
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P41047

Applicant:



NAME OF PLACE/OBJECT: ALKIRA HOUSE

HERITAGE REGISTER NUMBER: H0397

LOCATION OF PLACE/OBJECT: 18 QUEEN STREET MELBOURNE, MELBOURNE CITY

THE PERMIT ALLOWS: *Removal of cracked and loose faience tiles below south-facing windowsills on levels 2 and 4, documentation of underlying concrete condition, installation of temporary metallic capping for weather protection pending long-term remediation and concrete repairs and associated reinstatement of faience tiles, generally in accordance with the following documents:*

- Comprehensive Facade Inspection, Insite Engineering, 7 March 2025.
- RFI Response letter, Conservation Studio, 10 July 2025.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

PRE-START

1. The permission granted for this permit will expire if one of the following circumstances applies: the permitted works have not commenced within **one (1) year** of the original date of issue of this permit, or are not completed within **five (5) 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. 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. The heritage conservation consultant must help fulfil the conditions of this permit.
4. Prior to the commencement of any of the works approved by this permit, documentation outlining the **methodology for removal, protection and off-site storage** of the affected faience elements must be submitted to the Executive Director, Heritage Victoria for approval. Once approved, the methodology will be endorsed and will then form part of the permit. The Executive Director, Heritage Victoria must be notified in writing when the removal and relocation of the faience elements has been completed.

POST-FAIENCE REMOVAL

5. Following removal of the affected faience elements, **an accurate record of the profile and fixing details** holding them in place must be submitted for endorsement by the Executive Director, Heritage Victoria. Once approved, the documentation will be endorsed and will then

form part of the permit. Documentation must be carried out by the heritage conservation consultant approved at condition 3, using recognised recording techniques such as photography, detailed measured drawings, drawn and written descriptions, and any other details required to ensure accurate replication of the faience elements.

6. Following removal of the affected faience elements, and prior to the installation of the temporary capping, **documentation and testing of the underlying concrete condition** must be undertaken. This must be provided to the Executive Director Heritage Victoria for written approval. The documentation and testing must be used to inform the specification required at condition 7.
7. Prior to any concrete repairs, a **specification** for these works must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the specification will be endorsed and will then form part of the permit. The **specification must show the repair of deteriorated underlying concrete** to be carried out using recognised conservation techniques such as patching or consolidating and include the results of testing carried out at condition 6 to determine the colour, strength, aggregate and chemical composition of the existing concrete.

PRE-INSTALLATION OF METALLIC CAPPING

8. Prior to installation of the metallic capping, **construction-ready 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.

REMOVAL OF METALLIC CAPPING

9. Prior to the commencement of any reinstatement works, **construction-ready drawings** documenting the removal of the metallic capping and reinstatement of any other elements as required to install the reconstructed faience 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.

REINSTATEMENT OF REPRODUCTION FAIENCE

10. The removed faience elements are to be **accurately reproduced using the removed elements and accurate record** endorsed under Condition 5 to inform colour, profile and fixing details. The reproduction faience elements are to be reinstated to the areas below the south-facing windowsills on levels 2 and 4 within the period of validity of this permit.
11. Following completion of the works outlined above, 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.

STANDARD 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 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.

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 (\$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:

13 August 2025

**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 written in a cursive, flowing style.

Nicola Stairmand

Manager, Statutory Assessments
Heritage Victoria