**Statement of Heritage Impact**

[A Template for Practitioners

for minor types of development within a heritage conservation area – not to be used for development in association with a heritage item]

**[insert Name of property if relevant]**

**[insert address]**

**Prepared by: [insert Authors name and qualifications]**

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**Address: [Insert address]**

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**Date: [Date]**

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**INSTRUCTIONS FOR USING THIS TEMPLATE:**

**A Statement of Heritage Impact (SOHI) needs to explain how the heritage value of an item is to be conserved, protected or interpreted by the proposed development. This could involve stabilisation and repair work, alterations and additions, specialised materials conservation, restoration, reconstruction and may include adaptation to assist with alternative uses.**

**Key legislative requirements include the requirements of Clause 5.10 of the Tweed Local Environmental Plan 2014 or the Tweed City Centre Local Environmental Plan 2012 and the Heritage Act, 1977.**

**This template outlines the key framework and considerations that the SOHI must address, but will need to be tailored to meet the needs of specific projects.**

**Information boxes provide further guidance on the level of information required.**

**A SOHI that meets/fulfils its intended purpose will largely be accepted on its merit. Where information is clearly insufficient or missing, and there is lack of clarity regarding heritage impact, the SOHI will not be accepted. The applicant will have an opportunity to rectify the SOHI and ensure it is fit for purpose, or, depending on its overall level of adequacy, it may lead to an application being refused.**

***Note: Whilst it is acceptable to present some information in dot-point style, e.g., management recommendations, it must not be used as a substitute for completeness, therefore it is unlikely that a one line dot-point response would provide the level of information required. Assessment must be fit for purpose: to provide guidance for those undertaking works on the item, object or place or for those assessing the development application.***

**The owner should also keep a copy of the SOHI for future reference and also as a document to accompany any development application and construction plans, to inform construction workers about the heritage aspects, and should form part of the property records following future sale. The SOHI provides a historic record of works for current and future owners.**

**Applicants are advised to refer to the Heritage Fact Sheet Series, particularly *Fact Sheet 6 Preparing a Statement of Heritage Significance* and the Office of Environment and Heritage Publication *Statements of Heritage Impact.***

***Further information is available on the Tweed Shire Council website at*** <http://www.tweed.nsw.gov.au/Heritage> **Heritage Information and Fact Sheets.**

# Introduction

This section must provide an overview of the property, its location, an outline of the proposed works and sufficient general information to allow the reader to better understand the planned scope of the project. This section should also provide a summary statement that demonstrates the proposed works protect the cultural significance and any impacts are beneficial, limited or minimal.

This section should include the reference to the development application plan numbers and dates. Reference to guidelines or publications that have informed the conservation approach should be mentioned, *such as* [*The Australia ICOMOS Burra Charter*](http://australia.icomos.org/publications/charters/)or The Tweed Shire Council, *The Community Based Heritage Management Plan 2012,* the *Tweed Development Control Plan (DCP) 2008 Section A18 Heritage* and *Site Cards*.

[insert introduction]

# Site Description

The site allotment boundary and details should be identified on a plan image, supported by a physical description of the site and its context with aerial views or photographs.

The zoning and any Local Environmental Plan (LEP) constraints or mapping overlays should also be described. Any relevant development control plans applying to the lot are to be outlined or referenced and included. State here any specific Heritage Advice either through Council’s Heritage Advisor or via specialised Heritage Architect Services and, any recommendations. Include the date of consultation and name of the heritage advisor. If the site contains archaeological significance then note the Archaeologist providing advice.

Archaeological sites require separate approvals through Clause 5.10(7) of the applicable LEP.

[insert site description]

# Background History

A site history is researched and written to outline the origins, happenings, uses, changes and people connected to the place over time. The history provides evidence of past events and underpins or demonstrates the cultural heritage significance. (The cultural heritage significance means the aesthetic, historic, scientific or social value for past present or future generations).

This section may include a copy of original plans if they are available, a record of past owners from historic title deeds, user groups or other historical connections. Original plans are valuable as they establish the original situation of a place and changes that have occurred over time become evident. The background history should identify any changes to the original fabric, a rationale and indicative date of these changes. Some past changes may be important and contribute to the significance, some may be intrusive or be of a neutral effect on the place.

