
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P39221

Applicant:



NAME OF PLACE/OBJECT: ST HILDA HOUSE

HERITAGE REGISTER NUMBER: H0481

LOCATION OF PLACE/OBJECT: 1-19 CLARENDON STREET EAST MELBOURNE,
MELBOURNE CITY

THE PERMIT ALLOWS: Demolition of the 1982 building and double-storey linking structure to the north; construction of a four-storey freestanding building; works to St Hilda House including conservation and repair works in addition to services, amenities and accessibility upgrades; construction of a basement and associated new lift and stairs; landscape works including pool and fencing, generally in accordance with the following documents:

- Heritage Impact Statement prepared by Urbis, dated 8 November 2024.
- Adadaz report on the stained glass windows (undated).
- Arborist report by John Patrick Landscape Architects (dated 31/07/2024).
- Excellent Roofing P/L Inspection Report dated 29 January 2024
- Architectural Drawings prepared by b.e. architecture 1-19 Clarendon Street East Melbourne (dwg pack addendum 01). (47 Sheets)
- Architectural Drawings prepared by b.e. architecture 1-19 Clarendon Street East Melbourne (dwg pack addendum 02). (25 Sheets)

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.

ENGAGEMENT OF CONSULTANTS

3. Prior to the commencement of any of the works approved by this permit, a suitably experienced heritage consultant approved in writing by the Executive Director, Heritage Victoria, must be engaged to advise and assist as necessary in 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 consultant must help fulfill conditions 6, 9, 15, 16, 17, 18 of this permit.

4. Prior to the commencement of any of the works approved by this permit, a suitably experienced structural engineer approved in writing by the Executive Director, Heritage Victoria, must be engaged to advise and assist as necessary in the preparation of documentation and the fulfillment of works. The approved structural engineer shall advise the permit holder on appropriate measures to ensure the protection and structural stability of the heritage place prior to and during the undertaking of the works. The structural engineer must help fulfill conditions 11-13 and 15-17 of this permit.
5. Prior to the commencement of any conservation works approved under this permit, an experienced materials conservator or suitably qualified heritage professional shall be nominated to and approved in writing by the Executive Director Heritage Victoria. In particular the materials conservator or suitably qualified heritage professional must help fulfil conditions 6 and 16 of this permit for the works to linoleum and stencilled inscriptions.

BANK GUARNATEE

6. Prior to the commencement of any stage of works associated with the construction of the approved four-storey building (excluding demolition) the heritage consultant approved under condition 3 must prepare a full scope and schedule of conservation/repair works to St Hilda House. The schedule and drawings must be generally in accordance with the documentation listed in the preamble. The works are to be costed by a cost consultant/quantity surveyor and submitted to the Executive Director Heritage Victoria for approval. Once approved, the costed schedule of conservation works will be endorsed and will then form part of the permit. The conservation and repair works must include but not be limited to:
 - Key original features, including the terracotta faience panels, linoleum, fireplaces and stained-glass windows, with the help of the materials conservator or a suitably qualified heritage professional approved at condition 5.
 - Stucco and plaster repairs to be undertaken by an experienced traditional plasterer using weak lime renders for stucco and traditional gypsum plaster or mixes to match original stucco and plasters.
 - Windows to be rebuilt with new weather seals and hardware and glazing to suit existing rebates.
 - Repairs to Marseilles terracotta tile roofing and associated timber bargeboards, fretwork and other decorative elements.
 - Repair of bricks, chimney, rendered surfaces and mortars. The methodology to repair deteriorated surfaces must use recognised conservation techniques.
7. Prior to the commencement of any stage of works associated with the construction of the approved four-storey building (excluding demolition) and as provided for under s.101A of the *Heritage Act 2017*, a financial security in the form of an unconditional Bank Guarantee in favour of the Heritage Council of Victoria (ABN 87 967 501 331), is to be lodged with the Executive Director Heritage Victoria. The period of validity of the Bank Guarantee is to be unspecified. The Bank Guarantee is to ensure the satisfactory completion of all of the works required by condition 6 approved by the permit. The amount guaranteed must be equivalent to the cost shown in the approved estimated costed schedule under condition 6 plus a 20% contingency sum (inclusive of GST). The bank guarantee must set out under the "contract/agreement" that the bank "asks the Principal to accept this bank guarantee ("undertaking") in connection with permit P39221.

8. If the works required by condition 6 are undertaken in full to the satisfaction of the Executive Director Heritage Victoria before commencement of any stage of works associated with the construction of the approved four-storey building (excluding demolition), financial security is not required to be lodged. Following completion of the works outlined above and once the report at condition 9 has been satisfied by the Executive Director Heritage Victoria, the remainder of the works approved by the permit may proceed in accordance with the conditions of the permit.
9. Following completion of the conservation works required under condition 6, the heritage consultant approved under condition 3 must submit to the Executive Director Heritage Victoria, for their approval, a brief written report confirming that the conservation works have been completed in accordance with the endorsed schedules at condition 6 and condition 17 (conservation and repair works). A Heritage Victoria representative may require a visit the place to inspect and confirm the satisfactory completion of the works.
10. The Bank Guarantee referred to in condition 7 will be released to its provider following receipt by the Executive Director Heritage Victoria of a written request by the permit holder, subject to the completion of the conservation and repair works in this permit to the satisfaction of the Executive Director Heritage Victoria, and the satisfaction of condition 9. The Bank Guarantee will be forfeited to the Heritage Council of Victoria in the event that all of the conservation and repair works are not completed to a satisfactory standard prior to the expiry date of this permit.

