
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P40268

Applicant:



NAME OF PLACE/OBJECT: FORMER ODDFELLOWS HOTEL

HERITAGE REGISTER NUMBER: H2266

LOCATION OF PLACE/OBJECT: 33-39 LITTLE LONSDALE STREET MELBOURNE,
MELBOURNE CITY

THE PERMIT ALLOWS: Partial demolition works and construction of new male and female toilets with a new concrete slab floor, tactile ground surface indicators (TGIS), handrails, and an accessible lift on the north-east side of the building, generally in accordance with the following documents:

Architectural Drawings - Oddfellows Hotel 33-39 Little Lonsdale Street prepared by Michael Taylor Architecture and Heritage, dated 20 March 2025

- H00 Cover Page
- H01 Existing / Demolition Ground Floor Plan
- H02 Existing / Demolition First Floor Plan
- H03 Existing / Demolition Roof Plan
- H04 Existing / Demolition West Elevation
- H05 Existing / Demolition RCP
- H10 Proposed Ground Floor Plan
- H11 Proposed First Floor Plan
- H12 Proposed Roof Plan
- H13 Proposed West Elevation
- H14 Proposed South Elevation
- H15 Proposed Section A
- H16 Proposed Section B
- H16a Proposed Section C

Structural Drawings- Former Oddfellows Hotel prepared by Creo (Tender Issue – 10 Sheets), dated 20 November 2024.

- S01 General Notes Sheet 1
- S02 General Notes Sheet 2
- S03 Ground Floor Framing Plan

- **S04 Level 1 Framing Plan**
- **S05 Roof Framing Plan**
- **S06 Framing Sections**
- **S07 Framing Details**
- **S08 Slab and Footing Details**
- **S09 Lift Shaft Details Sheet 1**
- **S10 Lift Shaft Details Sheet 2**

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. Commencement of the permit begins with onsite physical works.
2. The Executive Director Heritage Victoria is to be given five working days' notice of the intention to commence the approved works.
3. 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 in accordance with the permit condition for endorsement by the Executive Director Heritage Victoria. If the Executive Director considers that the changes are not minor, an amendment to the permit or a new application will be required.
4. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
5. The works approved by this permit must be carried out in their entirety unless otherwise agreed in writing by the Executive Director Heritage Victoria.

Pre- Start Conditions

6. 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 7, 8 & 9 of this permit.
7. Prior to the commencement of any works approved by this permit, a Heritage Protection Plan must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the Heritage Protection Plan will be endorsed and will then form part of the permit. The Heritage Protection Plan must include a sequencing program for the approved works, details of any temporary infrastructure, scaffolding and services required and protection methods for the heritage place during the undertaking of the works.
8. Prior to the commencement of works final construction ready (marked as such) architectural, mechanical and hydraulic drawings must be submitted to the Executive Director Heritage Victoria for approval. Once approved, they will be endorsed and will then form part of the

permit.

9. Prior to the commencement of any of the works approved by this permit a full scope of necessary repair works must be submitted to the Executive Director Heritage Victoria for approval. The approved Heritage Consultant under condition 6 must prepare the documentation to fulfil this condition and include:

First floor door infill should incorporate a recessed detail of 50mm to create a clear shadowline, ensuring the former opening remains legible. This approach is consistent with heritage best practice, where new infill is visually distinguishable from the original structure without dominating it.

Retention of existing finishes such as partial render.

10. Prior to the commencement of any of the works approved by this permit, construction ready (marked as such) structural drawings, underpinning details and supporting report(s) prepared by a suitably qualified Structural Engineer, must be submitted to the Executive Director Heritage Victoria for approval.
11. Approved works or activities are to be planned and carried out in a manner which prevents damage to the registered place/object. However, if any historical archaeological remains (including features, deposits and/or artefacts) are uncovered at any time during the works (including, but not limited to, the works associated with the proposed lift pit) all works must cases and a program of historical archaeological investigation, recording, reporting and artefact management must be undertaken to the satisfaction of the Executive Director, Heritage Victoria. All required archaeological investigations must be undertaken by a qualified and experienced historical archaeologist, endorsed by the Executive Director. The applicant is liable for any expenses arising from the conservation and management of any recovered historical archaeological artefacts, to the satisfaction of the Executive Director.
12. Once surface/ground level and over-burden clearance has taken place in the area of the lift pit, Heritage Victoria's historical archaeology team must be contacted, to undertake a site assessment and evaluate the archaeological potential or value of the works area.

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 (\$23,710.80 FROM 1 JULY 2024) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$118,554 FROM 1 JULY 2024) UNDER s104 THE HERITAGE ACT 2017.

WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF UP TO 4800 PENALTY UNITS (\$948,432 FROM 1 JULY 2024) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,896,864 FROM 1 JULY 2024) 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:

15 May 2025

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



A handwritten signature in black ink, reading "Nicola Stairmand".

Nicola Stairmand
Manager, Statutory Assessments
Heritage Victoria