
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P40103

Applicant:



NAME OF PLACE/OBJECT: KARDINIA HOUSE

HERITAGE REGISTER NUMBER: H0337

LOCATION OF PLACE/OBJECT: 1 RIVERVIEW TERRACE BELMONT, GREATER
GEELONG CITY

THE PERMIT ALLOWS:

Partial demolition, conservation and repair works to Kardinia House, including restoring it to residential use; two-lot subdivision and the construction of 34 dwellings with associated infrastructure, fencing and landscaping, generally in accordance with the following documents:

- Riverview, Belmont, Town Planning Package (55 sheets), prepared by Plus Architecture dated April 2025 (includes two lot subdivision plan).
- Kardinia House, Schedule of Conservation works, prepared by Trethowan Architecture, dated 24 March 2025.
- 1 Riverview Terrace, Conservation Drawings, prepared by Trethowan Architecture, 25 October 2025.
- Kardinia House, 1 Riverview Terrace, Belmont, Landscaping Package (15 Sheets), prepared by Arcadia in March 2025.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

GENERAL CONDITIONS

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 (**Executive Director**) 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. If the Executive Director considers that the changes are not minor, an amendment to the permit or a new application will be required.
4. 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 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.

5. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
6. The Executive Director must be informed when the approved works have been completed.
7. The works approved by this permit must be carried out in their entirety unless otherwise agreed in writing by the Executive Director.

ENGAGEMENT OF CONSULTANTS

8. Prior to the commencement of any of the works approved by this permit, a suitably experienced **Heritage Consultant**, approved in writing by the Executive Director must be engaged to advise and assist as necessary with the preparation of the documentation where any intervention to heritage fabric within the extent of registration 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 11, 12, 13, 14, 15, 17, 20, 22, 23, 26 and 29 of this permit.
9. Except with the written consent, and to the satisfaction of the Executive Director **Plus Architecture must be retained to complete and provide architectural oversight** during construction and detailed design of the townhouses as shown in the endorsed plans and endorsed schedule of materials and finishes.
10. Prior to the commencement of any of the works approved by this permit, a suitably experienced **Project Archaeologist** must be approved in writing by the Executive Director. The Project Archaeologist must advise and assist as necessary with the preparation of the archaeological documentation and to provide relevant archaeological advice to the permit holder during the carrying out of those works. The Project Archaeologist must help fulfil condition 28 of this permit.

ARCHIVAL PHOTOGRAPHIC SURVEY

11. Prior to commencement of any of the works approved by this permit an **archival quality photographic survey** is to be prepared to record the existing condition and setting of Kardinia House, including the exterior and interior of Kardinia House. The survey is to be prepared in accordance with the Heritage Council/Heritage Victoria Technical Note entitled "Specification for the submission of archival photographic records" (available on the Heritage Council website or from Heritage Victoria on request).

Two copies of the completed photographic survey are to be produced and submitted to the Executive Director for approval in writing prior to commencement of any of the works approved by this permit.

STAGING

12. Prior to the commencement of any of the works approved by this permit, a **Staging Plan** which provides an overview of the order in which approved works will be commenced must be submitted to the Executive Director for approval. Once approved, the Staging Plan will be endorsed and will then form part of the permit. The Executive Director is to be given five working days' notice of the intention to commence each stage of the approved works.

13. Prior to the commencement of each stage of works identified in the Staging Plan referred to in Condition 12, a **Heritage Protection Plan** must be submitted to the Executive Director 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 and services required, protection methods for the heritage place during the undertaking of the works, a work site layout plan and as required, tree/vegetation management and protection plan prepared in accordance with AS4970 *Protection of trees on development sites*. At the relevant stage, the Heritage Protection Plan must also include a dilapidation report (including images) for Kardinia House to record its condition prior to the commencement of that stage of works approved by this permit. A Heritage Protection Plan for multiple stages can be provided.

KARDINIA HOUSE

14. Prior to the submission of construction ready documentation referred to in condition 15, and at a point sufficient to allow for discussion and potential changes, **detailed design plans for Kardinia House** documenting the proposed works must be submitted to the Executive Director for approval. Any works or variations which have been required by the Engineer or Building Surveyor to Kardinia House must also be identified at this stage. This will reduce the potential for delays following the submission of construction ready documentation required at condition 15. The detailed design plans must be based on the version of plans referenced in the permit preamble and must address but not be limited to the following items which can be provided at the relevant stage:
- Conservation, repair, dismantling and demolition works.
 - Finishes and colour schedule for the exterior and interior based on a paint investigation and report analysing the historic internal and external finishes.
 - Landscaping (soft and hard) and fencing. Landscape and fencing works must be prepared in consultation with a landscape architect with experience in heritage landscapes. Landscape works must be an appropriate scheme based on analysis of the heritage landscape, be consistent with the appearance of a traditional rural estate setting, and use historically appropriate plant species, including renewing key elements such as heritage trees that are in decline.
 - Tree removal plans, including associated arborist reports to support removal. Any tree removals must take into account the approach to landscaping required above.
 - Lighting and services.
 - Heritage interpretation.
 - Signage.
15. Prior to the commencement of each stage of works identified in the Staging Plan referred to in Condition 12, **final construction ready (marked as such) drawings** for the subject stage of works to Kardinia House must be submitted to the Executive Director for approval. Once approved, they will be endorsed and will then form part of the permit. Drawings for multiple stages can be provided. The submitted drawings shall be generally in accordance with the documents listed in the permit preamble and reflect any changes agreed at condition 14. The construction ready plans must address at the relevant stage:
- Conservation, repair, dismantling and demolition works.

