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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P33586

Applicant:



**NAME OF PLACE/OBJECT:** PETERSVILLE FACTORY ADMINISTRATION BUILDING

**HERITAGE REGISTER NUMBER:** H2394

**LOCATION OF PLACE/OBJECT:** 254-294 WELLINGTON ROAD MULGRAVE, MONASH CITY

**THE PERMIT ALLOWS: Partial demolition and repair of the Administration Building and associated landscaping, including the refurbishment and upgrade of the interiors to accommodate new commercial uses, cafes/food outlets and a childcare centre, generally in accordance with the following documents:**

Architectural Drawings (Rothelowman Architects, TP04.1-TP04.11 & Views from Wellington Road)  
Preliminary Schedule of Conservation Works (Bryce Raworth Pty Ltd, March 2021).

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. The permission granted for this permit shall 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, the name of an experienced **Heritage Consultant** must be provided in writing for approval by the Executive Director, Heritage Victoria. The approved Heritage Consultant is to be appointed to oversight all demolition and repair and conservation works and advise the principal of the works on practical issues affecting such fabric and the appropriate means of achieving minimal detriment to significant fabric by compliance with best conservation practice. At the conclusion of the works the conservation architect is to advise in writing to the Executive Director the level of compliance of the works with best conservation practice.
4. A suitably experienced **Structural Engineer** is to be nominated in writing for approval by the Executive Director. The approved Structural Engineer shall be appointed by the permit holder to prepare advice on appropriate measures to ensure the protection and structural stability of the heritage place prior to and during the undertaking of the works and assist with the fulfilment of the conditions of this permit. The Structural Engineer is to undertake regular inspections throughout the duration of the works.
5. The works approved in this permit must be undertaken in a staged manner, unless otherwise agreed in writing by the Executive Director. These stages are:
  - o Stage 1 – Early and Demolition Works
  - o Stage 2 – External Building and Repair Works
  - o Stage 3 – Landscaping Works

- Stage 4 – Tenancy Fitout Works.
6. Prior to the commencement of any of the works approved by this permit, a **costed Final Schedule of Conservation and Repair Works** (the Schedule) must be provided for endorsement by the Executive Director, Heritage Victoria and once endorsed becomes part of the permit. The Conservation Schedule and associated documentation is to identify the extent of repairs to be carried out on the extant historic building fabric, particularly conservation works required to the administration office wing and foyer and former canteen. The Schedule must include but not be limited to:
    - Conservation of external façades;
    - Roofing and associated guttering and drainage works;
    - A specification which documents all required brick and mortar repairs;
    - A schedule of glazing, window and door repairs;
    - Methodology for protection and conservation of in situ items including but not limited to original decorative elements to be retained, terrazzo flooring, timber partition, ceilings, parquetry and vinyl flooring;
    - Proposed approach to the salvage and reuse of original flooring, partitions and ceilings in the central and rear wings, noting it is desirable to retain as much as possible;
    - Proposed approach to the timber architraves, partitions and door jambs associated with creating the new open walkway, noting it is desirable to retain as much as possible;
    - Upgrading of foyer.
  7. At the conclusion of the conservation works in condition 6, the approved architect shall submit to the Executive Director a brief written report on the extent to which the completed conservation works conformed to good practice in his/her professional judgement. The approved conservation works must be completed within the period of validity of this permit.
  8. This permit requires that conservation works are completed as part of the proposal and the building to be is brought up to a high level of repair and restoration as part of the redevelopment. As provided under s.103 of the *Heritage Act 2017* and prior to the commencement of any works approved by this permit, a financial security in the form of an unconditional Bank Guarantee for the amount of the works identified in the approved costed conservation schedule, plus a 20% contingency amount is to be lodged with the Executive Director. The Bank Guarantee is to be in favour of the Heritage Council of Victoria ABN 87 967 501 331 and the period of validity is to be unspecified. The Bank Guarantee shall be released on written application to the Executive Director, subject to the satisfactory completion of the permitted works including the conservation works required by **condition 6**. Forfeit of the Bank Guarantee to the Heritage Council of Victoria shall occur if the permitted works are not satisfactorily completed within the validity period of this permit.
  9. Prior to the commencement of each stage of works as detailed in condition 5, a tender ready set of Architectural Drawings must be provided for the endorsement of the Executive Director and when endorsed becomes part of the permit. The documentation must include conservation works to retained and reinstated heritage fabric (internal and external) as required under Condition 6; exterior and interior materials and finishes schedules; and location of services where known.
  10. All internal demolition works must be supported by a detailed room schedule/plan, identifying original fabric and those areas and fabric to be removed and is to be submitted in writing for endorsement by the Executive Director and once endorsed becomes part of the permit.

