



Heritage Related Development Guideline

Applications for new developments or adaptation projects in a historic context need to be supported by sufficient information to enable Council to assess the application. The information required will vary depending on the nature and complexity of the item and the changes proposed.

This document provides guidance for the lodgement of a Development Application (DA) on a Heritage Item(s) or for sites located within a Heritage Conservation Area (HCA).

1. Background Research

Firstly, identify the property's heritage status. A property is a heritage item if it is:

- Listed in [Schedule 5](#) of the Camden Local Environmental Plan 2010 (LEP) or shown on the [Heritage Maps](#) of the LEP.
- Listed under State Environmental Planning Policy (Sydney Region Growth Centres) 2006 (Growth Centres SEPP) as follows:
 - [Appendix 1](#) Oran Park and Turner Road Precinct Plan - Schedule 5 Environmental Heritage or on the Heritage Map(s).
 - [Appendix 9](#) Camden Growth Centres Precinct Plan - Schedule 5 Environmental Heritage or on the Heritage Map(s).
- Listed on the [State Heritage Register \(under the Heritage Act 1977\)](#).
- Listed on a World, National and/or Commonwealth Heritage list on the Department of Environment and Energy's [website](#).

A property is within a Heritage Conservation Area if it is shown within the *Conservation Area - General* area on a 'Heritage Map' within the [LEP](#) or [Growth Centres SEPP](#).

2. Heritage Works Without Development Consent

Some types of works of a minor nature or for the maintenance and/or repair, such as repainting a building or replacing rusty downpipes or handrails to match its original detail are essential works to conserve heritage items and places in heritage conservation areas. These types of works improve the serviceability of the item or place without negative impacts on its heritage significance.

Under [Clause 5.10\(3\)](#) of the Camden LEP 2010 and the Growth Centres SEPP (Appendix 1 and Appendix 9), certain works that are of minor nature may be carried out to heritage items or within heritage conservation areas without the need for development consent. However formal confirmation of this from Council is required and may be sought by completing Council's [Development Application Exemption - Minor Heritage Works form](#).

Applications must be submitted in person to customer service at the Oran Park Administration Building, or by email, or post, with the electronic files supplied on a USB stick or attached to your email.

If your request is approved, you will receive written confirmation that your works do not require development consent. You cannot commence work until you receive written confirmation from Council, and you should keep the confirmation for your records.

Council will not consider requests for works that have already been commenced or completed.

If you have any questions or need assistance completing the form, please [contact us](#).

3. Heritage Works with Development Consent

Development consent is required for any development proposal for Heritage Items and/ or works proposed within HCAs that does not meet the criteria of Clause 5.10 (3). Any development application (DA) must contain the required documentation specified within the [DA information checklist](#) on Council's website. In addition, a heritage related DA must also include the following, or it may not be accepted for lodgement by Council.

For further information regarding the requirements of a DA when a property is heritage listed or within a heritage conservation area, refer to Clause 5.10 (2) of the [LEP or Growth Centres SEPP](#), and/or the [Frequently Asked Questions](#) on Council's website.

(a) Heritage Information Required for Pre-DA Advice

For development involving heritage items or within HCAs, it is recommended that you apply to Council for [pre-DA advice](#) prior to lodging a DA. As a general guide, the following information must be submitted with such pre-DA advice applications:

- A preliminary statement identifying the proposed works,
- Heritage information and photos on the heritage significant fabric,
- Statement of potential impacts of the proposed,
- Floor plans, elevations, sections and a site plan showing the existing layout and proposed alteration / additions, and
- Any other relevant information that will assist Council understand and consider the proposed development.

The above documents must be prepared with input from an experienced heritage consultant.

(b) Heritage Information Required for DAs

One or more of the following information must be submitted with DAs involving heritage items or within HCAs.

Written Materials

- [A Statement of Heritage Impact \(SOHI\)](#) (Also known as a Heritage Impact Assessment (HIS)) - An assessment of the impact that proposed development will have on that significance and description of measures to minimise that impact. A SOHI is expected to be provided with all DAs. The complexity of the SOHI depends upon the nature of the work proposed.
 - **A Statement of Heritage Significance** must be included within a SOHI. This is a statement, usually in prose form which summarises why a heritage item or area is of importance to present and future generations.

