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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P35828

Applicant:



**NAME OF PLACE/OBJECT:** MARIBYRNONG TOWN HALL

**HERITAGE REGISTER NUMBER:** H1218

**LOCATION OF PLACE/OBJECT:** 61 NAPIER STREET FOOTSCRAY, MARIBYRNONG CITY

**THE PERMIT ALLOWS:** Demolition and construction works including demolition of the existing rear addition (within the extent of Registration), construction of a new two-storey addition (within the extent of Registration), internal and external works to the heritage building, including conservation works, and landscaping, generally in accordance with the following documents:

- *Heritage Impact Statement, GJM Heritage (2 March 2022)*
- *Finishes Schedule, DesignInc (20 December 2021)*
- *Landscape Plan Rev. 3, Outlines (3 February 2022)*
- *Schedule of Conservation Works, GJM Heritage (17 February 2022)*
- *Access Compliance Scope of Works, DesignInc (1 March 2022)*
- *Design Development Report, DesignInc (8 February 2022)*
- *Memorandum, DesignInc (5 May 2021)*
- *Architectural drawings, DesignInc. (HV RFI issue; 2 May 2022)*
- *Components schedule, DesignInc (Revision HV02; 2 May 2022)*
- *Entry ramp detail drawing, Outlines Landscape Architects (L400; 3 May 2022)*
- *Render showing the proposed entry ramp, DesignInc (TH entry ramp\_view.jpg)*

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

## Period of Validity

1. The permission granted for this permit must 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.
2. The Executive Director Heritage Victoria is to be given five working days' notice of the intention to commence the approved works.

## Staged Works

3. 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 Heritage Victoria for approval. Once approved, the

Staging Plan will be endorsed and will then form part of the permit.

4. Prior to the commencement of each stage of works identified in the Staging Plan referred to in Condition 3, a Heritage Protection Plan must be provided for the approval and endorsement by the Executive Director Heritage Victoria and once endorsed becomes part of the permit. The Heritage Protection Plan for the approved works must provide 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 (where required) a tree/vegetation management and protection plan prepared in accordance with AS4970 *Protection of trees on development sites*.
5. Prior to the commencement of each stage of works identified in the Staging Plan referred to in Condition 3 final construction ready (marked as such) architectural drawings for the subject stage of works are to be submitted to the Executive Director Heritage Victoria for approval and endorsement and once endorsed become part of the permit. The submitted drawings shall be generally in accordance with the documents shown above in the permit preamble. At the appropriate stage these must include: (1) details of the proposed connections between the heritage building and the new development; and (2) a final materials, colours and finishes schedule to both the heritage building and the new addition (as located within the extent of Registration).
6. Prior to the commencement of any landscape works, a construction ready (marked as such) set of landscape 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. The Landscape Drawings must show details of all proposed removal/demolition, and new works such as structures, landscape features, ground treatments and plantings.
7. Prior to any lighting or electrical changes or installation, a Reflected Ceiling Plan or similar 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. The Reflected Ceiling Plan or similar must show details of any heating, ventilation, air conditioning and the like.
8. Prior to the commencement of any works to the existing balustrade and handrail to the main stair (Stair 3A), a construction ready (marked as such) set of architectural 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.

### **Conservation Works**

9. Prior to the commencement of any of the works approved by this permit, a suitably experienced heritage conservation architect, 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 architect must help fulfil conditions 10 and 11 of this permit.
10. Prior to the commencement of each stage of works related to conservation works identified in the Staging Plan referred to in Condition 3, the conservation architect approved under condition 10 must prepare a schedule and drawings of conservation works identified as required for the heritage place for the approval and endorsement by the Executive Director Heritage Victoria and once endorsed these works become part of the permit and must be completed within the period of validity of the permit.

11. Following completion of each stage of the conservation works required under 10, the approved heritage conservation architect must submit to the Executive Director Heritage Victoria 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.

**General Conditions**

12. 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 Heritage Victoria who will advise on the approach to be taken to address these matters.
13. 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.
14. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
15. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
16. 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 (\$21,808.80 FROM 1 JULY 2021) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$109,044 FROM 1 JULY 2021) UNDER s104 THE HERITAGE ACT 2017.**

**WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF UP TO 4800 PENALTY UNITS (\$872,352 FROM 1 JULY 2021) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,744,704 FROM 1 JULY 2021) 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:**

28 June 2022

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

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

**Nicola Stairmand**  
Acting Executive Director  
Heritage Victoria

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