



## 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 No's, if known \_\_\_\_\_

Place Type :  
please tick

Individual Building or Small Group

Precinct

Park/Garden

Other Structure (e.g. Memorial)

Other, please describe \_\_\_\_\_

#### 2. OWNERS DETAILS

Name of Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

#### 3. HERITAGE LISTINGS

Local (Municipal) Inventory:  
*If YES, see Local Inventory Details*

Yes  No

Town Planning Scheme:

Yes  No

State Register of Heritage Places:

Yes  No

National Trust:

Yes  No

Register of National Estate:

Yes  No

Other (e.g. Art Deco Society): \_\_\_\_\_

**LOCAL INVENTORY DETAILS**

Place Number: \_\_\_\_\_

Significance Category:                     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**

Reasons for archival record being prepared:

*E.g. place subject to development application, place being demolished*

**ARCHIVAL RECORD PREPARED BY**

Owner: \_\_\_\_\_

Consultant: \_\_\_\_\_

Other: \_\_\_\_\_

*On behalf of:* \_\_\_\_\_

Archival Record submitted to Local Govt:    Yes    No   Date: \_\_\_\_\_

Archival Record endorsed by Local Govt:    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 (i.e. changes have occurred to the place since the place form was originally prepared).

### OTHEWISE TICK

Local Inventory Place Record form attached:  Yes

### PHYSICAL DESCRIPTION

*A 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 FEATURES?**

*E.g. 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** *Comments*     Very Good     Good     Fair     Poor

**DETAILS OF CHANGES TO BE MADE** *Development application may be attached*

## 6. SUPPORTING INFORMATION

### PHOTOGRAPHS Tick option supplied

Black and White prints    Colour prints    Digital

### EXTERNAL

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

### INTERNAL

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

**Important: Plans 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.**

Please tick **Attached**

### LOCATION PLAN

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

Elevation                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. that 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.

### CERTIFICATE 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