- Finishes and colour schedule for exterior finishes.
- Demolition and dismantling methodology, including a storage plan for onsite storage of dismantled heritage fabric that can be salvaged for reuse and a site plan showing location of storage, methods for the protection of fabric while in long-term storage, and identification to avoid disassociation of fabric.
- Landscaping (soft and hard), fencing planting species and landscape treatments.
- Tree removal.
- Lighting and services.
- Heritage interpretation.
- Signage.

16. Any works or activities beyond conservation and repair works to Kardinia House such as alterations and additions will be subject to a new permit application under the *Heritage Act 2017*.
17. Following the approved demolition works to Kardinia House under Condition 15, the Heritage Consultant endorsed under condition 8 must prepare a **costed schedule, repair specification and drawings for external conservation works for Kardinia House**, to be submitted to the Executive Director for approval. Once approved it will be endorsed and will then form part of the permit and must be completed within the period of validity of the permit. Based on a more detailed inspection the conservation works must include but not be limited to:
 - Full details of the verandah to reconstructed based on physical evidence and historical images/historic documentation including all timber elements.
 - Repairs to slate roofing and associated timber bargeboards, fretwork and other decorative elements, based historical, pictorial and physical documentation.
 - Window restoration, including reconstruction of windows or doors that are missing based historical, pictorial and physical documentation.
 - A resolved methodology for the repair of bricks, chimney, rendered surfaces and mortars. The methodology to repair deteriorated surfaces must use recognised conservation techniques.
 - Roof repairs and associated flashes and plumbing works.
 - Structural and stabilisation works.
 - Removal of redundant services and associated make good.
 - Rectification of moisture ingress and efflorescence treatment.
 - Stormwater and civil works.
 - Paint removal of surfaces not originally painted.
 - External painting works.
18. Prior to the commencement of any of the works approved by this permit (other than demolition works approved including those to the rear of Kardinia House) and prior to the issue of a statement of compliance, and as provided for under s.101A of the *Heritage Act 2017*, a financial security in the form of an **unconditional Bank Guarantee** in favour of the

Heritage Council of Victoria (ABN 87 967 501 331), must be lodged with the Executive Director. The period of validity of the Bank Guarantee is to be unspecified.

The Bank Guarantee must set out that it is to ensure the satisfactory completion of the conservation works to Kardinia House approved by condition 17 of Permit P40103. The amount guaranteed must be equivalent to the cost shown in the approved conservation schedule under condition 17 plus a 20% contingency sum (inclusive of GST).

19. The Bank Guarantee referred to in condition 18 will be released to its provider following receipt by the Executive Director of a written request by the permit holder, subject to the completion of all of the works referred to in condition 17 to the satisfaction of the Executive Director and the satisfaction of condition 20. The Bank Guarantee will be forfeited to the Heritage Council of Victoria in the event that all of these works are not completed to a satisfactory standard prior to the expiry date of this permit.
20. Following completion of the conservation works required under condition 17, the Heritage Consultant approved under condition 8 must submit to the Executive Director, for their approval, a **written report** confirming that the conservation works have been completed in accordance with the endorsed documentation and the extent to which the completed conservation works conformed to good practice in their professional judgement.
21. If the conservation works to Kardinia House are undertaken in full prior to the commencement of any stage of the works associated with subdivision (statement of compliance) or construction of the townhouses, the Bank Guarantee required at condition 18 is not required to be lodged. Following the completion of the works required at condition 17 and the satisfaction of condition 20, the remainder of the works approved by the permit may proceed.

NEW DEVELOPMENT

22. Prior to the submission of construction ready drawings referred to in condition 23, and at a point sufficient to allow for discussion and potential changes, **detailed design plans for the new development** documenting the proposed works must be submitted to the Executive Director for approval. Any works or variations which have been required by the Building Surveyor must also be identified at this stage. This will reduce the potential for delays following the submission of construction ready drawings required at condition 23. The detailed design plans must be based on the version of plans referenced in the permit preamble and must address but not be limited to the following items which can be provided at the relevant stage:
 - Detailed design including exterior materials and finishes specifications for the townhouses.
 - Civil works including excavation or fill to the land.
 - New roads/driveways.
 - Landscaping (soft and hard) and fencing. Landscape and fencing works must be prepared in consultation with a landscape architect with experience in heritage landscapes. Landscape works must be an appropriate scheme based on analysis of the heritage landscape, be consistent with the appearance of a traditional rural estate setting, and use historically appropriate plant species, including renewing key elements such as heritage trees that are in decline.
 - Tree removal plans, including associated arborist reports to support removal. Any tree

removals must take into account the approach to landscaping required above.

