
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P38022

Applicant:



NAME OF PLACE/OBJECT: ROYAL ARCADE

HERITAGE REGISTER NUMBER: H0023

LOCATION OF PLACE/OBJECT: 331 - 339 BOURKE STREET AND 148 - 150 ELIZABETH STREET AND 308-316 LITTLE COLLINS STREET MELBOURNE, MELBOURNE CITY

THE PERMIT ALLOWS: The fitout of the level 2 premises as a commercial office with new overhead signage and door entry upgrade at arcade level, generally in accordance with the following documents:

Architectural Documentation for Level 2, 331 Bourke St. Melbourne Vic prepared by Sketch Building Design dated 16/06/2023

- 01 Existing Office Photos
- 02 Existing Office Photos
- 03 Existing Floor Plan
- 04 Existing Ceiling Plan
- 05 Existing/Demolition Plan
- 06 Proposed Floor Plan
- 07 Wall Type Schedule
- 08 Proposed Wall Type Plan
- 09 Proposed Ceiling Plan
- 10 Ceiling Work Description
- 11 Entrance Elevation

Building Services – Caleb Engineers, dated 11 April 2023 (Revision P1)

- ME-001 Legend & General Notes
- ME- 002 Scope of Works & Schedules
- ME-003 Proposed L2 Layout
- EL-000 Cover Page
- EL-001 Legend Sheet
- EL-040 Demolition Layout
- EL-100 Lighting Layout

- **EL-200 Lighting Layout**
- **EL-300 Schematic Diagram**
- **F000 – Cover Page**
- **F001 – Legend & General Notes**
- **F002 – Proposed L2 Layout**
- **F200 – Proposed L2 Layout**

Structural drawings - Proposed Alterations -335 Bourke Street Melbourne prepared structural drawings dated 2 May 2023, Rev A.

- **S001 Drawing Index and General Notes**
- **S002 Framing Plan**
- **S003 Details Sheet 1**

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. The permission granted for this permit will expire if one of the following circumstances applies: the permitted works have not commenced within two (2) years of the original date of issue of this permit, or are not completed within four (4) years of the original date of issue of this permit unless otherwise agreed in writing by the Executive Director Heritage Victoria.
2. The Executive Director Heritage Victoria is to be given five working days' notice of the intention to commence the approved works.
3. Prior to the commencement of any of the works approved by this permit, a suitably experienced heritage conservation consultant, approved in writing by the Executive Director Heritage Victoria, must be engaged to advise and assist as necessary with the preparation of the documentation where any intervention to built fabric of heritage significance is involved and to provide relevant conservation advice to the permit holder during the carrying out of those works. In particular the heritage conservation consultant must help fulfil conditions 4, 6 and 8 of this permit.
4. Prior to the commencement of any of the works approved by this permit, a construction ready (marked as such) set of all architectural and service drawings, must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the drawings will be endorsed and will then form part of the permit. It is expected that design and fitout details will be developed in consultation with the heritage consultant, and wherever possible, the re-use of original building fabric will be prioritised.
5. Should further minor changes in accordance with the intent and approach of the endorsed documentation become necessary, correspondence and supporting documentation must be prepared and lodged for assessment by the Executive Director who will advise on the approach to be taken to address these matters. If the Executive Director considers that the changes are not minor, an amendment to the permit or a new application will be required.
6. Prior to the commencement of any of the works approved by this permit, a detailed specification for conservation and repair works must be submitted to the Executive Director Heritage Victoria for approval. Once approved, this document will be endorsed and will then

form part of the permit.

7. Prior to the commencement of any of the works approved by this permit, a full schedule of construction materials, colours and finishes must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the schedule will be endorsed and will then form part of the permit.
8. Following completion of the conservation works, the approved heritage conservation architect must submit to the Executive Director Heritage Victoria, for their approval, a brief written report confirming that the conservation works have been completed and the extent to which the completed conservation works conformed to good practice in their professional judgement.
9. Approved works or activities are to be planned and carried out in a manner which prevents damage to the registered place/object. However, if other previously hidden original or inaccessible details of the object or place are uncovered, any works that may affect such items must immediately cease. The Executive Director Heritage Victoria must be notified of the details immediately to enable Heritage Victoria representatives to inspect and record the items, and for discussion to take place on the possible retention of the items, or the issue of a modified approval.
10. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
11. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
12. The works approved by this permit must be carried out in their entirety unless otherwise agreed in writing by the Executive Director Heritage Victoria.

NOTE THAT PERMISSION HAS BEEN GIVEN FOR INSPECTIONS OF THE PLACE OR OBJECT TO BE UNDERTAKEN DURING THE CARRYING OUT OF WORKS, AND WITHIN SIX (6) MONTHS OF NOTIFICATION OF THEIR COMPLETION.

TAKE NOTICE THAT ANY NATURAL PERSON WHO CARRIES OUT WORKS OR ACTIVITIES NOT IN ACCORDANCE WITH THE PERMIT OR CONDITIONS IS GUILTY OF AN OFFENCE AND LIABLE TO A PENALTY OF 120 PENALTY UNITS (\$22,190.40 FROM 1 JULY 2022) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$110,952 FROM 1 JULY 2022) UNDER s104 THE HERITAGE ACT 2017.

WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF UP TO 4800 PENALTY UNITS (\$887,616 FROM 1 JULY 2022) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,775,232 FROM 1 JULY 2022) IN THE CASE OF A BODY CORPORATE UNDER SECTION 87 OF THE HERITAGE ACT 2017.

THE ATTENTION OF THE OWNER AND/OR APPLICANT IS DRAWN TO THE NEED TO OBTAIN ALL OTHER RELEVANT PERMITS PRIOR TO THE COMMENCEMENT OF WORKS.

Date Issued:

03 July 2023

**Signed as delegate for the Executive Director,
Heritage Victoria pursuant to the Instrument of
Delegation**

A handwritten signature in black ink that reads "J Sullivan". The signature is written in a cursive, flowing style.

Janet Sullivan
Principal Heritage Permits
Heritage Victoria

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