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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P40879

Applicant:



**NAME OF PLACE/OBJECT:** THE MELBOURNE CLUB

**HERITAGE REGISTER NUMBER:** H0030

**LOCATION OF PLACE/OBJECT:** 36-50 COLLINS STREET MELBOURNE, MELBOURNE CITY

**THE PERMIT ALLOWS:** Removing the temporary roof, constructing the skylight superstructure with prefabricated trusses and aluminium glazing bars, securing it to the parapet, installing flashings around chimneys, adding eaves gutters, running downpipes through the lightwell and external north wall and associated general repairs, generally in accordance with the following documents:

- **SK-S06 Proposed Structural Details for -the Melbourne Club Roof Lantern prepared by Tecraft Projects – dated February 2024**
- **A Set of Architectural Drawings (Preliminary Issue) prepared by Coleman Architects Pty Ltd**
  - **HV01 Existing Site & Roof Plan**
  - **HV02 Existing Floor Plan**
  - **HV03 Existing Stair Hall Section**
  - **HV04 Proposed Site/Roof Plan**
  - **HV05 Proposed Roof Plan**
  - **HV06 Proposed Section A-A**
  - **HV07 Proposed Section B-B**
  - **HV08 Proposed Section C-C**
  - **HV09 Proposed Section D-D**

**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. Prior to the commencement of any works, 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.
5. Prior to the commencement of works final **construction ready (marked as such) architectural 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.
6. 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 8 must prepare the documentation to fulfil this condition.
7. Prior to the commencement of any of the works approved by this permit, **construction ready (marked as such) structural drawings/details and supporting report (s)** prepared by a suitably qualified Structural Engineer, must be submitted to the Executive Director Heritage Victoria for approval.
8. 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 5 & 6 of this permit.
9. 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.
10. The Executive Director must be informed when the approved works have been completed.
11. 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 (\$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:**

21 May 2025

**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".

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