outcomes:

- conservation highly desirable unless no feasible alternative is available;
- development assessed in accordance with Local Planning Policy: Development Guidelines of Heritage Places;
- minor works or like for like restoration may be exempt in accordance with the above local planning policy.

8.2.2 Future Actions:

- a heritage impact statement is required for significance works; and
- conservation work is eligible for heritage assistance fund.

8.3 Management Category 3: Some/Moderate Significance

Significance determined by how assessment of the place demonstrates the following:

- contributes to the heritage of the City e.g. It is a good example of a federation bungalow;
- helps to illustrate an important aspect of the history of the City, but:
 - does not have important associations with prominent people, events and/or activities;
 - does not have landmark or other aesthetic values that make a particularly significant contribution to the districts sense of place; and
 - is not a key representative or rare example of its type.

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8.3.1 Outcomes:

- conservation recommended;
- place is recommended for inclusion on the LHS;
- unless already listed, places will only be referred to Council for consideration for inclusion in the Heritage List in consultation with the property owner; and
- development assessed in accordance with **Local Planning Policy: Development Guidelines of Heritage Places**.

8.3.2 Future Actions:

- places eligible for the heritage assistance fund if included on the heritage list; and
- prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

8.4 Management Category 4: Little Significance

Significance determined by how assessment of the place demonstrates the following:

- has elements or values worth noting for community interest but otherwise makes little contribution.

8.4.1 Outcomes

- place is recommended for inclusion on the LHS;
- unless a written request is received from the property owner, it is not recommended for inclusion on the heritage list (unless otherwise already listed).

8.4.2 Future Actions

- place is not eligible for the heritage assistance fund; and
- if the place is on the heritage list, prepare an archival record and/or interpret the site in accordance with **Local Planning Policy: Interpretation of Heritage Places** prior to any major development or demolition.

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APPENDIX 1: HERITAGE MANAGEMENT CATEGORIES

The following table details the levels of significance and classification categories for heritage properties

LEVEL OF SIGNIFICANCE TO THE LOCAL AREA	PREVIOUS CLASSIFICATION	NEW CLASSIFICATION	DESCRIPTION
Exceptional	Category A - Conservation Essential	Category 1	Essential to the heritage of the locality. Rare or outstanding example
Considerable	Category A - Conservation Essential	Category 2	Very important to the heritage of the locality
Some/moderate	Category B - Conservation Recommended	Category 3	Contributes to the heritage of the locality
Little	No Category	Category 4	Has elements or values worth noting for community interest but otherwise makes little contribution

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	17/07/2006
Previous Title	Local Planning Policy 7.6.2 Heritage Management - Assessment
Reviewed / Amended	10/07/2012; 18/06/2024
Next Review Date	06/2028

LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



Legislation / local law requirements	<i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> and the <i>Heritage Act 2018</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City's Local Planning Scheme
Related policies, procedures and supporting documentation	Local Planning Scheme No.2 Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas

PART 1 - PRELIMINARY

INTRODUCTION

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key outcome of the SCP is to ensure our “built form character and heritage is protected and enhanced”.

Interpretation is a communication process, which helps people to make sense of and understand more about a site and/or event. In the context of this policy, interpretative signage will be used as a means of providing a tangible reminder and as a communicative tool for the identification and understanding of places of cultural heritage, which have been either demolished and/or removed within the City, or requested by the public.

PURPOSE

The purpose of Local Planning Policy: Interpretation of Heritage Places (Policy) is to provide a comprehensive framework matters relating to the interpretation of heritage places.

OBJECTIVES

The objectives of this policy are to:

1. generate awareness of the rich and diverse historic and social cultural heritage within the City's built environment.
2. provide a procedure to recognise buildings approved to be demolished within the City which are considered to hold historic and/or social cultural heritage values not reflected directly in the building's structure, style or physical appearance.
3. encourage innovative and varied forms of heritage interpretation, which recognise different opportunities, depending on the type and scale of development.

LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



4. provide a procedure to implement the City's Heritage Plaques and Interpretation Program, to allow community members to nominate a place listed in the LHS in the City to be recognized through the installation of a plaque and/or alternative form of interpretation

SCOPE

This policy applies to the interpretation of:

- places listed on the Heritage List (formally the Municipal Heritage Inventory);
- heritage areas; and
- places listed in the Local Heritage Survey (LHS).

PART 2 - POLICY PROVISIONS

DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), the *Heritage Act 2018*, State Planning Policy 7.3 Residential Design Codes (the R Codes) and the City's Local Planning Scheme No.2 (the Scheme), unless stated otherwise below.

Burra Charter means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

contributory place means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

heritage area means a group of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

heritage assessment is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the HCWA Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

Heritage List means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to the Regulations.

interpretation plan means a comprehensive long-term strategy, a management tool, for ensuring that the heritage significance of places, objects or traditions can be communicated. it is a communicative tool used for the identification and understanding of places of cultural heritage

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Local Heritage Survey means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

1. Interpretation Resulting from a Development Application for a Dwelling on the Heritage List

- 1.1 Prior to obtaining a Demolition Licence for the demolition of a place listed in the City's Heritage List, a Planning Application for the demolition of a building is required to be submitted to and approved by the City. Should the City consider that the place proposed for demolition has solely historic and/or social significance that is deemed by the City as not directly reflected in the building's structure, style or physical appearance, the City may require a form of interpretation to be displayed on the site of the building proposed to be demolished as part of any development approval.
- 1.2 Where a place is to be demolished the applicant and/or owner of the building is to be notified that a plaque or an alternative form of interpretation is to be displayed on the site of the existing building. Plaque specifications are specified within **Appendix 1**.
- 1.3 The specification details, including the content and proposed location of the plaque or alternative form of interpretation is to be approved by the City before the issuing of a Demolition Licence and/or Building Licence, whichever occurs first. All associated historical information is also to be provided to the City for archival purposes.
- 1.4 The plaque or the alternative form of interpretation is to be installed prior to first occupancy of the new development on the site.
- 1.5 The applicant and/or owner may integrate the proposed interpretation as part of the Percentage for Public Art requirement of the development. The interpretation;
 - is to follow the processes outlined in and be in accordance with the City's Local Planning Policy: Percent for Art;
 - is to incorporate through different mediums explicit recognition of the identified heritage values of the place to be demolished as identified in the heritage assessment for the place; and
 - is to also incorporate descriptive text, which is to be located in a position which is visible from the public domain as detailed in Appendix 1.
- 1.6 Once the plaque or the alternative form of interpretation (e.g. public art) is installed, the applicant and/or owner are to advise the City, so that an image of the plaque or the alternative form of interpretation (e.g. public art) can be included on the City's website. The applicant and/or owner are also to provide the City with any associated historical information on the property, for archival purposes.

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- 1.7 In the event that a demolition application is submitted and/or approved without a redevelopment proposal the City may require one of the following:
- The applicant and/or owner of the building to be demolished is to be notified that a plaque or an alternative form of interpretation is to be displayed on the site of the existing building. The applicant and/or owner shall lodge an appropriate interpretation assurance bond with the City. The assurance bond will only be released to the applicant and/or owner in the following circumstances;
 - The interpretation proposal, which has been prepared in accordance with the requirements of this Policy, has been submitted to and approved by the City and the plaque /and or alternative form of interpretation subsequently installed on the property, prior to first occupancy of the new development on the site. (Note: In the event of non-compliance with the interpretation proposal requirement, the City may draw on the bond, as required, to carry out the interpretation proposal to the satisfaction of the Chief Executive Officer); or
 - A Statutory Declaration on the prescribed form endorsed by the applicant and/or owner and stating that they will not proceed with the subject 'approval to commence development' for demolition, which has been submitted to and approved by the City; or
 - The subject 'Approval to Commence Development' for demolition, did not commence and subsequently expired; or
 - A notification being lodged under section 70A of the Transfer of Land Act, prior to the issue of a Demolition Licence, notifying proprietors and/or (prospective) purchasers of the property of the interpretation proposal requirement and that the interpretative proposal, which has been prepared in accordance with the Policy, will be required to be installed prior to the first occupation of the development;
- 1.8 A copy of the plaque and associated heritage assessment and any other associated historical information, will be uploaded onto the City's website and provided to the City's Local History Centre, to ensure information about the former place is widely accessible.