11. Final design details must be submitted for approval by the Executive Director, Heritage Victoria. It is expected that design details will be developed in consultation with a suitably qualified heritage consultant, and wherever possible, the re-use of original building fabric will be prioritised. 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. Final design details for the following areas are required but not limited to:
  - Details of all works to the existing building envelope, including details of works to existing openings and any external signage;
  - Removal of original windows to be converted to doorways are not approved until details of tenancy spaces have been resolved. Revised plans will require review of existing access points;
  - Details of all interior construction, including details of junctions with extant historic fabric;
  - Details of all building services and their appropriate integration into the historic fabric;
  - Details of works required to form the open walkway proposed to the central rear wall including retention of existing concrete slab and roof and portal frame.
12. Prior to commencement of any fit out works relating to the adaptation of the place as office spaces, retail outlets, café or child care centre, a set of architectural drawings must be reviewed by the appointed heritage consultant before being submitted for the endorsement of the Executive Director and when endorsed becomes part of the permit. Any new tenancy signage, must be submitted for the endorsement of the Executive Director and when endorsed becomes part of the permit.
13. Prior to the commencement of any of the works associated with final finishes and colour selection, a **Final Finishes and Colour Schedule** (the Schedule) must be provided for endorsement by the Executive Director, Heritage Victoria and once endorsed becomes part of the permit. The Schedule must include a summary of paint investigations and other relevant research conducted into the early building condition. Final selection of finishes and colours must be based on the findings of paint investigations and relevant research.
14. Prior to the commencement of landscape works approved by this permit a revised **Landscape Plan** prepared by a Landscape Architect or a suitably qualified or experienced landscape designer, drawn to scale and dimensioned must be submitted for the endorsement of the Executive Director Heritage Victoria and when endorsed becomes part of the permit. Revised Plans must show a simplified scheme with:
  - Reduction in the amount of new paving area within existing courtyard and simplification of the palette of materials;
  - Details of all proposed hard surface materials including the shared space associated with the accessible space, pathways, decked areas;
  - Tree protection zones and measures to protect existing trees;
  - Removal of pergolas to retain openness of the existing courtyard;
  - Retention of all original paving;
  - A schedule of all proposed and existing trees, shrubs and ground cover, which will include the size of all plants (at planting and at maturity), their location, botanical names and the location of all areas to be covered by grass, lawn, mulch or other surface material;
  - The location, heights and details of all fencing and sun shading associated with the child care centre to be provided design resolution and tenancy agreements.

15. Prior to the commencement of any of the works approved by this permit, a **Construction Management Plan** (the Plan) must be provided for endorsement by the Executive Director, Heritage Victoria and once endorsed becomes part of the permit. The Plan must include a sequencing program for the approved works, details of any temporary infrastructure and services required, protection methods for the heritage place during the undertaking of the works, a work site layout plan, and a vegetation management plan.
16. Prior to the commencement of any of the works approved by this permit an archival quality photographic survey is to be prepared to record the demolished structures at the rear of the heritage place. The survey is to be prepared in accordance with the Heritage Council/Heritage Victoria Technical Note entitled "Photographic Recording for Heritage Places and Objects" (available on the Heritage Council website or from Heritage Victoria on request). Two copies of the completed photographic survey are to be produced with one copy submitted to the Executive Director for approval in writing prior to commencement of any of the works approved by this permit. On approval of the first copy the second copy is to be lodged with the La Trobe Picture Collection, 328 Swanston Street Melbourne 3000, State Library of Victoria or delivered by courier to Despatch: 174 Little Lonsdale Street Melbourne 3000. Deliveries accepted from 7.30 to 4.30 (A receipt will be sent the day the material is received.)
17. Appropriate permanent material depicting the history and architecture of the former Petersville factory is to be displayed in the foyer of the building and courtyard or another location as approved by the Executive Director and to be installed as part of the approved works program. A design proposal including proposed images, text, materials and locations and fixings, is to be submitted to the Executive Director for approval and endorsement. The signage is to be installed on site within the period of validity of this permit.
18. 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.
19. The Executive Director must be informed when the approved works have been completed.

**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 (\$19,826 AS AT JULY 2019) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$99,132 AS AT JULY 2019) UNDER s104 THE HERITAGE ACT 2017.**

**WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF UP TO 4800 PENALTY UNITS (\$793,056 AS AT JULY 2019) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,586,122 AS AT JULY 2019) 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:** Signed as delegate for the Executive Director,  
Heritage Victoria pursuant to the Instrument of  
27 August 2021 Delegation

A handwritten signature in black ink, appearing to read 'Nicola Stairmand', written in a cursive style.

**Nicola Stairmand**  
Manager, Statutory Approvals  
Heritage Victoria

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