- Lighting and services.
- Solar panels.
- Heritage Interpretation.
- Signage.

23. Prior to the commencement of each stage of works identified in the Staging Plan referred to in Condition 12, **final construction ready (marked as such) drawings for the subject stage of works associated with new development** must be submitted to the Executive Director for approval. Once approved, they will be endorsed and will then form part of the permit. Drawings for multiple stages can be provided. The submitted drawings shall be generally in accordance with the documents listed in the permit preamble and reflect any changes agreed at condition 22. The plans must include:

- Detailed design including exterior materials and finishes specifications for the townhouses
- Civil works including excavation or fill to the land.
- New roads/driveways.
- Landscaping (soft and hard) and fencing (including to new townhouse lots).
- Tree removal plans.
- Lighting and services.
- Solar panels.
- Heritage Interpretation.
- Signage.

SUBDIVISION

24. All new titles issued as a consequence of subdivision must **carry over the notice from the parent title** that the land is listed in the Victorian Heritage Register. Copies of each new title is to be lodged with the Executive Director as proof of compliance with this condition within 14 days of the land being subdivided.

25. Prior to the issue of a statement of compliance, a **final plan of subdivision** must be submitted to the Executive Director for approval. Once approved, it will be endorsed and will then form part of the permit. The plan must be generally in accordance with the plan by Plus Architecture, Riverview, 1 Riverview Terrace, Belmont, Drawing No. DA050, Lot Plan 07/04/2025.

26. Prior to the issue of a statement of compliance, **Design Guidelines** must be prepared for **Kardinia House**, for built form on the **Townhouse Lot** and for the **management of common property** (specifically landscaping) associated with the new development by the Heritage Consultant approved at condition 8. The Design Guidelines for Kardinia House must address elements including an extension to the dwelling (with an envelop and necessary set backs), fencing, landscaping (including structures in the landscape), any ancillary elements to house such as a pool, solar panels and outbuildings on the Kardinia House lot approved in this permit. The Design Guidelines must also include guidance on works to the interior of Kardinia House and include the outcomes of the paint investigation and report analysing the historic internal and external finishes approved at condition 14. The Design Guidelines for

Kardinia House must be generally in accordance with, or guided by, the Plus Architecture Plans Kardinia House (DA1005, DA1006, DA1008, DA1009), 24/03/2025. The Design Guidelines for the Townhouse Lot must be generally in accordance with the Plus Architecture, Riverview, Belmont, Town Planning, April 2025. The Design Guidelines for the management of common property must be based on the analysis of the heritage landscape approved at condition 22, including addressing historically appropriate plant species and the management of heritage trees. The Design Guidelines must be submitted for approval of the Executive Director.

27. Prior to the issue of a statement of compliance, the Design Guidelines approved under condition 26 must be registered on the parent title (or part of the parent title as applicable) by way of a **Covenant** between the landowner and the Heritage Council of Victoria in accordance with section 134 of the *Heritage Act 2017* (Heritage Covenant). The draft Heritage Covenant will be provided by Heritage Victoria on request, and the permit holder must prepare the final version for written approval of the Executive Director before progressing notice and entering into the Heritage Covenant in accordance with sections 137 and 138 of the *Heritage Act 2017*. The owner must as soon as practicable after entering into the Heritage Covenant, apply for recording of the covenant to the Registrar of Titles in accordance with section 139A of the *Heritage Act 2017*. On receipt of the Title showing the Heritage Covenant recorded the Executive Director will consider this condition satisfied.

ARCHAEOLOGY

28. Prior to the commencement of any subsurface works that may affect historical archaeological remains at the place an **Historical Archaeology Management Plan (HAMP)** must be produced by the approved Project Archaeologist at condition 10 and submitted to the Executive Director for approval. Once approved, the HAMP will be endorsed and will then form part of the permit. The HAMP must identify any historical archaeological features and/or deposits that may be affected by the works and provide details of any recommended program of archaeological investigations, monitoring and reporting of finds (including details of an Unexpected Finds Protocol). The HAMP must provide details of project methodologies; project team expertise; project recording and reporting, and artefact management (including cataloguing, analysis, artefact retention and discard, and conservation). Note: a collection storage fee of \$100 per artefact box (standard size accepted by Heritage Victoria) will be required for the permanent storage and curation of any retained artefacts.

INTERPRETATION

29. Within 18 months of the commencement of works approved by this permit in accordance with condition 2, a **Heritage Interpretation Plan** for Kardinia House must be prepared by a suitably qualified and experienced practitioner and be submitted to the Executive Director for approval. Once approved, it will be endorsed and will then form part of the permit. The works included in the endorsed Heritage Interpretation Plan must be implemented to the satisfaction of the Executive Director within the period of validity of the permit through plans submitted at condition 15 (Kardinia House) or 23 (new development).

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:

24 June 2026

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



A handwritten signature in black ink, which appears to read "Nicola Stairmand". The signature is fluid and cursive, written over a light grey circular background.

Nicola Stairmand
Manager, Statutory Assessments
Heritage Victoria