2. Heritage Plaque and Interpretation Program For Places on the Heritage List and Local Heritage Survey.

2.1. Eligibility

- Any member of the public can submit a nomination for consideration of a plaque or an alternative form of interpretation relating to a place on the Heritage List or LHS within the City to be installed.
- If the place is not on the Heritage List or LHS, a nomination for a places inclusion can occur in accordance with **Local Planning Policy: Amending the Local Heritage Survey, Heritage List and Designating Heritage Areas**.

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2.1. Nomination Process

- A member of the public shall submit a nomination for consideration of a plaque relating to a place on the Heritage List or LHS, in accordance with the **Heritage Plaques and Interpretation Program Nomination Form**. A nomination from an applicant that is not the land owner will not result in any cost liability placed on the owner.
- The nomination form shall be accompanied by supporting including, but not limited to, the place record form, primary sources such as photographs, oral histories and personal correspondence and any supporting secondary sources, such as newspaper articles.
- The City's strategic planners and Local History Centre are to provide a recommendation on the suitability of the nomination to the City for consideration.
- If the nomination is not considered to meet the criteria outlined above by the City, the applicant is advised in writing that the application was not successful.
- If the nomination is successful, the City's staff is to finalize the text for the proposed plaque and/or alternative form of interpretation, and forward a copy of this to the applicant for review.
- The applicant is to provide confirmation to support the wording of the text to the City, within four (4) weeks of receiving the draft text.
- On confirmation of the wording of the text, the City to write to the applicant to formally support the installation of the plaque and/or alternative form of interpretation and request receipt of the accompanying **Conditions of Cost Contribution Form**, to be forwarded to the City, within four (4) weeks of receiving the Form.

2.3 Funding

- The City will contribute a minimum of 50 percent of the total cost of the Heritage Plaque and/or alternative form of Interpretation, to a maximum of \$1,000. Contributions above 50 per cent can be considered on a case by case basis.
- The contribution is to be agreed upon through the **Conditions of Cost Contribution Form** signed by the applicant and the City and is to be paid to the City within 4 weeks of both parties signing the **Conditions of Cost Contribution Form**.
- If the plaque/interpretation is installed outside of the private lot boundary (e.g. footpath), the applicant and/or current owner of the place in question does not acquire any ownership rights to the plaque/interpretation by making a contribution to its cost.

3.4 Manufacturing, Installation and Maintenance

- If a plaque is selected as the preferred form of interpretation, the manufacturing of the plaque is to be facilitated by the City undertaken by a preferred supplier, and the supplier and is to meet the specifications outlined in **Appendix 1**.

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- The installation of the plaque is to be undertaken by the City, and is to meet the following specifications;
 - The plaque is to be located in a position which is visible from the public domain; and
 - Where positioned on the footpath, the plaque is to be properly secured and flush to the footpath, and meet all safety requirements.
- If installation is outside of the lot boundary (e.g. footpath), the plaque/interpretation remains the property of the City, and the City is responsible for all maintenance costs.
- Should an alternative form of interpretation be selected, the specifications shall be agreed in writing between the applicant and the City, however must meet the following criteria:
 - The text/and or artwork is to incorporate explicit recognition of the history relating to the property / site; and
 - the interpretation is to be located in a position which is visible from the public domain.

3. Other provisions

- a place listed on the LHS can either be a site / property that have been demolished or a site / property that remains in situ.
- all places and associated plaques and/or alternative form of interpretation will be made available for viewing from the City's website.
- a place listed in the LHS may not be the same as a place listed on the City's Heritage List, however an Applicant can request for a plaque and/or alternative form of interpretation to be installed for a place on the City's Heritage List in accordance with the procedures outlined in clause 1 of this Policy.
- If a place that is listed on the City's Heritage List is demolished and removed from the list and re-classified as a place within the LHS, the provisions in clause 2 of this Policy are to apply for the installation of the interpretative signage or art work.

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APPENDIX 1: PLAQUE REQUIREMENTS

Specifications for signage (refer below for example)

- is to be no smaller than A4;
- the plaque is to contain a maximum of 100 words and should incorporate a photographic image or drawing of the former building;
- the text is to incorporate explicit recognition of the identified heritage values of the place to be demolished as identified in the heritage assessment of the place;
- it is to include the City of Vincent logo;
- is to be made of durable material that will not deteriorate visually over time; and
- the signage is to be located in a position which is visible from the public domain.



OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	21/12/2005
Previous Title	Local Planning Policy: Heritage Management - Interpretive Signage
Reviewed / Amended	22/07/2008; 10/07/2012; 16/06/2024
Next Review Date	06/2028

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APPENDIX 2: HERITAGE PLAQUES AND INTERPRETATION PROGRAM - NOMINATION FORM

1. Instructions

It is not necessary to fill in all the information requested on this form, but all fields marked with an asterisk (*) MUST be filled in or nominations cannot be considered. To help us assess your nomination, please provide as much additional information as possible.

If you need more space, please feel free to attach additional pages, but please make sure the extra pages are securely attached to this form and have the address of the place at the top, in case the pages get separated.

2. Contact Details

In case we need to contact you to clarify information, please give us your contact details. This information will remain confidential and will not be used for any other purpose.

Your Name* _____

Your Address* _____

Daytime Phone* _____

Email Address* _____

3. The Place Being Nominated

Name of Place (if any) _____

Address / Location* _____

Suburb* _____

4. Has the Place been Demolished?

Yes

No

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5. Is the Place listed in the following:

- State Register of Heritage Places
- City of Vincent Local Heritage List
- City of Vincent Local Heritage Survey

6. Supporting Evidence Relating to the Place.

Construction Date: _____

Original Owner: _____

Other Owners: _____

Original Designer and/or Builder: _____

Physical Description: _____

Modifications made since construction: _____

Events and/or people and/or groups associated with the place:

How does this place relate to the history of the City of Vincent (in your opinion)?

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What is significant about this place that it should be recognised with a plaque and/or alternative form of interpretation (in your opinion)?

How will a plaque and/or alternative form of interpretation for this property promote the understanding of Vincent's heritage to the wider public (in your opinion)?

List of References (e.g.: Primary Sources (photographs, personal correspondence, oral histories) and Secondary Sources (newspaper articles, book titles, Library references etc.). Please attach to this form where possible.

Other Comments:

7. Plaque Details

Location:

- Option 1: Plaque to be inserted into the footpath
- Option 2: Plaque to be fixed to structure within lot boundary (e.g.. front fence, pillar, wall etc.)

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Material:

Option 1: Plaque to be inserted into the footpath

- 6mm thick cast bronze plaque. Raised bronzed letters and border sunk sand finish painted background based enamel clear protective finish. 220mm x 400mm.

Option 2: Plaque to be affixed to structure within lot boundary

- 6mm thick cast bronze plaque. Raised bronzed letters and border sunk sand finish painted background based enamel clear protective finish. 220mm x 400mm.
- 5mm thick satin finish brass plaque acid etched sunk lettering with black enamel pain fill with protective lacquer finish. 220 x 400mm.

