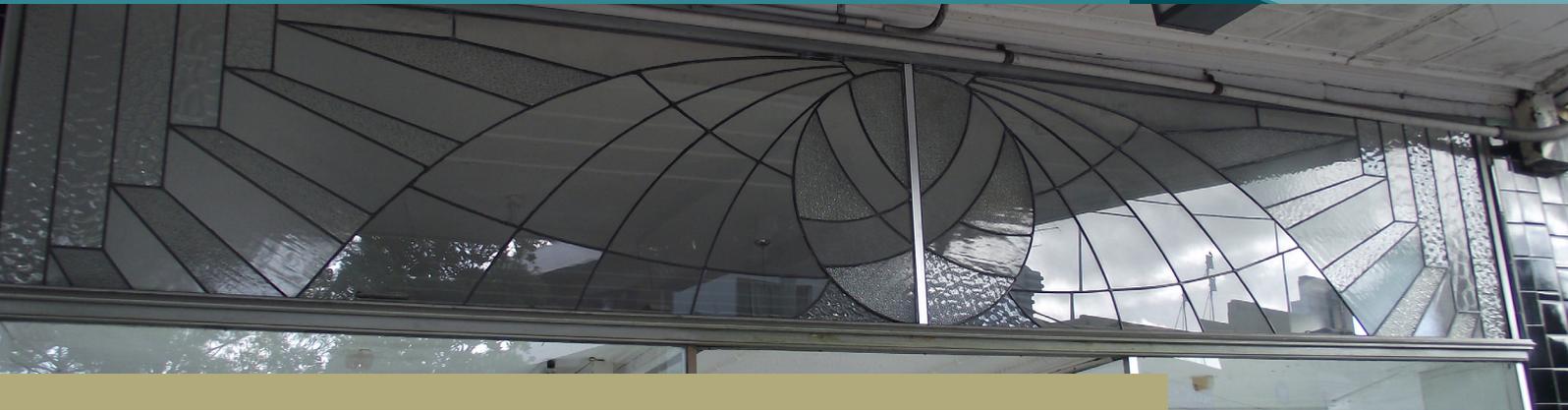


8 How to commence heritage listing of a property

Heritage information series



This fact sheet outlines the process and assessment requirements for the potential heritage listing of a property.



Chillingham Store

In order for a property to be listed, it must have demonstrated significance in at least two of the seven criteria of significance (historic, social, associative, scientific, aesthetic, rarity and representativeness).

In order to determine if your property is significant and worthy of heritage listing, the following are a good series of steps to follow as part of your property's heritage assessment. The Heritage Branch has an excellent publication "Investigating Heritage Significance" that can give you more detailed information on the process.

Investigate your property's history

This can be done, first of all, by going to the Parish Map Preservation Project (PMPP) and typing in the name of the nearest town. The PMPP has planning maps of most parts of NSW going back, in some case, to the 1880s. These are a good tool in determining when your area was developed and who first owned the block of land upon which your house is built.

Additionally, information can be sought from NSW Lands and Property Information and will provide details on all transaction throughout the properties history.

Council records can also hold information regarding your property and requests to Council can often provide additional details.

Another good avenue is to ask some of your neighbours who have lived in the area for some time, as they are often some of the best sources of information on the history of your street.

With this information, you can start investigating the local archives, using names and dates from the background you have researched. Often the best course of action at the archives is to make copies of any useful information that you find.

Write your property's history

Using this research, you can write a short summary history, but make sure that whenever you make an assumption, you state clearly that it is an assumption, not a fact. Additionally, always reference your research, so that those reviewing your listing application can double check your sources.

By undertaking these first two steps, you will gain an appreciation of your property's historic, social and associative significance.

Investigate your property's fabric

Fabric, the parts and materials that make up your home, can often be distinctive indicators of style and era and are important when comparing your property with other similar properties. Make notes of any original internal and external features within your home as well as any garden features that may be original.

Once you have done this step, you will gain an appreciation of your property's aesthetic values.

Investigate similar properties

Drive around your local area and look at properties that have similar characteristics to yours and see if they are better examples of the type of property you have. By better, it means that the properties you look at have more readily apparent or intact historic fabric. Don't photograph or intrude, unless invited to by the owners.

Once you have undertaken this step, known as a comparative analysis, you will gain an appreciation of your property's rarity and representativeness.

Determine your property's significance

Once all your research is done, you must determine whether your property has significance against the seven standard criteria of the NSW Heritage Branch. All seven criteria are examined and then a Summary Statement, called a Statement of Significance is written, covering all seven criteria briefly.

An excellent guiding document for this purpose is the NSW Heritage Branch publication: *"Assessing Heritage Significance"*.

Submit your heritage assessment to Council

If you have assessed your property to be of local significance, on submitting your report to Council for consideration you need to be aware that your assessment of significance will be examined and possibly challenged. In order to ensure your assessment is accepted, you must ensure that all the relevant details and photos are included.

Should your assessment be accepted, or accepted with modifications, it will be placed on Council's register of potential cultural heritage, which records new assessments for inclusion in routine updates to the Shire's LEP Heritage Schedule.

If you have assessed your property to be of State Significance, you will need to have this verified by an independent third party before proceeding with applying to the NSW Heritage Council for your application to be assessed. Such state level applications need to be of a much higher standard and of greater detail than local assessments.

What happens next?

Subject to resources and priorities, a report may be prepared for Council's consideration of the proposed listing.

Should Council support the proposal, a planning proposal (under s54 of the Environmental Planning and Assessment Act, 1979) is prepared, most likely for a group of proposed listings. The planning proposal is the process of "listing" the property, item or area within the Heritage Schedule of the applicable Local Environmental Plan (LEP).

This requires a referral to the NSW Planning Gateway seeking a determination to proceed. Subject to the Gateway Determination, the planning proposal is placed on public exhibition and community submissions on the proposal are sought. Following public exhibition the matter is reported to Council and subject to their resolution to proceed, the planning proposal is referred to NSW planning for the plan to be "made".

The heritage status becomes official once listed in the Local Environmental Plan Schedule 5.