



HUNTER'S HILL COUNCIL GUIDELINES FOR HERITAGE MANAGEMENT DOCUMENTS

1. WHAT IS A HERITAGE MANAGEMENT DOCUMENT?

A Heritage Management Document is a report containing a *heritage assessment* of the significance of a place and an *impact assessment* of any proposal on the heritage significance of a place.

A Heritage Management Document must address the site in its entirety ie: the building (internally and externally), its setting as well as any ancillary structures on the site.

2. WHY IS A HERITAGE MANAGEMENT DOCUMENT REQUIRED?

In the decision making process Council is required by clause 5:10(4) of Hunters Hill LEP 2012 to consider the effect of proposed development on heritage significance.

Council uses the information provided within the Heritage Management Document to assess the proposed developments impact.

3. WHEN IS A HERITAGE MANAGEMENT DOCUMENT REQUIRED?

A Heritage Management Document is required to accompany all development applications relating to: heritage items, adjoining heritage items, or located within a conservation area. Council may also require a Heritage Management Document if a proposal is within the vicinity of a heritage item or conservation area. Items of environmental heritage and conservation areas are identified in Schedule 5 of Hunters Hill LEP 2012 and are shown on the heritage maps. Only where the works are deemed by Council to be of a minor nature and/or not visible from a public place may a report not be required, or the details and content requirements minimised.

4. AT WHAT TIME IN THE DESIGN PROCESS SHOULD A HERITAGE MANAGEMENT DOCUMENT WRITTEN?

It is essential that the heritage assessment component of a Heritage Management Document be written PRIOR to the design stage. In some instances it will be necessary and beneficial to carry a heritage assessment at an earlier time, such as before purchasing a property. The design of any proposal should address the findings of the heritage assessment and the associated conservation policy. The impact statement component will address the issues of the design concept and accordingly is prepared AFTER the design stage.

5. WHO SHOULD WRITE A HERITAGE MANAGEMENT DOCUMENT?

Heritage Management Documents accompanying application can only be written by professionals who can demonstrate practical and academic (or equivalent) experience in heritage conservation and preferably with a familiarity with heritage issues in Hunters Hill. An explanation of how an individual meets this criteria must be outlined at the beginning of the Heritage Management Documents.

6. HERITAGE MANAGEMENT DOCUMENT FOR HERITAGE ITEMS?

Whilst Heritage Management Documents are required for all work on heritage items in the Municipality it is acknowledged that the amount of detail required within the document will vary depending on the scope of work. For example, major work on a heritage item, or work on more significant parts of a heritage item, will require a more detailed assessment than minor work to less significant elements. In these instances, consultation with Council's Heritage Advisor is recommended as a Heritage Conservation Plan may be required.

Heritage Management Documents comprise two sections – the heritage assessment and the heritage impact statement. The main components of a heritage report are noted in the Table below. These components and source information are explained in further detail in the text following the table.



7. HERITAGE MANAGEMENT DOCUMENT FOR PLACES WITHIN CONSERVATION AREAS

A Heritage Management Document will be required for all work on properties in conservation areas, properties which contain or adjoin items of environmental heritage and proposals within the vicinity of Heritage items and Heritage Conservation Area that may impact on heritage significance. The scope of the Heritage Management Document will vary depending on the work to be carried out. Work visible to the public or major works will require a full heritage report as outlined in the following table. Minor work eg. new windows, skylights or work not visible to the public may not require a full Heritage Management Document. Consultation with Council's Development and Environment staff and Development Control Unit is required.

Heritage Management Documents for properties in conservation areas should contain historical research into the development of an area and a site. They also should include a streetscape assessment of the proposal and an impact assessment of the proposal.

These requirements are outlined in the following table:

HERITAGE ASSESSMENT

Documentary Research

Of the place/institutions/families/people associated with the place of the development of the site over time ie. dates of the construction and past additions/alterations.

Site Assessment

Description of building and its setting (garden, ancillary buildings, fences, etc). Assessment of architectural integrity of the building, the extent of original materials of construction and the originality of the building's setting.

Streetscape Assessment

Assessment of the building's streetscape contribution ie. building form (height, scale, mass, setback) and character architectural style and period). Statement of elements that contribute to streetscape

Assessment of contributory and non-contributory buildings in the streetscape and whether these contributory and non-contributory features are found on the building in question.

Statement of Significance

Heritage assessment using State Heritage Inventory criteria. (Refer Heritage Branch of Department of Planning and Infrastructure). Significance ratings of building's fabric and setting.

HERITAGE IMPACT ASSESSMENT

Description of Work

Nature of use and general scope of work. (This can be cross-referenced to other documentation submitted with the application).

Design Options

Design options considered to accommodate users requirements and reasons for choice of design concept.

Effect of work

Effect of work (positive and negative) on the building, its streetscape contributory and non-contributory elements, its architectural integrity and its originality.

Conservation

Assessment of the proposals compliance with the ICOMOS Charter for the conservation of places of cultural significance (Burra Charter).

Mitigation measures

Measures being undertaken to mitigate any adverse effects resulting from the proposal.



8. DEFINITIONS

Building

Building includes part of a building and any part of a structure.

Conservation area

These areas are identified in Schedule 5 of Hunters Hill LEP 2012 and are shown on the Heritage Maps that form of this LEP.

Contributory elements

The contribution a building makes to a streetscape can be assessed by looking at contributory and non contributory elements such as fabric, setting. Contributing elements are original fabric and/or fabric sympathetic to the building and/or the streetscape. New windows, doors and roofing materials that don't follow traditional proportions and materials are examples of non-contributory elements.

Development

In relation to lands means:

- a) The erection of a building on that land;
- b) The carrying out of a work in, on, over or under that land;
- c) The use of that land or of a building or work on that land; and
- d) The subdivision of that land, but does not include any development of a class or description prescribed by the Environmental Planning and Assessment Regulations for the purposes of this definition.

Heritage Item

Heritage item means a means a building, work, relic, tree or place described in Schedule 5 of Hunters Hill LEP 2012.

Place

Means site, area, tree, building or other work, group of buildings, or other works together with associated contents and surroundings.

Streetscape

The streetscape qualities of an area are usually reflected in the building's form (height, setback, scale, orientation and mass), design and appearance, architectural integrity, landscaping and setting. Streetscape is also reflected in fences, street trees, street structures, road widths and alignments, footpaths and street materials eg sandstone kerbing.