8. Alternative Form of Interpretation

Location (provide a brief description on where the Interpretation will be located)

Material (provide a brief description the material/s being used)

Design (provide a brief description of the Interpretation)

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9. Checklist

Before submitting your application, please ensure that you have included the following information:

- Covering Letter; and
- List of references and where available copies of references, e.g. photographs, newspaper articles, oral histories, personal correspondence etc.; and
- Sample Written Text for the Plaque (approximately 100 words); or
- Sample Sketch Design for alternative Interpretation; and
- Quotation for Interpretation design and installation (if not using City's preferred supplier).

Applicant Name: _____

Signed: _____ date: ___/___/___

Please send your completed nomination form and your attachments to the City of Vincent by email **mail@vincent.wa.gov.au** or post it to:

Strategic Planning: City of Vincent - PO Box 82, Leederville WA 6902

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APPENDIX 3: CONDITIONS OF FUNDING & SCHEDULE OF WORKS

I/we _____ being the landowners of the heritage listed place at _____ accept the allocation of funds for the property and have read and agreed that I/we will abide by the conditions of funding outlined below.

CONDITIONS

1. The cost contribution agreed between the applicant and the City of Vincent will be paid to the City, within four (4) weeks of both parties signing the Conditions of Cost Contribution Form, prior to the ordering and the manufacturing of the heritage plaque and/or interpretation.
2. The applicant of the heritage plaque/interpretation, and/or the current owner of the subject place does not acquire any ownership rights to the plaque/alternative form of interpretation by making a contribution to its cost, if installed outside of the private lot boundary.
3. The heritage plaque/interpretation remains the property of the City of Vincent and all maintenance costs relating to the plaque/interpretation are the responsibility of the City of Vincent, if installed outside of the private lot boundary.
4. The location for the installation of the heritage plaque/interpretation shall be determined by the City of Vincent in liaison with the applicant and/or the current owner of the subject place.
5. The applicant and/or the current owner of the subject place shall not relocate or remove the heritage plaque/interpretation without permission from the City of Vincent
6. The City of Vincent reserves the right to use the documentation submitted by the applicant relating to the subject place and the pictures/images of the completed plaques, to promote public awareness relating to the subject property, through various mediums such as the City's websites, heritage walks, publications, and the City's Local History Centre.
7. The City of Vincent will contribute up to 50 per cent of the total cost of the plaque and/or alternative form of interpretation to a maximum of \$1,000. On receipt of the City receiving the agreed amount from the applicant, the City will commence the manufacturing of the heritage plaque. The cost of the installation of a standard plaque will be borne by the City. Invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;

Plaque

Total Cost of Plaque (not including installation): \$ _____
 Amount to be contributed by Applicant: \$ _____
 Amount to be contributed by City of Vincent: \$ _____

OR

Alternative Forms of Interpretation

Total Cost of Interpretation (including installation): \$ _____
 Amount to be contributed by Applicant: \$ _____
 Amount to be contributed by City of Vincent: \$ _____

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8. A refund will only be given if requested in writing from the applicant/owner

Applicant Name: _____

Signed: _____ date: __/__/__

Name of Manager Urban Design and Strategic Projects: _____

Signed: _____ date: __/__/__

Name of Director of Strategy and Development: _____

Signed: _____ date: __/__/__

LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



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SCHEDULE OF WORKS

Owner/Applicant: _____

Property Address: _____

Schedule of Conservation Works: _____

Appointed Contractor: _____

Date of Commencement of Works: _____

Approximate Date of Completion: _____

Have there been any changes to the proposed financial arrangement (quote) and or scope of works as outlined on the Heritage Assistance Fund Application form?

No

Yes (please provide explicit detail)

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



Legislation / local law requirements	<i>Heritage Act 2018</i> <i>Planning and Development Act 2005</i> This policy has been prepared under the provisions of Schedule 2, Part 2 and 3 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Relevant delegations	16.1.1 Determination of various applications for development approval under the City’s Local Planning Scheme
Related policies, procedures and supporting documentation	City of Vincent Local Planning Scheme No.2 Local Planning Policy: Assessing Cultural Heritage Significance Local Planning Policy: Development Guidelines for Heritage Places

PART 1 - PRELIMINARY

INTRODUCTION

Under section 103(1) of the *Heritage Act 2018* (Act), the City of Vincent (City) must prepare a Local Heritage Survey (LHS) comprising places within its area that in the opinion of the City, are or may become of cultural heritage significance. In preparing and amending its LHS the City must have regard to the Guidelines of Local Heritage Places published under section 105 of the Act.

Schedule 2 Part 3 of *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) requires the City to establish and maintain a Heritage List and to designate Heritage Areas. The Regulations establishes the requirements for public consultation.

PURPOSE

The purpose of this Policy is to provide clear direction on the process for amending the Local Heritage Survey, Heritage List and Designating Heritage Areas (Policy).

OBJECTIVES

The objectives of this Policy are to:

1. provide clear procedures for adding, deleting or amending the Local Heritage Survey and Heritage List, and the designation and revocation of heritage areas; and
2. ensure that decisions regarding additions, removals and amendments to the Local Heritage Survey, the Heritage List and heritage areas follow due process, and that these decisions are based on consideration of the cultural heritage significance of a place or area.

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



SCOPE

This Policy covers the procedures and criteria for adding, deleting or amending places on the Local Heritage Survey, Heritage List and heritage area.

PART 2 - POLICY PROVISIONS

DEFINITIONS

All terms used in this Policy are defined in the *Planning and Development Act 2005*, the Regulations, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2 (Scheme), unless stated otherwise below.

Burra Charter means the document providing guidance for the conservation and management of places of cultural heritage significance and sets standards of practice for those who provide advice, make decisions about, or undertake works to places of cultural heritage significance, including owners, managers and custodians. The charter is adopted by the Australian International Council on Monuments and Sites (ICOMOS).

contributory place means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

heritage area means a grouped of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

heritage assessment is a systematic assessment that describes a place and its setting and states the cultural heritage significance of the place based on the criteria outlined in the Burra Charter, and in accordance with the Heritage Council of Western Australia (HCWA) Guidelines for the Assessment of Local Heritage Places 2022, Guidelines for Local Heritage Surveys 2022, Guidelines for Establishing a Heritage List 2021 and Guidelines for Heritage Areas 2023.

Heritage List means a list of places within the City of Vincent, considered by the City to be of identified cultural heritage significance and worthy of conservation pursuant to Regulation 8 in Schedule 2 Part 3 of the Regulations.

Local Heritage Survey (LHS) means a list of places with the City of Vincent, assessed by the City as having identified cultural heritage significance pursuant to the Act.

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



POLICY

1. Amendments to the Local Heritage Survey, Heritage List or Heritage Area

1.1 Assessing places

Places are assessed for cultural heritage significance in accordance with the standard heritage assessment criteria outlined in Local Planning Policy: Assessment of Cultural Heritage Significance.

1.2 Management Categories

The following Management Categories listed in Table 1 below are assigned to places included in the LHS and Local Heritage List:

1.3 Amendment Process

Amendments to the LHS and Heritage List or the designation of a Heritage Area are made in accordance with the procedures outlined in **Part 3 - Policy Guidelines**.

Table 1: Heritage Significance and Inclusion in the LHS and Heritage List

Level of Significance	New Classification	Previous Classification	Description	Heritage list
Exceptional	Category 1	Category A	Essential to the heritage of the locality. Rare or outstanding example	All places to be included in the heritage list
Considerable	Category 2	Category A	Very important to the heritage of the locality	All places to be included in the heritage list
Some/moderate	Category 3	Category B	Contributes to the heritage of the locality	Places may be included in the heritage list
Little	Category 4	No category	Has elements or values worth noting for community interest but otherwise makes little contribution	Below the threshold for inclusion into the heritage list

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



PART 3 - POLICY GUIDELINES

The City of Vincent has a rich and diverse heritage demonstrated within its built and natural environment.