A Statement of Heritage Impact is a minimum requirement for written materials. The following written materials may also be required and the need to submit them must be clarified with Council prior to lodging a DA:

- **[A Conservation Policy \(CP\)](#)** - A proposal to conserve the heritage item arising out of the opportunities and constraints presented by the Statement of Heritage Significance and other considerations.
- **[A Heritage Conservation Management Plan \(CMP\)](#)** - a document that provides a clear statement of the significance of the item and identifies the constraints and opportunities that affect the item. It identifies what can be changed and the parameters for the change. It sets out conservation policies and management strategies to enable the significance to be retained.
- **[A Heritage Conservation Management Strategy \(CMS\)](#)** - An alternative to a full CMP is a CMS. A CMS is a briefer version of a CMP that will provide a broad overview of conservation approaches and management guidance. The requirement of the CMS is subject to the item's level of significance, scope of works and proposed use.

Note: Written Materials such as a Heritage Impact Statement must be prepared by a suitably qualified and experienced Heritage Consultant and be carried out in consultation with Council. Heritage consultants may include, historians, architects, archaeologists, landscape architects, environmental managers, engineers, or planners.

Note. Council may require, after considering the heritage significance of a heritage item and the extent of change proposed to it, the submission of a CMP before granting consent under clause 5.10 (6) of Camden LEP 2010 or the Growth Centres SEPP.

Note. If archaeological investigations are proposed a research design and methodology must also be submitted. Refer to the [Historical Archaeology Code of Practice](#).

Note. For further requirements documentation and types of heritage assessments required for processing applications for works to heritage items, refer to Appendix A of this document.

Drawings

The plans submitted with the DA must address the following drawing requirements:

- A location plan and site plan, drawn to scale, showing the location of the heritage item or property and any other features that may be affected by the proposal (e.g. neighbouring structures, outbuildings, trees, significant landscape features, views and vistas, etc.). This should also define the title boundaries and, where appropriate, heritage curtilage and/or heritage conservation area boundaries. It should also include a north point.
- Measured drawings of the item as 'existing drawings'. A measured drawing is a technical or architectural record (drawn to scale) of the heritage item in its existing form. The drawings should clearly identify previous alterations, dates of construction, materials, etc. (not required for properties in HCAs that are not of heritage significance). Drawings that analyse the heritage significance of the place can also be useful.

- Floor plans, sections, elevations, fencing detail, and landscape plans, clearly identifying the proposed new fabric and the fabric to be removed, drawn to scale.
- Plans must be to scale and the scale should be clearly displayed on every page. The scale needs to state the original plan size, for example:
 - 1:100 and separately state the original sheet size (e.g. A3), or
 - 1:100@A3
- Plans must also be rotated to landscape and provided in PDF format. Plans should not be scanned and must be directly created or converted into PDF or PDF/A format.
- Colour plans are highly desirable and are to have a resolution between 300 and 900dpi. Black and white plans may be accepted on the basis that they are created in grayscale at a resolution of at least 300dpi.

Other Illustrative Materials

- Coloured photographs, photographic montages, perspectives, drawings, or sketches, digital models and scale models (where relevant) illustrating the proposal in context to:
 - the heritage item or property and its setting, and
 - views to and from the site, which explain the character of the item or the heritage conservation area, including significant view lines.
- Early photographs or drawings of the item or area (where relevant).

Note. Photographs should be mounted on A4 sheets, dated and annotated. Photographs are to be provided as PDF or PDF/A format.

- Colour schemes and information on materials and finishes, supported by pictures, brochures and samples.
- Specifications and photographs of the external finishing materials to be used in the construction of the development must be indicated on the plans and in the supporting information.

Note. Council may request a physical sample board and specification of finishes which must be no larger than A3 size and not weigh more than 5kgs (multiple boards can be submitted if necessary).

For more information on lodgement requirements for new developments or adaptation projects in a historic context see [Determining Heritage Application For Work To Heritage Items \(section 7 of Heritage Guidelines\)](#), [Assessing New Development In A Historic Context \(page 14 of Design In Context\)](#) , and [Assessing Adaptation Projects \(page 17 of New Uses For Heritage Places\)](#).

