Adaptation
Adaptation means modifying a place to suit the existing use or a proposed use.

Additions
Additions are new works including detached and attached structures.

Alterations
Alterations are works that change the existing building Fabric.

Area HO
An Area HO is a collection of sites that contribute to the Cultural Heritage Significance of an area. The Statement of Significance or other heritage assessment should identify its Contributory Elements.

Atypical Elements
Atypical Elements are those not common to the Heritage Overlay Area due to the era, style, setbacks, height, Form or massing, materials or otherwise.

Building Fabric
Building Fabric is all the physical material of the place, including finishes and fixtures. For example, for a house this would include the wall structure and any cladding or finish (such as render or paint), the roof including the structure and the cladding; the window and door joinery, verandahs including flooring, lining and posts, decoration, chimneys, paving, and fencing.

Conservation
Conservation means all the processes of looking after a place so as to retain its Cultural Heritage Significance.

Conservation Management Plan
A detailed plan of the methods by which the Cultural Heritage Significance of a Heritage Place will be conserved and enhanced, including Maintenance, use, changes and any alterations. It should be prepared by a qualified expert, with input from relevant parties, and should include short-term and long-term actions.

Contributory Element
Contributory Elements are those that contribute to the significance of the Heritage Place. These should be identified in the Statement of Significance or other heritage assessment document, such as a heritage study. Note that some Heritage Places covered by an Individual HO surrounded by an Area HO may be Contributory Elements, while others might not.

Cultural Heritage Significance
Cultural Heritage Significance means aesthetic, historic, scientific, spiritual or social value or other special value for the present community and future generations of Australians.

Fabric
Fabric means all physical material of a place including components, fixtures, contents and objects. (Burra Charter)

Facadism
Facadism is when only the facade of a building is retained and the side walls, floor and/or roof are demolished to varying degrees.

Form
The shape, proportions and size of a building.

Heritage Area
A Heritage Area is all the land covered by an Area HO. It may sometimes be called a precinct.

Heritage Manual

Heritage Overlay
A Heritage Overlay (HO) is applied to a Heritage Place to conserve its cultural heritage values. The Heritage Overlay provisions are found at Clause 43.01 of planning schemes.
The Guidelines assume that a Statement of Significance for a Heritage Place (or another assessment such as a Heritage Study) has defined or identified the relevant Contributory Elements.

**Heritage Place**
Under the Victoria Planning Provisions, (refer to VPP Practice Note – Applying the Heritage Overlay) a Heritage Place can be a: building (e.g. house, shop, factory etc.), structure (e.g. memorial, bridge or tram poles), features (e.g. mine shafts and mullock heaps, street gutters and paving), private garden or public park, single tree or group of trees such as an avenue, group of buildings or sites, landscape, geological formation, fossil site, or habitat or other place of natural or Cultural Heritage Significance and its associated land.

In planning scheme terms, a Heritage Overlay includes the land associated with the Heritage Place. The term ‘Heritage Place’ does not include movable objects, such as machinery within a factory or furniture within a house.

**Heritage Study**
A Heritage Study is a research and survey based document prepared by a suitably qualified professional that identifies Heritage Places of Cultural Heritage Significance based on a defined range of criteria.

**Individual HO**
An Individual HO is a single Heritage Place that has Cultural Heritage Significance independent of its context. Some places covered by an Individual HO also make a contribution to the significance of an Area HO. There should be a Statement of Significance for every Individual HO.

**Maintenance**
Maintenance is the continuous protective care of the Building Fabric and Setting of a Heritage Place, and is to be distinguished from repair. Repair involves Restoration or Reconstruction.

**Non-contributory Element**
Elements that do not make a contribution to the significance of the Heritage Place covered by an HO are Non-contributory Elements.

Caution: in relation to Individual Heritage Overlays, some Individual Heritage Overlays surrounded by an Area HO will not contribute to the Area HO by virtue of the reasons for their significance, and could be considered as Non-contributory to the Area HO, but they will still be significant in their own right. Mapping convention in the past has meant that these Individually significant places surrounded by an Area HO have not always been mapped individually, but included within an Area HO.

**Reconstruction**
Reconstruction means returning the Fabric of a place to a known earlier state including the introduction of new material into the Fabric.

**Restoration**
Restoration means returning the existing Fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material. (Burra Charter)

**Statement of Significance**
A guide to understanding the Cultural Heritage Significance of a place. These are often divided into three parts: what, how and why.