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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P36385

Applicant:



**NAME OF PLACE/OBJECT:** MISSIONS TO SEAMEN

**HERITAGE REGISTER NUMBER:** H1496

**LOCATION OF PLACE/OBJECT:** 717 FLINDERS STREET DOCKLANDS, MELBOURNE CITY

**THE PERMIT ALLOWS:** *Works to the Main Building and the Manse, including works to achieve universal access requirements; demolition to facilitate the construction of a lift, a platform lift, and a new entry to the southern elevation; and refurbishment and conservation/repair works, generally in accordance with the following documents:*

- Revised architectural drawing set, rev 5, prepared by Trethowan Architecture, dated 21 August 2023.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

## PERIOD OF VALIDITY

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.

## STAGING PLAN

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 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 and services required, protection methods for the heritage place during the undertaking of the works, and a work site layout plan.
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) drawings** for the subject stage of works 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. Drawings for multiple stages can be provided. The submitted drawings shall be generally in accordance with the

documents referenced above in the permit preamble, but revised to show:

- a) Further refinement of materiality and articulation to lift shaft, to ensure it is recessive and sympathetic in views to the heritage building rather than become a feature.
- b) Resolution of design to the new southern entry, including refinements to reduce the amount of glazing and better interpret the proportions of the existing fenestration along the southern elevation.
- c) Details regarding the mechanism to backlight the stained glass window to Main Hall.
- d) Where feasible, original doors are to be retained on display in close proximity to their original location (rather than removal and on-site storage), accompanied by a small plaque to communicate their provenance and contribution to the significance of the registered place.
- e) Final materials and finishes schedule.

### **CONSERVATION WORKS**

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 and 10 of this permit.
7. Prior to the commencement of any of the works approved by this permit, the heritage conservation consultant approved under condition 6 must prepare a **final schedule and drawings of conservation works** identified as required for the Project Activity Area 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.
8. Following completion of the conservation works required under Condition 7, the approved heritage conservation consultant must submit to the Executive Director Heritage Victoria, for their approval, 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. A Heritage Victoria representative may require a visit the place to inspect and confirm the satisfactory completion of the works.

### **ARCHIVAL QUALITY PHOTOGRAPHIC SURVEY**

9. 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 existing condition and setting of the place, specific to the areas impacted by this permit. 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 with one copy submitted to the Executive Director Heritage Victoria 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 State Library of Victoria. Delivery must be made either in person or by proxy to the Library's despatch facility: 174 Little Lonsdale Street Melbourne 3000. Deliveries can be accepted between 7.30am and

4.30pm. A receipt will be issued within 2 business days. If a receipt is required on the same day, then an advance appointment must be made with the Collection Curation & Engagement team by telephone – 03 8664 7000. Two business days notice is required for an appointment. Material will not be accepted at the information desks in the Library.

### **STORAGE OF HERITAGE FABRIC**

10. Prior to any stage of the works that involve removing original fabric for storage, i.e. door hardware and/or doors, a long-term on-site storage plan for the heritage fabric to be removed must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the Storage Plan will be endorsed and will then form part of the permit. This plan must include the physical location for storage on site and methods for protecting the material from disassociation, physical impact, theft or vandalism, fire, water, and pests. The approved heritage conservation consultant under condition 6 must prepare the documentation to fulfil this condition.

### **GENERAL CONDITIONS**

11. 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.
12. 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.
13. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
14. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
15. 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 (\$22,190.40 FROM 1 JULY 2022) OR IN THE CASE OF A BODY CORPORATE 600 PENALTY UNITS (\$110,952 FROM 1 JULY 2022) UNDER s104 THE HERITAGE ACT 2017.**

**WORKS UNDERTAKEN WITHOUT A PERMIT OR PERMIT EXEMPTION CAN INCUR A FINE OF**

UP TO 4800 PENALTY UNITS (\$887,616 FROM 1 JULY 2022) FOR A NATURAL PERSON OR 5 YEARS IMPRISONMENT OR BOTH AND UP TO 9600 PENALTY UNITS (\$1,775,232 FROM 1 JULY 2022) 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:**

22 December  
2023

**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". The signature is fluid and cursive, written over a light blue circular stamp.

**Nicola Stairmand**  
Acting Executive Director  
Heritage Victoria