For more information of these terms see the [Heritage Terms and Abbreviations](#) guideline and the dictionaries in the [LEP](#) and [Growth Centres SEPP](#).

View a list of [heritage consultants and practitioners](#) on the Heritage NSW website.

Appendix

A. Local Government Heritage Guidelines – Section 7.1

Appendix “A”

Local Government Heritage Guidelines – Section 7.1

Table 3 – Documentation and types of heritage impact assessments required for processing applications for heritage items

Proposed Change to Heritage Item	Questions to be Answered in the Heritage Impact Assessment	Minimum Supporting Information Required
Demolition of a building or structure	<ul style="list-style-type: none"> • Have all options for retention and adaptive re-use been explored? • Can all of the significant elements of the heritage item be kept and new development located elsewhere on the site? • Is demolition essential at this time or can it be postponed in case future circumstances make its retention and conservation more feasible? • Has the advice of a heritage consultant been sought? Have the consultant's recommendations been implemented? If no, why not? 	Local: SOHI Regional: CMP State: CMP
Minor partial demolition (including internal elements)	<ul style="list-style-type: none"> • Is partial demolition essential for the heritage item to function? • Are important features of the item affected by the partial demolition (eg fireplaces in buildings)? • Is partial demolition sympathetic to the heritage significance of the item (eg creating large square openings in internal walls rather than removing the wall altogether)? • If partial demolition is a result of the condition of the fabric, is it certain that the fabric cannot be repaired? 	Local: SOHI Regional: CP State: CMP
Major partial demolition (including internal elements)	<ul style="list-style-type: none"> • Is partial demolition essential for the heritage item to function? • Will any features of the item be affected by the demolition (eg fireplaces in buildings)? • Is partial demolition sympathetic to the heritage significance of the item (eg creating large square openings in internal walls rather than removing the wall altogether)? • If partial demolition is a result of the condition of the fabric, is it certain that the fabric cannot be repaired? 	Local: SOHI Regional: CMP State: CMP
Change of use	<ul style="list-style-type: none"> • Has the advice of a heritage consultant or structural engineer been sought and implemented? If no, why not? • Does the existing use contribute to the significance of the heritage item? • Why does the use need to be changed? • What changes to the fabric are required as a result of the change of use? • What changes to the site are required as a result of the change of use? 	Local: SOHI Regional: CP State: CMP

Proposed Change to Heritage Item	Questions to be Answered in the Heritage Impact Assessment	Minimum Supporting Information Required
Minor additions (see also minor partial demolition)	<ul style="list-style-type: none"> • How will the impact of the addition on the heritage significance of the item be reduced? • Can the additions be located within the existing structure? If no, why not? • Will the additions visually dominate the heritage item? • Are the additions sited on any known, or potentially significant archaeological deposits? If so, have alternative locations for the additions been considered? • Are the additions sympathetic to the heritage item? In what way (eg form, proportions, design)? 	Local: SOHI Regional: CP State: CMP
Major additions (see also major partial demolition)	<ul style="list-style-type: none"> • How will the impact of the addition on the heritage significance of the item be reduced? • Can the additions be located within an existing structure? If not, why not? • Will the additions visually dominate the heritage item? • Are the additions sited on any known, or potentially significant archaeological deposits? If so, have alternative locations for the additions been considered? • Are the additions sympathetic to the heritage item? In what way (eg form, proportions, design)? 	Local: SOHI Regional: CP State: CMP
Repainting in a new colour scheme	<ul style="list-style-type: none"> • Have previous (including original) colour schemes been investigated? Are these being reinstated? • Will the repainting affect conservation of the fabric of the heritage item? 	Local: SOHI Regional: CP State: CP
New development adjacent to a heritage item (including additional buildings and dual occupancies)	<ul style="list-style-type: none"> • How will the impact of new development on the heritage significance of the item or area be reduced? • Why is it necessary for new development to be sited adjacent to a heritage item or area? • Does the curtilage of the heritage item allow the heritage significance of the item or area to be retained? • How will the new development affect views to, and from, the heritage item or area? What is being proposed to reduce negative effects of the new development? • Is the new development sited on any known, or potentially significant archaeological deposits? If so, have alternative sites been considered? Why were they rejected? • Is the new development sympathetic to the heritage item? In what way (eg form, siting, proportions, design)? • Will the additions visually dominate the heritage item or area? How will the effects of this be reduced? • Will the public, and users of the item, still be able to view and appreciate the significance of the item or area? 	Local: SOHI Regional: CMP State: CMP