In accordance with the Regulations, the City is required to establish and maintain a Heritage List. The purpose of the Heritage List and Heritage Areas is to identify places within the scheme area that are of cultural heritage significance and worthy of built heritage conservation.

The City first released its Municipal Heritage Inventory in 1995 (MHI). Now known as a Local Heritage Survey (LHS), it is a guiding document describing places that have cultural heritage significance. These places tell the story of the local government area. A heritage place can take many forms - buildings, parks, memorials, trees, landscapes and archaeological remains.

In accordance with the Act, the City must maintain a LHS and issue guidelines about the preparation, review and periodic updating of the LHS.

The LHS has no statutory significance under the City's Scheme. Its purpose is to identify and record places that are or may become of cultural heritage significance, assisting in decision making and in the preparing a heritage list or heritage area in the future.

Places included on the LHS may also be recommended for inclusion on the Heritage List or for designation as a Heritage Area. In other cases, owners may nominate a place or area for consideration of inclusion on the Heritage List or Heritage Area.

Places can only be included or removed from the LHS, Heritage List or designated Heritage Area where due process has been followed in accordance with these guidelines.

1. The Heritage List

The Heritage List contains places which are of cultural heritage significance and deemed worthy of built heritage conservation. Inclusion on the Heritage List does have implications on the development of a property over and above the requirements that are already in the Planning Framework.

1.1 Purpose:

- required under the Regulations; and
- identifying places within the Scheme area that have cultural heritage significance and worthy of built heritage conservation.

1.2 Process:

- places identified by the LHS or nominated by owner, community or the City;
- consultation in accordance with the Community & Stakeholder Engagement Policy;
- inclusions, major updates and deletions require formal adoption by Council; and
- the timing for major amendments is generally immediately following or concurrently with amendments to the LHS.

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



1.3 Outcomes:

- demolition is not permitted without planning approval;
- various levels of development permitted with and without approval based on Heritage Significance and local planning policy provisions;
- subject to adopted **Local Planning Policy - Development Guidelines for Heritage Places**; and
- potential variation to site and development standards in accordance with the Regulations.

1.4 Updates and Nominations

- following amendments to the LHS, the City will consider whether any of the places included or removed from the LHS should also be considered for inclusion in or removal from the Heritage List; and
- places may also be considered for inclusion on the Heritage List as a result of a nomination by the owner, the City or any other person or organisation.

1.5 Heritage List Consultation

- Having determined which places are to be considered for inclusion in or removal from the Heritage List or which entry on the Heritage List is to be modified, the City will comply with Regulation 8(3)(a), undertake the consultation requirements outlined in Regulation 8(3)(b) in the Deemed Provisions and pursuant to Regulation 8(3)(c) invite public submissions in respect of the matter.
- The period for consultation under Regulations 8(3)(b) and (c) shall be no less than twenty one (21) days.

1.6 Addition of places to the Heritage List

- Places identified as having exceptional (Category 1) or considerable significance (Category 2) will automatically be referred to Council to be considered for inclusion on the Heritage List.
- Places identified as having some significance (Category 3 and 4) will only be referred to Council for consideration for inclusion in the Heritage List upon the receipt of a written request from the property owner.

1.7 Removal of places from the Heritage List

- Places will only be removed from the Heritage List if it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.
- The poor state of a place should not in itself be a reason for removal from the Heritage List. Deletion of a place from the list will only be considered if a structural condition report conducted by a registered structural engineers states that the structural integrity of the place has failed to the point where it cannot be rectified without the removal of a majority of its significant fabric.

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



2. The Local Heritage Survey

The LHS comprises a list of places which in the opinion of Council are, or may become, of cultural heritage significance. The LHS provides a cultural and historic record of the district and assists a local government in preparing a Heritage List or heritage areas under a local planning scheme.

Inclusion on the LHS does not have implications for the development of a place over and above the requirements that are already in place as part of the local planning framework.

2.1 Purpose

- required under the Act;
- identifies and records places of cultural heritage significance;
- assists the City in making and implementing decisions in line with heritage values; and
- assists in informing places/areas for inclusion on the Heritage List and heritage areas.

2.2 Process:

- a general review should be consistent with major reviews of the The Scheme or the Strategic Community Plan 2022-2032 (SCP) or ad hoc additions following a nomination;
- places are assessed in accordance with **Local Planning Policy: Assessment of Cultural Heritage Significance**; and
- reviews and updates require resolution by Council.

2.3 Outcomes:

- provides a comprehensive assessment of places of cultural heritage significance;
- identifies Category 1, 2, 3 and 4 places;
- informs recommended inclusions onto the Heritage List for Category 1 and 2 places; and
- category 3 and 4 places may be considered for inclusion onto the Heritage List at owners request

2.4 Reviews

- The City will from time to time review and assess places for inclusion in or removal from the LHS in accordance with these Guidelines. A major review of the LHS will generally be undertaken at intervals consistent with a major review of the Local Planning Strategy or the SCP.

2.5 Nominations

- Any person, association or organisation may nominate a place to be considered for inclusion in the LHS outside of an official review. A nomination is to be in writing, including information contained within the Nomination form included in these Guidelines.

2.6 Amendments

- Amendments or revisions to the LHS to the extent that alter the classification of a place or the statement of significance require a resolution of Council. Administrative updates to the LHS that do not alter the classification and/or statements of significance for places can be undertaken without a resolution of Council.

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



2.7 Consultation

- Any proposed addition, removal or amendment to the LHS are undertaken with public consultation.
- Submissions shall be invited from the owner/s and occupier/s of the place. The invitation to make a submission will be made in writing and include information on the heritage significance/values of the place.
- In addition, submissions from the public shall be invited through public advertising of the proposal with information of the heritage significance/values of the place and access to any report being provided via the City's website.
- The submission period will not be less than twenty one days.

2.8 Removal from Local Heritage Survey

- Places will only be removed from the LHS if it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.
- Where the Council is to consider the removal of a place from the LHS, if that place is also included in the Heritage List, consideration of its removal from the Heritage List may be undertaken concurrently.
- In some cases a place may have unintentionally been added incorrectly to the LHS. Where such an error can be clearly identified and verified, the entry may be removed by a resolution of the Council without a review of the heritage assessment and without prior public consultation.

3. Heritage Areas

Heritage areas are areas which have been assessed as having cultural heritage significance and cohesive character and, in the opinion of the City, require special planning controls to conserve and enhance the cultural heritage significance of the area.

When the City designates a heritage area it must also adopt a local planning policy for that area.

Inclusion in a heritage area does have implications on the development of a property over and above the requirements that are already in place as part of a local planning framework.

3.1 Purpose

- required under the Regulations; and
- identifying areas within the Scheme area that have cultural heritage significance and worthy of built heritage conservation.

3.2 Process

- places identified by the LHS or nominated by owners; and
- inclusions, updates and deletions require formal adoption by Council.

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3.3 Outcomes

- no demolition is permitted without a development application;
- various levels of development permitted with and without approval based on specific development guidelines for the area; and
- subject to the adopted **Local Planning Policy - Development Guidelines for Heritage Places** and the area specific guidelines.

3.4 Heritage Area Nomination

- Following amendments to the LHS or should an heritage assessment of an area occur, the City may consider whether any areas identified should also be considered for heritage area consideration.
- Areas may also be considered for designation through a nomination by owners. Where it can be determined in writing that a minimum of forty percent (40%) of owners in the designated area support the area being considered as a heritage area, the City will undertake an assessment of the area to determine its significance.

3.5 Heritage Area Consultation

- Before determining whether an area should be designated a heritage area or an amendment should be made to an existing heritage area, the City will undertake consultation in accordance with Regulations 9(3) and (4) of the Deemed Provisions.

