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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P38856

Applicant:



**NAME OF PLACE/OBJECT:** CASTLEMAINE COURT HOUSE

**HERITAGE REGISTER NUMBER:** H1405

**LOCATION OF PLACE/OBJECT:** 29 LYTTLETON STREET CASTLEMAINE, MOUNT  
ALEXANDER SHIRE

**THE PERMIT ALLOWS:** Demolition of the brick toilet block at the rear of the court house, construction of a semi-detached building and ramp, which includes cloakroom/toilets and a security lobby with waiting area, providing universal access connected via a covered glazed linkway to the west side entrance of the historic courthouse, minor internal upgrading and removal of a portion of palisade fence along Lyttleton Street and construction of a new curved concrete ramp and associated landscape works, generally in accordance with the following documents:

Set of Architectural Plans for CSV Regional Court DDA- Castlemaine prepared by Brandrick Architects dated 31/08/2023

- o 01 Cover & Drawing Schedule
- o 02 Existing Condition Site Plan
- o 03 Demolition Floor Plan
- o 04 Site Plan
- o 05 Floor plan
- o 06 Reflected Ceiling Plan
- o 07 Landscape Plan
- o 08 Elevations 1
- o 09 Elevations 2 & Roof Plan
- o 010 Sections 01
- o 011 Sections 02
- o 012 Sections 03 & Detail
- o 013 Internal Elevation – Accessible
- o 014 Internal Elevation – Ambulant Toilet
- o 015 Internal Elevation – Ambulant Toilet
- o 016 Internal Elevation – Ambulant WC
- o 017 Internal Elevation – Cleaner
- o 018 Internal Elevation – Register
- o 019 Internal Elevation – Office

- o 020 Elevation Material
- o 021 Screen Detail
- o 022 Registrar Detail
- o 023 Ramp Detail 1
- o 024 Ramp Detail 2
- o 025 Stair Detail
- o 026 Stair Detail
- o 027 Door Schedule
- o 028 Window Schedule
- o 029 Ramp Access
- o 030 Detail 01
- o 031 Detail 02
- o 32 Fixture Height Details
- o 33 Material Finishes
- o 34 Site Setup

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 unless otherwise agreed in writing by the Executive Director Heritage Victoria.
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 set of **construction ready architectural, structural, civil and service drawings (marked as such)** must be provided for endorsement by the Executive Director, Heritage Victoria and once endorsed becomes part of the permit. The drawings must also provide details for:
  - o Details of all interior construction;
  - o Details of all building services and their appropriate integration into the historic fabric;
  - o Fencing details
4. 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.
5. Prior to the commencement of any of the works approved by this permit, 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, a work site layout plan and a tree/vegetation management plan.

6. Prior to the commencement of any of the works approved by this permit, the **name of an experienced Heritage Consultant** must be provided in writing to the Executive Director, Heritage Victoria. The nominated Heritage Consultant is to be engaged to provide advice to assist with:
  - o The preparation of the schedule of demolition and repair works to the palisade fence and associated bluestone steps.
  - o The panel of fence removed, should be stored on site to make it possible to restore to the original arrangement if required at some later date.
  - o Handrail details
  - o Details of proposed relocation or removal of all early/original timber joinery and other items. The schedule should include details of items to be retained in place, items to be relocated within the court, items to be stored elsewhere on the site, and items not to be retained.
7. The repair and conservation works required under condition 6 must be provided for endorsement by the Executive Director, Heritage Victoria and once endorsed becomes part of the permit. At the conclusion of the conservation works the approved architect shall submit to the Executive Director a brief written report on the extent to which the completed conservation works conformed to good practice in his/her professional judgement.
8. 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.
9. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
10. The Executive Director Heritage Victoria 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 (\$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:**

27 November  
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.

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