

South Australian Heritage Council

14.1 Policy – Description or Notes for State Heritage Places

OBJECTIVE: To provide guidance for the formulation of a description or notes to be included in the South Australian Heritage Register (Register) for all State Heritage Places.

CONTEXT: The *Heritage Places Act 1993* (Act), Section 14 - Content of Register

(1) The Register will contain a description or notes with respect to -
(a) any place entered (either as a provisional or confirmed entry) in the Register under Part 4;

Associated documents

- Guidelines: Summary of State Heritage Place
- Pro forma for Summary of State Heritage Place.

SCOPE: All provisionally entered or confirmed State Heritage Places in the South Australian Heritage Register.

POLICY: A document entitled 'Summary of State Heritage Place' (Summary) will be prepared when a place is provisionally entered or confirmed in the Register.

Section 17 (2) (b) of the *Heritage Places Act 1993* allows Council to provisionally enter a place to protect it while a full assessment is carried out. Where a place following assessment is recommended for confirmation, only then will a Summary of State Heritage Place be prepared.

If the consideration by Council of a place provisionally entered under Section 17(2)(b) is to confirm and for which a Summary of State Heritage Place has not been provided for consideration, the Council will defer confirming the entry into the register until such time as the Summary is prepared and approved.

A Summary will contain two parts: Register Entry, and Commentary on the Listing.

Register Entry will include the following where relevant:

- Name of the State Heritage Place;
- Place number (five digits);
- The address and location details (including land description, local government area/s, post code);
- Statement of significance;
- The criteria under section 16 of the Act that the place satisfies and how the place satisfies the criteria;
- A site plan and/or location plan, generally indicating important features and elements of the place;
- Reference to objects that are intrinsically related to the heritage significance of the place, if applicable;
- Designation under section 14(7) of the Act, if applicable; and
- Information on Heritage Agreements, if applicable.

The Commentary on the Listing will generally include the following information:

- Physical description of the place, including significant components or features;
- History of the place; and
- Any photographic material (historic or current) that is available.

The Register Entry may not be altered after confirmation of the place in the Register except to reflect any change effected under section 14(5) of the Act.

The Commentary on the Listing may be updated at a later date after confirmation. Any amendment must be approved by the Council.

The Summary will be publicly available. Any confidential or private information, including ownership details, will not be included in the Summary.

The Summary will be provided to owners of a State Heritage Place at the time of listing.

APPLICATION: Applies to the Council and departmental staff supporting the Council.

DATE ADOPTED: 13 December 2013

CHAIR: 

DATE REVIEWED: 6 June 2019

CHAIR 