

# Documentation required for development affecting State heritage places

Efficient processing of a development application referral depends on sufficient information being included. If you provide clear documentation and as much descriptive material as is necessary, this will aid assessment and prevent unnecessary delay. The following list is not mandatory but indicates the type of information required.

Development applications affecting State heritage places and within State Heritage Areas are lodged with the **local council**, or relevant planning authority.

## DETAILS OF THE PLACE

- ❑ Provide the place name, street address and any other particulars of the location and ownership so it can be easily identified. If you know the State heritage place number, include this as well.  
*You can search for the State heritage place number through the SA Heritage Places Database here: <http://maps.sa.gov.au/heritagesearch/HeritageSearchLocation.aspx>*
- ❑ Include the Title Reference details and copy of title plan if you have them.

## DRAWINGS

The types of drawings and amount of detail required will depend upon the complexity of the works to be undertaken; however, generally the following information is required:

- ❑ **SITE PLAN:** A site plan drawn to scale, illustrating the existing situation including any existing buildings, structures or landscape features.
- ❑ **EXISTING PLANS:** Existing floor plans and elevations, and if available, copies of any original historic floor plans and elevations.
- ❑ **DEMOLITION PLAN:** a plan clearly identifying any existing fabric to be removed or any buildings, structures or landscape elements affected by the proposal.
- ❑ **PROPOSED PLANS:** Measured floor plans, roof plans, sections and elevations illustrating the proposed works. The extent of new construction or alterations should be hatched to clearly differentiate the new work from unaltered areas.
- ❑ **ANNOTATIONS:** Drawing notes (or Annotations) are to be concise, consistent and provide sufficient finalised detail regarding scope and extent of the proposed works for assessment (without options)

- ❑ **REVISIONS:** Revisions to proposed plans already lodged, or where additional information has been requested, should always have any changes highlighted by 'clouding' those changes clearly. This way those changes will make re- assessment more efficient. A dated revision number must be included in the title block of the relevant drawings  
*Drawings should be titled, numbered and dated (including subsequent revisions), and the author of the drawings all clearly identified. Drawings are required to be A3 size in PDF format only.*  
*If originally hand drawn ensure a PDF scan file is completely legible when printed before submission.*

## SPECIFICATIONS

- ❑ A written specification should be submitted, particularly where it clarifies details of proposed finishes, colours, materials, conservation methods and techniques.

## PHOTOGRAPHS

- ❑ Any current photographs that show the setting, buildings or parts of a building, and/or landscape features, will assist in understanding the effect of the proposed works. You can include copies of historic photographs if you have them.

## HERITAGE IMPACT STATEMENT

- ❑ For simple applications, include a statement outlining how the heritage values of the place have been taken into account in formulating the proposed work. Summarise any impacts on heritage values and historic fabric, how these have been minimised and how decisions were reached. Refer to any historic photos or plans that you may have used.



- ❑ For larger and more complex development proposals, a comprehensive Heritage Impact Statement should be prepared by qualified, independent heritage consultant to set out the rationale for the approach taken. It allows the planning authority to understand the heritage impacts of the proposal, to help it reach its decision. The Statement identifies how the cultural heritage significance of the place will be affected by the proposed works or future use.

## EXISTING CONSERVATION REPORTS

- ❑ If a Conservation Management Plan or other heritage report exists for the place, the conservation policies it contains provide the benchmark for planning the project and assessing its impact. The proposed development should address the relevant conservation policies and any urgent works identified in the report.

## LODGING YOUR DEVELOPMENT APPLICATION

Development applications and additional documentation should be lodged with the **local council, SCAP** (the State Commission Assessment Panel) or relevant planning authority. Please note that most local councils accept electronic applications.

### For more information

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