



ARCHIVAL RECORDING OF *HERITAGE PLACES*

Name of Place: _____

Date: _____

Prepared By: _____

Prepared For: _____

ARCHIVAL RECORD DETAILS

1. PLACE DETAILS

Name of Place: _____

Other Name(s): _____

Address (include Lot Nos. if known): _____

Place Type: (please tick)

Individual building or small group

Precinct

Park / Garden

Other Structure (eg. Memorial)

Other (Describe) _____

2. OWNER DETAILS

Name of Owner(s): _____

Address (if different from place details above): _____

3. HERITAGE LISTINGS (please tick)

Local (Municipal) Inventory Yes No

(If yes, see details below)

Town Planning Scheme Yes No

State Register of Heritage Places Yes No

National Trust Yes No

Register of National Estate Yes No

Other (eg. Art Deco Society) _____

Local Inventory Details:

Place No. _____

Significance Category: (please tick) 1 2 3 4 5 6

Local Inventory Place Record Form

attached: Yes No (If "No", insert details in section 5)

4. DETAILS OF ARCHIVAL RECORD

Reason for archival record being prepared:

(eg. place subject to development application, place being demolished)

Archival Record prepared by:

Owner: _____

Consultant: _____

Other: _____

On behalf of: _____

Archival Record submitted to Local Government:

Yes No Date: _____

Archival Record endorsed by Local Government:

Yes No Date: _____

Changes / additional information required by the Local Government: *(summarise below)*

5. PLACE INFORMATION

The information in section 5 is to be completed only if

- The information is not contained in the **attached** Municipal Heritage Inventory place form; or
- The information in the Municipal Heritage Inventory place form is incorrect or not current (*ie. changes have occurred to the place since the place form was originally prepared*)

Otherwise tick:

Local Inventory Place Record Form attached: Yes

Physical Description: *(brief description of the site, general style, main construction materials etc.)*

(This information should be supported by photographs / other images)

Date(s) of construction: _____

Brief History:

(Either use the space provided or attach information. Include previous owners, original and subsequent uses, dates that additions or other changes were made)

What is significant about the place or what is / are the main feature(s)?

(eg. associated with an important person or event, interesting / unique style of fabric, rare example of its type, important to the local community and / or visitors, contributes to a streetscape or precinct etc. – refer also to municipal heritage inventory place form)

Condition of place: (please tick)

- Very Good Good Fair Poor

Comments:

Details of changes / alterations to be made: *(development application may be attached)*

6. SUPPORTING INFORMATION

PHOTOGRAPHS Check option supplied: (please tick)

Black & white prints Colour prints Digital

External

- All elevations in full and details of interesting features (eg. windows, front door, verandah detailing, chimney pots etc.)
- The place in its setting (ie. in relation to other buildings, streetscape)
- Associated building or outbuildings
- Landscaping

Internal

- All rooms and any interesting features (eg. ceiling roses, fireplaces, staircases, pressed metal ceiling)
- Any interesting features of associated buildings and outbuildings

***Important: Photographs must include any rooms, features etc. that may / will be altered or removed if redevelopment proceeds. The photography should clearly show the condition of the place.*

LOCATION PLAN:

Attached
(please tick)

To show street / lot in relation to locality / area / townsite

SITE PLAN:

Standard required: **Category 1:** architectural standard, to scale

Category 2 – 5: sketch standard, to scale

BUILDING PLANS:

Standard required:

Floor plan: **Category 1:** architectural standard, to scale

Category 2 – 5: sketch standard, to scale

Elevations:

Category 1: architectural standard, to scale

Category 2: sketch standard, to scale

Category 3 – 5: sketch standard, if possible

***Important: Plans must include any rooms, features etc. which may / will be altered or removed if redevelopment proceeds.*

HISTORIC PLANS:

If available, a copy of the plans should be attached
Alternatively a reference to their holding location should be given, if known

CERTIFICATES OF TITLE:

If available, attach a copy of the current title
It may be possible for the Local Government to supply a Historic Title Search

HISTORIC PHOTOGRAPHS:

If available