3.6 Heritage Area Guidelines

- When designating a heritage area, the city will undertake an assessment of the built form within the area. The purpose of this assessment will be to inform the development of area specific guidelines;
- Following advertising, Council will be required to approve, refuse or approve with modifications; and
- the guidelines, which once adopted, will be used to inform development of the specific designated heritage area.

3.7 Revocation of a Heritage Area

- Heritage areas will only be revoked where it can be demonstrated that their previous assessment of cultural heritage significance was erroneous or that they have subsequently lost their significance.

4. Matters To Which Council Will Consider

In considering the inclusion or removal of a place from the LHS and/or Heritage List or the designation of a heritage area, or any amendments regarding an existing listing, Council will have regard to:

- any submissions received during the public consultation period, with particular regard to be given to the submissions of property owner/s of the place or in the area;
- any heritage assessment report and/or other heritage studies relating to the place or area;
- any advice received from the Heritage Council of Western Australia; and
- any other matter it considers necessary.

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5. Council Determination

The decision to amend the LHS and Heritage List or to designate a heritage area can only be made by a resolution of Council in accordance with the provisions of the Act and the Regulations.

Following the heritage assessment and consultation procedures outlined above, the Council may, depending on the circumstances of each case:

- include, not include or remove a place on the LHS;
- amend the existing LHS place entry;
- declare or refuse to declare a place as significant and worthy of built heritage conservation for recording in the Heritage List;
- designate or not designate an area to be a heritage area;
- include or amend an existing entry in the Heritage List;
- amend a heritage area; or
- a. remove a place from the Heritage List or revoke a heritage area.

6. Final Notification

Owners, occupiers and all parties who made a written submission on the proposal before Council will be notified in writing of the meeting at which Council will consider the proposal and will also be notified in writing of the Council's determination.

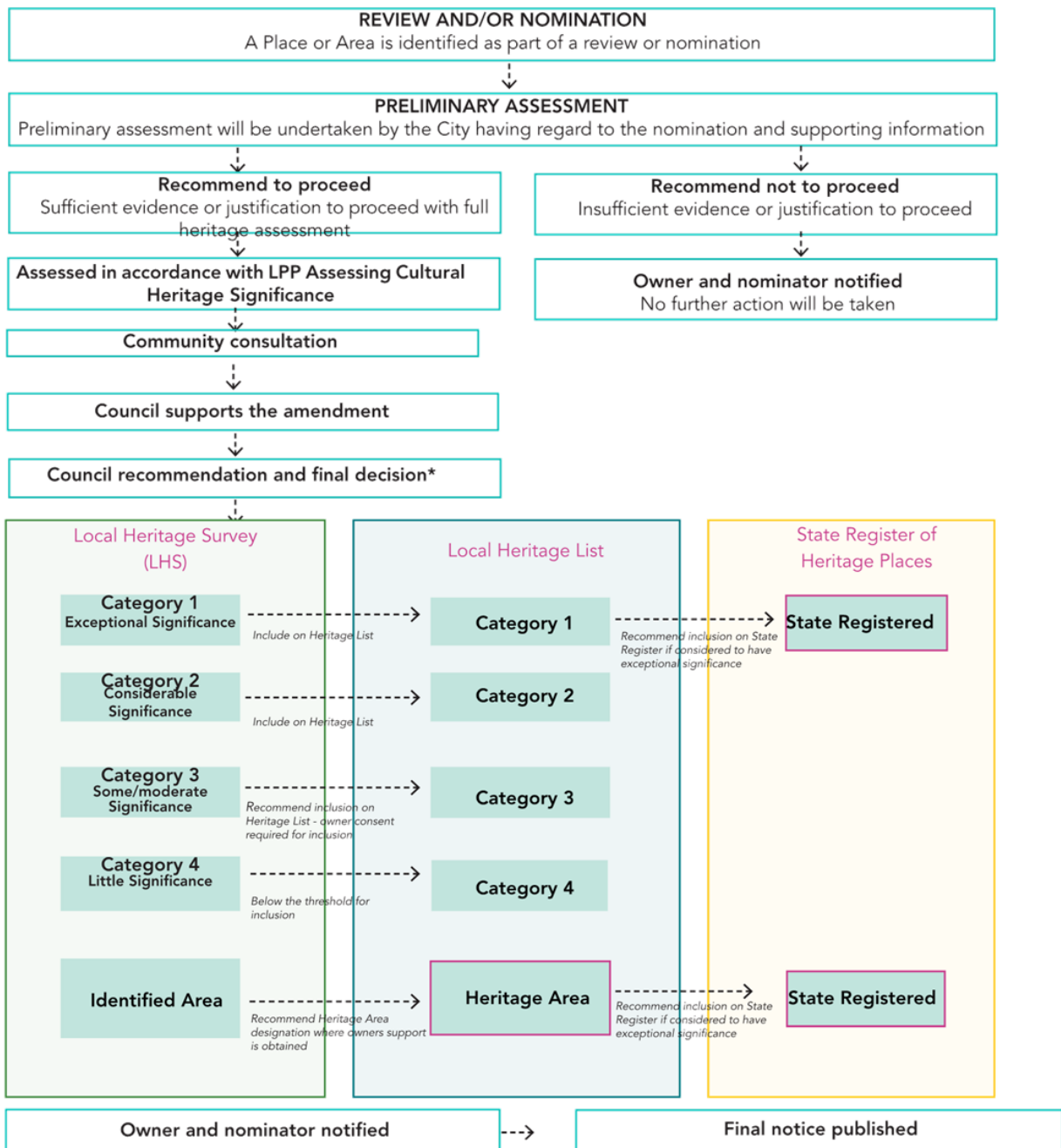
The HCWA will be notified of any resolutions regarding the LHS, Heritage List or heritage areas.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Urban Design and Strategic Projects
Initial Council Adoption	2/06/2006
Previous Title	Local Planning Policy 7.6.5: Heritage Management - Amendments to the Municipal Heritage Inventory
Reviewed / Amended	22/07/2008; 13/07/2010; 10/07/2012; 20/06/2015; 18/06/2024
Next Review Date	06/2028

LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



APPENDIX 1 - POLICY SUMMARY



LOCAL PLANNING POLICY: AMENDING THE LOCAL HERITAGE SURVEY, HERITAGE LIST AND DESIGNATING HERITAGE AREAS



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APPENDIX 2: LOCAL HERITAGE SURVEY/HERITAGE LIST NOMINATION FORM

Instructions

It is not necessary to fill in all the information requested on this form, but all fields marked with an asterisk (*) MUST be filled in or nominations cannot be considered. To help us assess your nomination, please provide as much additional information as possible.

If you need more space, please feel free to attach additional pages, but please make sure the extra pages are securely attached to this form and have the address of the place at the top, in case the pages get separated.

Contact Details

In case we need to contact you to clarify information, please give us your contact details. This information will remain confidential and will not be used for any other purpose.

Your Name* _____

Your Address* _____

Daytime Phone* _____

Email Address* _____

The Place Being Nominated

Name of Place (if any) _____

Address / Location* _____

Suburb* _____

Title Details _____

Materials – Walls _____

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Materials – Roof _____

Materials – Other _____

Physical Description _____

Construction Date _____

Modifications made since construction _____

Original Owner _____

Other Owners _____

Original Designer _____

Original Builder _____

Other Information

How does this place relate to the history of the City of Vincent (in your opinion)?*

What is significant about this place that it should be entered on the Local Heritage Survey and/or Local Heritage List or be designated as a Heritage Area (in your opinion)?*

Other Heritage Listings (e.g.: National Trust, Heritage Council, other group)

References (e.g.: book titles, Library references etc.)