The history need not be exhaustive, but must be sufficiently detailed to demonstrate the important aspects contributing to the significance. Heritage Registers will often contain the appropriate history for a place, as this is critical in demonstrating the cultural significance and establishing entry into the Register. Heritage Register citation will not usually contain the most recent history, such as new ownership and additional information will usually be required.

The history can be specific to a part of a place. If the place is a large complex, then providing a specific history of the subject component is adequate, with contextual reference only to the larger site.

[insert background history]

# Statement of Cultural Heritage Significance

The Statement of significance is derived from the Statement of Significance and assessment criteria on the Heritage Inventory Site Card which may be found on the [Office of Environment and Heritage NSW State Heritage Inventory](http://www.environment.nsw.gov.au/heritageapp/heritagesearch.aspx) and searching Tweed Shire Council under the Local Government Area selection box.

The (a – h) significance criteria that apply to the place (with the text as per the Site Card) should also be inserted in this section.

These may include:

1. An item is important in the course, or pattern, of NSW’s cultural or natural history (or the cultural or natural history of the local area – Tweed Shire Council);
2. An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW’s cultural or natural history (or the local area- Tweed Shire Council);
3. An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievementin NSW (or the local area- Tweed Shire Council);
4. An item has strong or special association with a particular community of cultural group in NSW (or the local area – Tweed Shire Council);
5. An item has potential to yield information that will contribute to the understanding of NSW’s cultural or natural history (or the local area- Tweed Shire Council);
6. An item possess uncommon, rare or endangered aspects of NSW’s cultural or natural history (or the local area- Tweed Shire Council);
7. An item is important in demonstrating the principle characteristics of a class of NSW’s \*cultural or natural places; or \*cultural or natural environments (or class of the local area – Tweed Shire Council \*cultural or natural places; or \*cultural or natural environments).

Any further investigation into changes to the building fabric and the relative level of significance of parts of the place should be discussed. For example, if the history section notes that an extension has been made to suit the users, an assessment of whether this was important to the significance or intrusive (ie through removing original fabric) and noting if the area of new fabric was considered to be of low relative significance can be stated.

If a Conservation Management Plan is available for a place, the relative levels of significance of the parts should be contained in a table or similar chapter of the Plan. It is important to refer to the relative levels of significance of the building fabric as work to remove intrusive elements or work to conserve highly significant building fabric, provided this is proposed in an appropriate manner, is beneficial. It is also important to include any Conservation Management Plan Policies that are relevant to the proposed works and to demonstrate that the proposal meets with these Policies.

Any new additional information or input to the Item Site Card descriptions, history or significance may be proposed here if relevant.

[insert statement of cultural heritage significance]

# Physical analysis

Demonstrate that a physical inspection and analysis of the site has been undertaken and validate with a written description of the findings. A Measured Survey Drawing of the existing place with floor plans and elevations to describe the extent of existing place should be included.

This section should include annotated photos to illustrate the description. Particular attention should be given to surviving original fabric and its condition. Clear descriptions and estimated dates of construction of adaptations and modifications or level of dilapidation (if relevant) should be made. Several photographs should show in detail the areas of the subject proposal for conservation or modification. This section is descriptive and factual record of the place in the condition found during the inspection.

For example *“the main reception room is as per the original drawings and is finished in the original wall paper. The wall paper which is a rare example of its type, along with the other finishes are in sound condition.”* Or *“a bathroom was added to the verandah during the 1970s, modifying the original arrangement. The waterproofing has failed and significant water damage is evident with loose tiles and rotted timbers exposed.”* There is no need to re-state or attribute the level of significance of elements in this section. The relative significance levels of the parts should be described in the previous Section 4.

Describe areas of non-compliance such as inadequate equitable access, or lack of fire protection and egress, unsound structure, hazardous material such as asbestos or the extent of dilapidation. These conditions often require some demolition to occur and this must be substantiated. Other supporting documents qualifying the existing condition of a place may be required such as a Building Inspection Report by a Registered Building Inspector or Structural Engineering Report by REPQ Engineer.

