

# South Australian Heritage Council

## 18.1 Procedure: Confirmation or Removal of Provisional Entry in the South Australian Heritage Register

**OBJECTIVE:** To provide guidance for making recommendations to the South Australian Heritage Council (Council) in relation to confirmation or removal of provisional entries on the South Australian Heritage Register (Register).

**CONTEXT:** Section 18 of the *Heritage Places Act 1993*: Submissions and confirmation or removal of entries.

Other relevant documents:

- Guideline: Confirmation or removal of provisional entry in the South Australian Heritage Register
- Policy: Description or Notes for State Heritage Places
- Guidelines: Summary of State Heritage Place
- Pro forma: Summary of State Heritage Place

**SCOPE:** This procedure relates to places that have been provisionally entered in the Register and require confirmation or removal following the three month period for written representations.

**PROCEDURE:** Under section 17(4) of the *Heritage Places Act 1993*, the Council is required to give written notice to the owner and the public and invite their written representations on whether the entry should be confirmed within three months of the notice.

If there is no written representation on the provisional entry of the place within the three month statutory period, then departmental staff supporting the Council will provide a report with its advice and recommendation on the confirmation or removal of the entry for Council's consideration at its first listing meeting after the period for written representations closes.

If the Council has received written representations on the provisional entry of the place within the three month period, departmental staff supporting the Council will prepare a report summarising, and providing professional advice on the representations received. The report will use as its framework the criteria for listing under the *Heritage Places Act 1993* and will give recommendations for the Council's consideration.

Persons who seek to make oral representations before the Council will be given an opportunity to do so before the Council considers the confirmation or removal of the place, subject to the person making written representations within the statutory three month period.

At the time of oral representation, the Council is not obliged to consider any supplementary written material that is tabled on the day of the meeting (without approval of the Chairperson).

**APPLICATION:** The Council, its delegates and departmental staff supporting the Council.

**DATE ADOPTED:** 5 August 2011

**CHAIR:** *Judith M Carr*

**REVIEW DATE:** 7 March 2014

**CHAIR:** *Judith M Carr*

**REVIEW DATE:** 6 June 2019

**CHAIR:** *[Signature]*