Proposed Change to Heritage Item	Questions to be Answered in the Heritage Impact Assessment	Minimum Supporting Information Required
Subdivision	<p>Note: The potential impacts of subdivision on the heritage significance of heritage items or areas can be reduced by development control plans.</p> <ul style="list-style-type: none"> • Is the proposed curtilage for the heritage item or area appropriate? • Could future development that results from the subdivision compromise the significance of the heritage item or area? If so, has this been reduced? • Could future development that results from this subdivision affect views to, and from, the heritage item? How will negative impacts on views be reduced? 	<p>Local: SOHI Regional: CMP State: CMP</p>
Re-Roofing /Cladding	<ul style="list-style-type: none"> • Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)? • Is a previous material being reinstated? • Will re-roofing or cladding affect conservation of the fabric of the heritage item? • Are all details in keeping with the heritage significance of the item (eg guttering, cladding profiles)? • Has the advice of a heritage consultant or skilled tradesperson been sought? Will the advice be implemented? 	<p>Local: SOHI Regional: SOHI State: CMP</p>
New services (e.g. air conditioning, plumbing)	<ul style="list-style-type: none"> • How will the impact of the new services on the heritage significance of the item be reduced? • Do any of the existing services have heritage significance? In what way? Will the services be affected by the new work? • Has the advice of a heritage consultant been sought? Will the consultant's advice be implemented? • Will any known or potential archaeological deposits (underground and under floor) be affected by the proposed new services? 	<p>Local: SOHI Regional: SOHI State: CP for minor upgrading / CMP for major upgrading</p>
Fire upgrading	<p>Note: Where a local council and a heritage consultant are unable to reach agreement on suitable fire-upgrading of a heritage item the advice of the Heritage Council's Fire Advisory Panel may be sought.</p> <ul style="list-style-type: none"> • How will the impact of the fire upgrading on the heritage significance of the item be reduced? • Do any of the existing services have heritage significance? If so why? Will they be affected by the new work? • Has the advice of a heritage consultant been sought? Will the advice of the consultant be implemented? If no, why not? 	<p>Local: SOHI Regional: CP State: CP for minor upgrading / CMP for major upgrading</p>

Proposed Change to Heritage Item	Questions to be Answered in the Heritage Impact Assessment	Minimum Supporting Information Required
Fire upgrading (continued)	<ul style="list-style-type: none"> Will any known or potential archaeological deposits (underground or under floor) be affected by the proposed new services? Has the advice of a fire consultant been obtained re options that would have less impact on the heritage item? Will the advice be implemented? How? 	
New landscape works and features (including carparks and fences)	<ul style="list-style-type: none"> How has the impact of the new work on the heritage significance of the existing landscape been minimised? Has evidence (archival and physical) of previous landscape work been investigated? Are previous works being reinstated? Has the advice of a consultant skilled in the conservation of heritage landscapes been sought? If so, will the consultant's recommendations be implemented? Will any known or potential archaeological deposits be affected by the landscape works? If so, what alternatives have been considered? How does the work impact on views to, and from, adjacent heritage items? 	Local: SOHI Regional: CP State: CMP
Tree removal or Replacement	<ul style="list-style-type: none"> Does the tree being removed or replaced contribute to the heritage significance of the item or landscape? Why is the tree being removed or replaced? Has the advice of a tree surgeon or horticultural specialist been obtained? Will the tree, if removed, be replaced with one of the same or a new species? 	Local: SOHI Regional: CP State: CP
New signage	<ul style="list-style-type: none"> How will the impact of the new signage on the heritage significance of the item be reduced? Have alternative forms of signage been considered? Why were they rejected? Does the signage comply with council policy? Will the signage visually dominate the heritage item/heritage conservation area or streetscape? Can the sign be remotely illuminated rather than internally illuminated? 	Local: SOHI Regional: CP State: CP

Key to Table 3

SOHI – Statement of Heritage Impact

CP– Conservation Policy

CMP – Conservation Management Plan

Local – Item of Local Significance

Regional – Item of Regional Significance

State – Item of State Significance