[insert physical analysis]

# Description of the Proposal

Describe the subject proposal in detail. It is important that the basis to the proposal demonstrates the significance aspects were a priority in the design process and remain protected in the proposal. Outline the way in which the proposal responds to any relevant Conservation Management Plan policies. Clearly identify the fabric of cultural heritage significance on the drawings. Provide a demolition plan that shows any proposed demolition works, being aware that demolition of highly significant fabric is unlikely to be approved.

Explain any proposed changes of use and justifications for any proposed modifications to suit. Discuss alternatives that were investigated and why the submitted proposal is the best option. Explain in what way the design for additions is sympathetic to the heritage significance. New work should be clearly distinguishable from the original. Exact replication in new additions is considered inappropriate and leads to confusion to the interpretation of the significance aspects. However a proposal’s reference to the scale, proportions and materials is considered sympathetic. It is appropriate for the significant fabric to be prominent, the new work be subtle and should not obscure, over scale or intrude. The heritage aspects are to remain the “hero”. Work proposed should also follow the Burra Charter philosophy of ‘Do as little as possible and as much as necessary’ when conserving places.

Reference to other similar projects may be of benefit. Project viability aspects may be considered. While a full copy of the proposal plans are to accompany this report it may be beneficial to insert extracts or cropped images of the drawings in this text to illustrate a point.

Discuss any specialised conservation work and the methodology or approach proposed to carry out this work. Include information on any proposed specialist heritage trades person to be engaged. Include specifications for these aspects if available.

Do include elements of interpretation in proposed new work where possible. Simple inclusions such as nominating a place for framed copies of historic photographs of the building, or publishing the history developed for the SOHI on a webpage, providing information to local history groups, through to providing an interpretation strategy for public access. Improved Interpretation of the heritage of a place is always encouraged and beneficial.

[insert description of the proposal]

# Statement of Heritage Impact

Provide an analysis of the proposal stating how the proposed design protects the cultural significance or improves the interpretation of the heritage aspects.

Negative impact is an adverse change to the form, fabric or significance of a place, removing or destroying the elements of the property that make it significant. It may be difficult to determine if impact will be negative and so asking for advice from Council staff or qualified consultants is recommended.

However, some impact can be positive, for example, where later non-sympathetic or intrusive additions to a place are removed and a previous element is reinstated. In this instance, repair or reconstruction of lost original elements, returning a place to a known earlier state in matching materials is beneficial.

The analysis must include:

1. A description of any positive or negative impacts;

2. A description of any elements or details of the work that minimises any negative impacts;

3. A description of how negative impacts have been avoided and any alternative design options and why they were discounted;

4. If impacts cannot be avoided, how they have been mitigated. Should demolition of a component be demonstrated to be necessary, mitigation would include nominating the production of an archival record of the component prior to demolition. (see [NSW How to Prepare Archival Records Information Sheet](http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/infoarchivalrecords.pdf))

5. Confirm the aspects of the proposal that protect or conserve the existing cultural heritage significance.

6. Conclude with a succinct Statement of Impact. For example *“the proposed adaptation of the former St Mary’s Church as a Childcare facility protects the surviving original fabric and will not provide a negative impact on the cultural heritage significance inherent to the place.”*

[insert statement of heritage impact]

**NOTE THAT APPROVAL CONDITIONS MAY APPLY:**

**Should extensive impact to the item be unavoidable due to prudence and viability aspects, and should any demolition be approved, the following development conditions will require that the demolition item is have an archival record be produced prior to works commencing. An archival recording makes a detailed photographic record of the item, along with drawings according to Heritage Branch requirements, and stores the resulting record in specific ways, aimed at preserving the record for future generations.**

**A digital copy of the Archival Recording will need to be submitted to Council prior to any works being undertaken, to ensure that the recording was able to capture the entire pre-works state of the item.**

**Further information on Archival recording is available from the Heritage Branch.**

**Other conditions may include the requirement for council officers to inspect the works during Constuction or for an independent heritage architect to confirm any demolition is carried out in accordance with approved drawings.**

**A letter of completion provided by an architect to confirm the works have been completed in accordance with the drawings may also be required.**