

Heritage Protection Plan Guidelines

Heritage Victoria

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What is a Heritage Protection Plan

A Heritage Protection Plan (HPP) is designed to ensure protection of heritage assets and heritage places before, during and at the completion of construction works approved by a permit or permit exemption issued under the *Heritage Act 2017*.

Some permits issued under the *Heritage Act 2017* include a condition to prepare and follow a HPP. The permit condition will specify the timing for lodgement and approval of the HPP. Depending on the nature of the works, sometimes a HPP may be required as part of a permit exemption.

Generally, a permit will include a condition requiring a HPP whenever it is considered that the works approved have the potential to impact the heritage fabric or setting of a place during construction.

These guidelines provide advice for permit or permit exemption holders and their construction team when preparing a HPP required by Heritage Victoria.

As a first step, a permit holder should check their permit for a condition requiring a HPP and be aware of the timing required for its lodgement and approval by Heritage Victoria. It is usual for a HPP to be what is called a 'pre-start condition', that is, the approved works cannot commence until the HPP has been developed and approved. There may be some developments where works are staged to allow a separate HPP for each stage.

Elements of a Heritage Protection Plan

A HPP has two main functions. It must:


- Identify potential risks to the heritage place as a consequence of undertaking the works approved by the permit and put in place measures which will protect the heritage place against damage to its significant fabric and to the setting of the place.
- Provide details of any temporary works required to undertake the construction approved by the permit, if not already approved as part of the application. This might include things like temporary fencing, lay down areas and hoardings. If **substantial** new works are being introduced post permit determination, there may be a requirement to submit them for separate permit approval.

As a minimum, a HPP must include:

1. Measures to protect the heritage fabric of the place from physical damage.
2. A work site layout plan including construction access and details of temporary works to allow approved construction works to occur including installation of fencing and hoardings, crane pads, services, creation of laydown areas, installation of site sheds and facilities, placement of rubbish skips, workforce carparking and signage.
3. A tree/vegetation management and protection plan in accordance with *AS4970 Protection of trees on development sites*. Check the permit for any separate conditions for particular requirements relating



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to trees and vegetation on site. For example, the permit may separately require a Tree Management Plan.

4. Details of temporary relocation works where buildings or other heritage assets are required to be relocated for the duration of the construction works.
5. Details of temporary removal and storage of materials or building elements that will be removed from or relocated within the site for re-use later in the construction process.
6. A sequencing program for the approved works.
7. A site induction process to inform the construction team of the detail of the Victorian Heritage Register listing or Victorian Heritage Inventory listing, the extent of registration areas and of the requirement to protect heritage assets as set out in the *Heritage Act 2017*.
8. Details of reinstatement works at the completion of the project.

Requirement to Provide Construction Site Contact Details

A HPP must include the name and contact details of those listed below. Details provided must include the name, business address and telephone number, including afterhours contact.

- The Construction Company including its Director
- The Person responsible for compliance with the HPP
- The Person in control of the site

Relationship to an existing Construction Management Plan

A Construction Management Plan (CMP) is required by many authorities, for example a Local Government Authority, before a development can proceed. Typically, a CMP will include details about things like air and dust management, public safety and traffic management. These are not matters requiring approval by Heritage Victoria. The *Heritage Act 2017*, which Heritage Victoria administers, requires that all **physical** works occurring at a place in the Victorian Heritage Register be approved.

The information within a Heritage Protection Plan can be incorporated into an existing CMP for a particular development and submitted for endorsement by Heritage Victoria but it should be contained within a clearly separate section or appendix. Heritage Victoria will only review and endorse pages relevant to the protection of the heritage place.

Alternatively, the information can be submitted as a stand-alone HPP document.

How to submit your Documents

All documents submitted to satisfy a condition of permit should be emailed to heritage.permits@delwp.vic.gov.au

Further Details and Advice

It is a Permit Holder's responsibility to engage the relevant professionals to prepare their HPP. However, if you require further assistance in applying this Guideline, contact Heritage Victoria by calling (03) 7022 6373 or emailing heritage.permits@delwp.vic.gov.au.