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Other Comments

*Please check that you have filled in all fields marked with *.*

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Draft Heritage Assistance Fund Guidelines 2024/2025

Introduction

The City of Vincent (City) Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key outcome of the SCP is to ensure our “built form character and heritage is protected and enhanced”.

The City of Vincent’s heritage list encompasses over 300 heritage places of heritage significance with over 20 included in the State Register.

Through our heritage assistance fund, we provide financial assistance to people who wish to undertake approved heritage conservation projects on places listed on the City’s Heritage List, the State Register of Heritage Places or within designated Heritage Areas.

Work funded through the fund enhances the public realm, maintains and enables use of heritage-protected places, and develops community understanding about the importance of heritage conservation.

The purpose of these guidelines is to provide a comprehensive framework relating to the application and administration of the heritage assistance fund.

How Does the Fund Operate

The City will generally run the heritage assistance fund once each financial year, at its discretion.

Applications will be open between July 2024 and November 2024.

Funding is generally offered on a \$1 for \$1 basis, with the City contributing up to 50% of the total cost up to a maximum of \$5000. This may be varied from year to year at the City’s discretion.

Projects are required to be completed and a receipt provided to the City by no later than 31 May 2025.

Eligibility Criteria

1. As a property owner or not-for-profit organisation, you may apply for funding for:
 - Places included on the Heritage List;
 - Places included on the State Register of Heritage Places; and
 - A contributing place within a designated heritage area.
2. The proposed project must deliver positive conservation outcomes for the City of Vincent and the community.
3. The applicant must be the registered owner of the property and a rate payer in the City of Vincent (an application can be made on behalf of a registered owner by an authorised agent noting that the City reserves the right to qualify this).
4. For physical works the applicant must have all appropriate insurances, permits and licenses for the proposed project or can demonstrate that project has been discussed with the relevant authorities including and not limited to the City’s relevant departments (planning, building and health approvals).
5. Demonstrate the capacity to fund the project up front, noting that this funding is paid upon completion of the project.
6. For strata or community title properties the applicant must have relevant approvals from owners have been secured in line with the *Strata Titles Act 1985* or *Community Titles Act 2018*.

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7. Any encumbrances have been declared. For works resulting from an insurance claim, grants are for conservation works not covered by the insurance.
8. The application must be submitted prior to the project commencement date.

Note: Proposed project on buildings that are strata-titled will be considered as one project.

Types of Projects Supported

Projects eligible for the heritage assistance fund generally fall into two categories, these being documentation or conservation works.

The documentation category is best suited to owners seeking professional advice in making decisions that guide future development of a heritage place.

The works category assists owners with the costs associated with conservation works on a heritage listed place.

1. Heritage Advice and Documentation

The documentation category is best suited to those who wish to attract financial assistance for professional advice, conservation plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development. This may include:

- conservation/management plans;
- heritage impact statement;
- archaeological surveys;
- re-use options study; and
- structural engineers report.

2. Conservation Works

The works category is best suited for those who wish to attract financial assistance for the costs associated with conservation and maintenance works associated with a heritage listed place.

Examples of conservation works that may be funded include, but not limit to:

- Restoration of facades, tuck-pointing and re-pointing;
- reinstatement of original facades and facade details;
- Verandah restoration
- Re-roofing and guttering repairs for roofs and verandahs.
- Chimney repairs; and
- Removal or render to reinstate original finishes.

Please liaise with the City's Strategic Planning team to determine if your project is eligible for funding where it is not included above.

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Assessment Criteria

Several criteria will be taken into consideration when assessing a heritage assistance fund application. An application will be granted approval where it is considered to meet the intent of the heritage assistance fund when evaluated against the following criteria:

- The applicant has demonstrated commitment and ability to complete the project and acquittal by 31 May of the funding round.
- The project contributes to the conservation of the heritage listed place.
- The project demonstrates value to the community.
- The proposed work improves the appearance of the place when viewed from the public realm.
- The proposed works are sympathetic to the significance of the heritage listed place.
- The project is consistent with the accepted conservation principles outlined in the Conservation Plan and/or Burra Charter.
- The proposal is consistent with the City's local planning policies.

Priority will be given to heritage places with a Management Category of 1 and 2 (existing Management Category A) and where there is an urgency of conservation work to avert a threat to the conservation of the place.

The availability of other grant schemes, such as State Government Heritage Grants and any history of heritage funding for the place may be considered in the assessment.

Ineligible Projects

The following projects are ineligible for heritage assistance funding:

- retrospective funding for projects completed or commenced prior to an application being approved.
- equipment costs that will be used after the project finishes.
- new addition and extensions.
- internal works, except the conservation of significant elements of a category 1 heritage listed place as identified in the statement of significance.
- works to a non-contributing place within a heritage area.
- an applicant who has outstanding debts to the City.
- an applicant that has already received City funding (including in-kind) for the same project.
- the property is owned by current City of Vincent employees or their immediate families.

Canvassing of Elected Members

Canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to any grant application will result in the application being deemed ineligible.

General Information

Key Dates

The City provides one round of Heritage Assistance Funds per year.

Applications Open	July 2025
Applications close	November 2025
Notice of decision	December 2025
Acquittal/finalization	31 May 2026

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How to Apply?

To apply for funding, owners must submit a heritage assistance fund application to the City and have it approved prior to any project being undertaken.

The City will not support retrospective funding for works that have been completed or commenced prior to a heritage assistance fund being submitted and approved.

The following are required to be submitted with your heritage assistance fund application:

- Completed application form; and
- Copies of at least two quotes for the project to provide evidence of comparative works and value for money.

In addition, the following must be provided:

1. Heritage Advice and Documentation

Applications for heritage advice and documentation must include:

- the scope of works – description, objectives, program for delivery; and
- minimum of two written quotes. Professional heritage advice and documentation must be from a suitably qualified heritage professional.

2. Heritage Conservation Works

Applications for conservation works must include the following:

- Plans, diagrams or a written description of the works.
- details of materials and conservation methodology.
- current property condition report, including photographs covering the application.
- professional advice and documentation previously obtained.
- evidence that the appropriate insurances, permits and licenses for the proposed works are obtained **or** can demonstrate that project has been discussed with the relevant authorities including and not limited to the City's relevant departments (Statutory Planning, Building and Health).
- Subject to [Appendix No.20 Refunding and Waiving of Planning and Building Fees](#), the City can refund or waive planning fees.

Note: Unauthorised works to a heritage place may be a breach of the *Planning and Development Act 2005*, the *Heritage Act 2018*, and the *Building Act 2011* and may result in penalties. We encourage you to speak to the City's Development and Design team if you believe that your works are exempt from requiring development approval.

Application Process

Applications are assessed by the City's Urban Design and Strategic Planning team. An assessment is carefully considered with the view of maintaining the integrity of the proposal. It is important to note that not all applications are approved and not all applications are approved for the requested amount.

Applications will be assessed in a competitive environment (funding round) against other applications received. The City regularly receives more funding applications than the available budget can accommodate. It is the responsibility of the applicant to clearly address the assessment criteria. Successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

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Disclosure of Interests

All applicants must also disclose the following:

- Any known established relationship between the property owner (or authorised agent), managing agent or lessee and all quote providers;
- Any other funding sought or received from the City of Perth or any other funding body for this project; and
- Any development-based incentives received for the property.

Completion and Acquittal

Grants are reimbursements, meaning they are paid after the work on the project is complete.

Successful applicants are required to provide written confirmation of completion of the project and proof of payment to their contractor. Proof of completion are to include:

- invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;
- proof of payment by applicant i.e., a receipt or invoice showing payment in full; and
- photographs of the completed works.

Acquittals for conservation works may include an inspection of works by City Officers.

