
HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE
HERITAGE ACT 2017

Permit No: P41223

Applicant:



NAME OF PLACE/OBJECT:

TITLES OFFICE

HERITAGE REGISTER NUMBER:

H1529

LOCATION OF PLACE/OBJECT:

247-283 QUEEN STREET MELBOURNE, MELBOURNE
CITY

THE PERMIT ALLOWS: Cleaning and upgrades to all rainwater goods throughout the former Titles Office main building, civil works to upgrade the existing stormwater system and conservation works to the Main Building and Strong Room – including render and crack repairs, removal of staining and replacement of missing roof slates, generally in accordance with the following documents:

- *Drawings prepared by Lovell Chen numbered A0.00, A1.01 to A1.04, A1.10 to A1.12, A2.01 to A2.03, A4.01 to A4.05 (all rev HV1, 25/06/2025)*

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 six (6) months of the original date of issue of this permit, or are not completed within two (2) 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 once all permit conditions requiring satisfaction prior to the commencement of works have been approved.
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 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 6, 7, 8, 9 and 10 of this permit.
5. Prior to the commencement of any of the works approved by this permit, a construction ready (marked as such) set of engineering 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.

6. Prior to the commencement of any of the works approved by this permit, a construction ready (marked as such) set of architectural 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.
7. Prior to the commencement of any of the works approved by this permit a specification including a brief scope of works and descriptions of the proposed materials and techniques to be used on the heritage fabric of the registered place must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the document(s) will be endorsed and will then form part of the permit.
8. 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 and a work site layout plan.
9. Within six (6) months of the date of issue of this permit, a Heritage Audit Management Plan (HAMP) must be prepared, to identify works required to achieve the ongoing and long-term maintenance and conservation of the significant buildings and features of the heritage place. The HAMP must set out a proposed inspection and reporting regime at regular intervals to identify and document the required maintenance and conservation procedures necessary to retain the built fabric in good and safe condition. The draft Heritage Infrastructure Management Plan is to be submitted to the Executive Director Heritage Victoria for endorsement in writing.
10. Following completion of the conservation works, 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.
11. 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.
12. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
13. The Executive Director Heritage Victoria must be informed when the approved works have been completed.
14. 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:

04 September
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".

Nicola Stairmand
Manager, Statutory Assessments
Heritage Victoria