STRUCTURAL AND VIBRATION MONITORING

11. Prior to the commencement of any stage of the works associated with the basement or excavation, the structural engineer approved at condition 4 must submit a reporting schedule for the written approval by the Executive Director, Heritage Victoria. This is to include regular inspections by the structural engineer throughout the duration of the works to ensure the building is not compromised at any point during construction. The Executive Director, Heritage Victoria is to be informed immediately if the structural stability of any of the buildings are threatened.
12. Prior to the commencement of any stage of the works of the works associated with the basement or excavation, the structural engineer approved at condition 4 must provide a report on acceptable levels of vibration that the heritage building can tolerate during construction. The report must also provide a reporting schedule and measures and protocols to be put in place in the event that the vibration threshold is approached or exceeded. This report must be submitted to the Executive Director Heritage Victoria for approval. Once approved the report will be endorsed and will then form part of the permit.
13. Prior to the commencement of any stage of the works associated with the basement or excavation, vibration monitoring equipment must be installed under the guidance of the structural engineer approved at condition 4 to ensure vibration levels are monitored and maintained in accordance with the report endorsed at condition 12.

STAGING

14. Prior to the commencement of any of the works approved by this permit, a Staging Plan which provides the order in which approved works will be commenced and completed 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. Each stage of the works

will require specific approvals from the Executive Director Heritage Victoria prior to the commencement of the works, as detailed in the conditions that follow. The Executive Director Heritage Victoria is to be given five working days' notice of the intention to commence each stage of the approved works. Submission of documentation in a staged process will allow for further investigation into the development of basement and civil works as necessary. The Staging Plan must include but not be limited to all the works in conditions 6 and 16-20 of this permit.

15. Prior to the commencement of each stage of works identified in the Staging Plan referred to in condition 14, a Heritage Protection Plan must be submitted to the Executive Director Heritage Victoria for approval. A Heritage Protection Plan for multiple stages can be provided. 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. For the stage associated with the basement/lift and excavation the Heritage Protection Plan must show details of sequences of construction and temporary propping to demonstrate how the basement and lift can be built to prevent movements of the heritage building, prepared with assistance from the structural engineer approved at condition 4.

ST HILDA HOUSE DOCUMENTATION

16. Prior to the submission of construction ready drawings referred to in condition 17, and at a point sufficient to allow for discussion and potential changes, a detailed design set of drawings for St Hilda House (only) documenting the proposed works must be submitted to the Executive Director Heritage Victoria for written approval. Any works or variations which have been required by the Building Surveyor should also be identified at this stage. This will reduce the potential for delays following the submission of construction ready drawings required at condition 17. The plans must be generally in accordance with the plans identified in the preamble to this permit and a the relevant stage must include the following:
 - Conservation and repair works (consistent with that provided at condition 6 and including technical specification)
 - Recording, removal, repair of consolidation works to linoleum and stencilled inscriptions, prepared by the experienced materials conservator or a suitably qualified heritage professional referred to in condition 5 including an assessment of the linoleum, repair/consolidation and cleaning methodology and any necessary works to retain sections in situ.
 - A final schedule of materials, colours and finishes. Conservation painting works are to be completed by qualified painters experienced in reinstatement of highly decorated interiors. All paint colours are to be confirmed onsite.
 - Documentation of heritage fabric proposed for removal, and whether any can be salvaged and reused in the approved works. Where reuse is not able to be achieved, a storage plan must be provided at condition 18.
 - Architectural, including subfloor and ventilation works
 - Hydraulic, including ground conditions, groundwater and drainage
 - Mechanical and services works

- Structural works
- Civil works
- Resolution of final presentation of historic stained glass windows that removes the sealed double-glazing
- Resolution of the top handrail alteration to the main stair balustrade.

17. Prior to the commencement of each stage of works identified in the Staging Plan referred to in condition 14 final construction ready (marked as such) set of drawings for St Hilda House (only) 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 listed in the permit preamble, and reflect the works and changes required and agreed at condition 16. Drawings for multiple stages can be provided.
18. Should any heritage fabric proposed for removal be salvageable for future use (but not used in the approved works), documentation outlining the methodology for the protection and onsite storage of that retained heritage fabric must be submitted to the Executive Director, Heritage Victoria for approval at the relevant stage. Once approved, the drawings/documents 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 item from disassociation, physical impact, theft or vandalism, fire, water, and pests.

NEW DEVELOPMENT DOCUMENTATION

19. Prior to the submission of construction ready drawings referred to in condition 20, and at a point sufficient to allow for discussion and potential changes, a detailed design set of architectural drawings for the approved four-storey building (only) documenting the proposed works must be submitted to the Executive Director Heritage Victoria for written approval. This will reduce the potential for delays following the submission of construction ready drawings required at condition 20. The plans must be generally in accordance with the plans identified in the preamble to this permit and must include external colours and finishes.
20. Prior to the commencement of each stage of works identified in the Staging Plan referred to in condition 14, final construction ready (marked as such) set of architectural drawings for the approved four-storey building (only) and landscape drawings (including soft and hard landscaping) 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. The submitted drawings shall be generally in accordance with the documents listed in the permit preamble and reflect any changes agreed at condition 19. Drawings for multiple stages can be provided.

GENERAL CONDITIONS

21. If potentially significant historical archaeological features, deposits and/or artefacts are uncovered at any time during any works under this approval, all works in the direct vicinity must cease immediately, and the project archaeologist and this office must be contacted. In this case, a program of archaeological investigations may be required, to the satisfaction of the Executive Director, Heritage Victoria.
22. 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.

23. 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.
24. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
25. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
26. 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:

26 April 2025

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



A handwritten signature in black ink, reading "Nicola Stairmand". The signature is written in a cursive style with a large, prominent 'N' and a long, sweeping underline.

Nicola Stairmand
Manager, Statutory Approvals
Heritage Victoria