All projects must be completed by 31 May 2025 to ensure funds can be acquitted by the end of the financial year.

The City cannot carry grant funds over from one financial year to the next. If you are unable to complete the project described in the grant application for any reason, please advise the City as soon as possible.

The approved funding amount may not be paid in full in instances where eligible project expenditure is lower than forecasted within the application.

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Definitions

All terms used in this Policy are defined in the *Planning and Development Act 2005*, Planning and Development (Local Planning Schemes) Regulations 2015, the Heritage Act 2018, State Planning Policy 7.3 Residential Design Codes and the City's Local Planning Scheme No. 2, unless stated otherwise below.

Built Heritage Conservation means conservation as defined in the Heritage Act 2018 section 4.

Conservation in relation to a place of cultural heritage significance, means the conservation of the place so as to retain its cultural heritage significance, including:

- a. maintenance, preservation, restoration, reconstruction, adaptation and interpretation of the place;
- b. retention of the associations and meanings of the place; and
- c. retention or reintroduction of a use of the place.

Contributory place means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

Cultural Heritage Significance means aesthetic, historic, scientific, social or spiritual value for individuals or groups within Western Australia.

Heritage Area means a grouped of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

Heritage Council means the Heritage Council of Western Australia established by section 11(1) of the Heritage Act 2018.

Heritage List means a Heritage List established under clause 8(1) of the Regulations. Unless otherwise noted, terms used in this policy have common meanings and include those defined in the Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, and the Heritage Act 2018:

Local Heritage Survey means a survey prepared under section 103(1) as follows: 103(1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Heritage-Protected Place is a place –

- a. that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or
- b. that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
- c. that is the subject of an order under the Heritage Act 2018 Part 4; or
- d. that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or
- e. that is included on a heritage list as defined in clause 7; or
- f. that is within a heritage area defined in clause 7.

Place means a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land:

- a. archaeological remains;
- b. buildings, structures, other built forms, and their surrounds;
- c. equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;
- d. gardens and man-made parks or sites; and
- e. a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.

State Register means the Register of Heritage Places established and compiled under 35(1) of the Heritage Act 2018.

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Useful documents

[The Australia ICOMOS Charter for Places of Cultural Significance, 2013](#) (The Burra Charter)
[City of Vincent Strategic Community Plan 2022-2032](#)
[Policy No.7.6.1 Heritage Management: Development Guidelines for Heritage and Adjacent Properties](#)
[Residential Design Codes Volume 1](#)
[Local Planning Scheme No. 2](#)
[Built Form Policy No. 7.1.1](#)

Relevant Legislation

[Planning and Development Act 2005](#)
[Planning and Development \(Local Planning Schemes\) Regulations 2015](#) (Regulations).
[City of Vincent Local Planning Scheme No. 2](#)
[State Planning Policy 3.5 – Historic Heritage Conservation](#)
[Heritage Act 2018](#)
[Building Act 2011](#)
[National Construction Code](#)

Do you have any more questions?

Applicants can discuss their proposal with the City's Urban Design and Strategic Planning team.

They are available to talk at the City's Administration Building Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

Phone: 9273 6000

Email: mail@vincent.wa.gov.au

Address: Main Administration Building, 244 Vincent Street, Leederville 6007, WA

CITY OF VINCENT PLANNING AND BUILDING POLICY MANUAL
HERITAGE
POLICY NO: 7.6.7
HERITAGE MANAGEMENT – MUNICIPAL HERITAGE INVENTORY (MHI)
INCENTIVES AND DEVELOPMENT BONUSES

POLICY NO: 7.6.7

**HERITAGE MANAGEMENT – MUNICIPAL HERITAGE INVENTORY (MHI)
INCENTIVES AND DEVELOPMENT BONUSES**

INTRODUCTION

The Municipal Heritage Inventory comprises a list of places within the City of Vincent that have been recognised as having cultural heritage significance and worthy of conservation for present and future generations. The City of Vincent considers that the conservation and maintenance of these places to be a priority and as such various incentives and development bonuses are made available to owners of heritage-listed places to assist in achieving good conservation outcomes. This Policy provides an overview of the incentives and development bonuses available for places listed on the City of Vincent Municipal Heritage Inventory.

OBJECTIVES

To:

1. outline incentives and development bonuses for owners of heritage-listed places within the City of Vincent;
2. encourage the conservation and enhancement of the City of Vincent's built environment, including individual buildings and streetscapes generally; and
3. outline incentives for development applications that deliver sound conservation outcomes.

POLICY STATEMENT

1. Consideration of Clause 20 and Clause 27 of the City of Vincent Town Planning Scheme No. 1

Application of Clause 20 - Special Application of the Residential Design Codes of Western Australia (R-Codes):

- If the proposed development conserves or enhances a heritage-listed place the development is eligible for an increase in the dwelling density of up to 50 percent.
- The percentage allocated will be dependent on the nature of the proposed development and the impact the development will have on the heritage listed place to be retained.
- The impact of the proposed development will be determined by conducting a heritage impact statement on the heritage-listed place outlined in the Policy relating to Heritage Management - Development Guidelines.

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Application of Clause 27 - Variations to Scheme Provisions:

- If the proposed development facilitates the conservation of a heritage listed place, the City of Vincent may consider varying any site or development requirement of the Town Planning Scheme.
- Determination of the variation will depend on the impact of the proposed development on the heritage significance associated with the place, which will be assessed by conducting a heritage impact statement on the heritage listed place outlined in the Policy relating to Heritage Management – Development Guidelines.
- Prior to confirming the variation to the Town Planning Scheme provision the City of Vincent will consult with affected parties by following one or more of the provisions dealing with advertising uses pursuant to Clause 37 of the Town Planning Scheme and to have regard to any expressed views prior to making its decision to grant the variation.

2. Reduction of Fees and Charges for Development Applications

Owners of heritage-listed places may have fees waived in part or in full in the following instances:

- Development application involving a change of use of a heritage-listed place that does not involve any significant physical construction.
- Development application involving alterations and additions which has no adverse affect on the heritage significance associated with the heritage listed place.
- Development application involving partial demolition which has no adverse affect on the heritage significance associated with the heritage listed place.

3. Financial and Non-Financial Assistance for Heritage Listed Properties

Financial Assistance

Owners of heritage listed places within the City of Vincent are eligible to apply for various grants and low interest loans from the City of Vincent and/or various State agencies. These funds and loans are subject to annual budget changes. Further details on the loans and grants are available on the City's dedicated heritage website: www.vincentheritage.com.au.

City of Vincent Incentives

- Heritage Assistance Fund

All places listed on the City's Municipal Heritage Inventory are eligible for monetary assistance for conservation works or conservation documentation.

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- City of Vincent Building Design and Conservation Awards

Owners of places listed on the Municipal Heritage Inventory who conduct building works that assist in the conservation of the place are eligible to enter the Municipal Heritage Inventory category for the opportunity to receive a cash prize.

State Agency Incentives

- Heritage Loan Scheme

All places listed on the Municipal Heritage Inventory are eligible for the Heritage Loan Scheme, which provides loans at reduced interest rates for conservation heritage works.

- Heritage Grants Scheme

The Heritage Council of Western Australia administers the State Government Heritage Grants Program. This program is designed to provide funds for conservation to places identified as having a high level of heritage value and are listed on the State Register or considered likely to be listed in the near future.

Non – Financial Assistance

Owners of heritage-listed places within the City of Vincent can seek professional advice and guidance involving proposed development and conservation of heritage-listed places from the City of Vincent Heritage Officers. Research assistance is also available from the Local Studies Library Officers.

POLICY NO: 7.6.9**HERITAGE ASSISTANCE FUND****INTRODUCTION**

The Heritage Assistance Fund provides financial assistance to persons who wish to undertake approved heritage conservation projects on places listed on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places.

