

# LOCAL PLANNING POLICY: INTERPRETATION OF HERITAGE PLACES



<b>Legislation / local law requirements</b>	<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>
<b>Relevant delegations</b>	16.1.1 Determination of various applications for development approval under the City’s Local Planning Scheme
<b>Related policies, procedures and supporting documentation</b>	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.

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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 an 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 of 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

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### 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: \_\_\_\_\_

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Modifications made since construction: \_\_\_\_\_

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

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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)?

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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)?

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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.

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Other Comments:

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## 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)**

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

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**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: \_\_/\_\_/\_\_

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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)