OBJECTIVES

- To promote best practice conservation planning and physical conservation works associated with places of cultural heritage value within the City;
- Encourage a partnership approach between owners of heritage listed places and the City;
- Provide financial assistance to owners in the conservation and restoration of places identified as having cultural heritage significance within the City; and
- Encourage owners to support the designation/retention of buildings recognised as having cultural heritage significance within the City.

1. FUNDING CATEGORIES

Funding is available through one of the two categories listed below:

1.1 Documentation

This category is best suited for those who wish to seek advice, plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development.

Examples of these include:

- Conservation/Management Plans;
- Heritage Impact Statements;
- Archaeological Surveys;
- Re-use Options Study;
- Structural Engineers Report.

1.2 Conservation Works

This category is best suited for those who wish to attract financial assistance for part of the costs associated with the conservation works on a heritage listed place.

Examples of these include:

- Re-pointing and re-lining;
- Fencing repairs and/or reconstruction;
- Paint removal;
- Re-roofing and guttering for roofs and verandahs;
- Chimney repairs;
- Removal of render;
- Reinstatement of facades.

2. ELIGIBILITY**2.1 Eligible Applicants**

- 2.1.1 Property owners whose place is on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places and whom have not incurred a rates debt with the City; or
- 2.1.2 Community group or non-profit groups who have assumed a long term lease or legal agreement for the maintenance of a building listed on the City's Municipal Heritage Inventory and/or the State Register of Heritage Places and whom have not incurred a rates debt with the City.

Note: Proposed works at buildings that are strata-titled will be considered as one project.

2.2 Ineligible Projects

- 2.2.1 Equipment costs that will be used after the project finishes;
- 2.2.2 Retrospective funding (i.e. work that has been completed prior to a Heritage Assistance Fund application being submitted and acknowledged); and
- 2.2.3 New additions or extensions.

3. SELECTION CRITERIA

- 3.1 The proposed work must contribute to the retention of the heritage listed place as well as improve the appearance of the place when viewed from the street;
- 3.2 Works must be sympathetic to the character and significance of the heritage listed place;
- 3.3 Consistency with the accepted conservation principles outlined in the Burra Charter 2013;
- 3.4 The extent to which the proposal is consistent with the City's Residential Design Guidelines and Heritage Management Policies;
- 3.5 The urgency of the conservation work;
- 3.6 Applicant that have not previously received Heritage Assistance Fund will be given preference.

4. FUND DETAILS

- 4.1 The Heritage Assistance Fund is run twice a year, at the discretion of the City;
- 4.2 The funding available in each round will generally consist of half of any annual funding, at the discretion of the City;

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- 4.3 Eligible projects are entitled up to 50% of the total cost up to a maximum of \$5,000. This may be varied from year to year at the discretion of the City; and
- 4.4 Projects are required to be completed and a receipt provided to the City by no later than 30 June in that financial year.

*Please further refer to Appendix 1 – Application Process, Appendix 2 – Conditions of Funding Form and Schedule of Works.

Date Adopted: 5 April 2016
Date Amended: 26 July 2016
Date Reviewed:
Date of Next Review: 5 April 2021

NOTE: THIS HAS NOT BEEN ADOPTED AS A CITY OF VINCENT LOCAL PLANNING POLICY.

Appendix 1 – Heritage Assistance Fund Application Process

Stage 1 – Submission

Submit the Application Form and supporting documentation.

Stage 2 – Site Visit

The City's Heritage Officers will meet with you on site to discuss the detail of the proposed work if necessary.

Stage 3 – Acknowledgement letter

After the site visit, the Heritage Officers will undertake assessment on the application and will send the applicant an **acknowledgement email/letter** to confirm if the conservation works are eligible or not.

Important Note

Applicants may, at their own discretion, commence any works following the receipt of the acknowledgement email/letter. As the funding is not confirmed at that stage, the City takes no responsibility for any funding shortfall outside the final approved amount of funding.

If the applicants choose to commence the works prior to the closing date of each round without confirming the final approved amount of funding, the applicants have to complete and return (1) Conditions of Funding and (2) Schedule of Works to the City at this stage. The conservation project works can be started on an agreed commencement date between the applicant and the City according to the approved documentation.

Stage 4 – Assessment and Letter of Offer of Funding

After the closing date of each round, the Heritage Officers reserve the right to make a decision on fund allocations based on the following:

1. The number of applications received in that round;
2. The proposed cost of the projects; and
3. The availability of the funding for that round.

The Heritage Officers will inform all applicants via a **letter of offer of funding** about the approved amount of funding.

Stage 5 – Conditions of Funding and Schedule of Works

Successful applicants complete and return (1) Conditions of Funding and (2) Schedule of Works within 28 days of being notified of eligibility to the Heritage Assistance Fund to confirm the acceptance of the funding.

Stage 6 – Commencement of Works

Once the applicants have submitted (1) Conditions of Funding and (2) Schedule of Works, conservation project works may commence according to the approved documentation.

Stage 7 – Upon Completion of Work

- Applicant submits in writing a request for the reimbursement of funds.
- Present proof of payment to the City, a Certificate of Completion (if any) and photographs of the completed works.
- Arrange a site inspection with the Heritage Officers.
- A cheque/Direct debit of the agreed amount will be sent to the property owner.

DISPUTES

The City of Vincent reserves the right to make the final decision in case of any disputes.

Appendix 2 – Heritage Assistance Fund – Conditions of Funding & Schedule of Works

I/we _____ being the landowners of the heritage listed place at _____ accept the allocation of funds for the property and have read and agreed that I/we will abide by the conditions of funding outlined below.

CONDITONS

1. A schedule of works shall be submitted to the City of Vincent along with this Conditions of Funding Form. The schedule of works is to document the detail of who is carrying out all the works, which have received funding, and the time allocated to complete the works.
2. The property owner must obtain all necessary planning and building licence/approvals required to carry out the works.
3. Work must start within six months of the funding allocation being made and the property owner must notify the Council of the start date.
4. Funds will only be spent on the project for which they were applied and approved by the City of Vincent.
5. The property owner must immediately advise the City of Vincent of any changes to the schedule of works, financial resources and arrangements connected with the project. Should the proof of expenditure not reflect the monies and works as approved on the Heritage Assistance Fund application form and/or the Schedule of Works the following procedures may apply:
 - Only a proportion of the committed funds will be released to reflect the works actually undertaken;
 - A written agreement between the City and applicant will be prepared to reallocate the outstanding funds to other approved conservation works.
6. The property owner must contact the City of Vincent on completion of the project to organise a site inspection by one of the City's Heritage Officers.
7. The City will **NOT** pay the builder/contractor directly. The applicant is required to pay the builder/contractor directly and provide proof of expenditure of the funds to the City of Vincent. The City will then reimburse the applicant for the approved conservation works. Proof of expenditure must be submitted to the City of Vincent no later than 28 days after the completion of the works and shall include:
 - Invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;
 - Proof of payment by applicant i.e. a receipt; and
 - Photographs of the completed works.

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- 8. If an extension of the funds period is being sought the property owner will notify the City of Vincent in writing not less than 14 days prior to the original completion date of the project.
- 9. The City of Vincent reserves the right to use the documentation or conservation works to promote good heritage practice within the City of Vincent.

Signed: _____ date: ___ / ___ / ___

Name: _____

SCHEDULE OF WORKS

Owner/Applicant: _____

Property Address: _____

Schedule of Conservation Works:

Appointed Contractor: _____

Date of Commencement of Works: _____

Approximate Date of Completion: _____

Have there been any changes to the proposed financial arrangement (quote) and or scope of works as outlined on the Heritage Assistance Fund Application form?

- No
- Yes (please provide explicit detail)