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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P40609

Applicant:



**NAME OF PLACE/OBJECT:** FORMER KEW COTTAGES (KEW RESIDENTIAL SERVICES)

**HERITAGE REGISTER NUMBER:** H2073

**LOCATION OF PLACE/OBJECT:** PRINCESS STREET, STAINER STREET, BOTANIC DRIVE, ARBOUR DRIVE, CANOPY AVENUE, BRAZIER GROVE, COLLINS STREET, LOWER DRIVE, PARK AVENUE, LINAKER PLACE, GUEST CLOSE, MONTEREY CLOSE, ENGLISH PLACE, MAIN DRIVE, HOLLY LANE, LOWER DRIVE NORTH, KEW, BOROONDARA CITY

**THE PERMIT ALLOWS:** *Adaptive reuse of School House B3 as a residence, including demolition, alterations and new residential fit-out, the addition of a new garage, a glazed link connecting the garage to the building, landscaping, fencing, and a new vehicle access from Main Drive, generally in accordance with the following documents:*

- **Proposed Renovations & Extensions to an existing Heritage Building B3 Lot 48B Main Drive Kew prepared by Archtistic Design Group P/L**
  - TP/25-01 Plan of Areas & Drawing Register. Rev C
  - TP/25-02 Existing / Demolition Floor Plan & Elevations. Rev B
  - TP/25-03 Site / Proposed Floor Plan & West, East & North Elevations. Rev C
  - TP/25-04 Sections CC, DD & EE. Misc. Details. Rev C
  - TP/25-05 Roof & Reflected Ceiling Plans. Rev C
  - TP/25-06 Proposed Glazed Linkway Roof Plan, Pergola Plan & Elevations. Rev C
  - TP/25-07 Internal Elevations. Rev B
- **Demolition Methodology prepared by JV Consulting Engineers, dated 6 May 2025**
- **Engineering drawings prepared by JV Consulting Engineers, numbered JV20026-S1/8 to JV20026-S8/8 (inclusive)**

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 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. All works must cease, and Heritage Victoria must be contacted if historical archaeological artefacts or deposits are discovered during any excavation or subsurface works.
5. The Executive Director, Heritage Victoria must be informed when the approved works have been completed.
6. The works approved by this permit must be carried out in their entirety unless otherwise agreed in writing by the Executive Director Heritage Victoria.
7. 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 conservation/repair documentation.
8. Prior to the commencement of any of the works approved by this permit, a **construction ready (marked as such) set of architectural, engineering, service and lighting drawings**, for both the exterior and interior of the registered place 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. The drawings and schedule must be revised to:
  - Omit the installation of new plaster sheeting to interior walls and original ceilings. All walls and retained ceilings must be repaired to match the original using recognised conservation techniques and materials.
  - Full details of skylight construction.
  - Details of the proposed connections between the existing building and the new development.
  - Awning to new glazed linking to be reduced in length by 400mm away from corner of the existing building and powdercoated steel windows revised to have vertical proportions to reflect existing windows.
  - Omit lining boards over existing closed doorways (exception for the Butler's pantry door).
9. Prior to the commencement of any of the works approved by this permit, a **schedule of construction materials, colours and finishes** for both the exterior and interior of the registered place must be submitted to the Executive Director Heritage Victoria for approval, with the glazed link revised to be painted in a lighter colour. Once approved, the schedule will be endorsed and will then form part of the permit.
10. Prior to the commencement of any of the works approved by this permit, a **full scope of necessary conservation works/repairs including a specification** outlining the descriptions of the proposed materials and techniques to be used on the heritage fabric of the registered place, prepared by the Heritage Consultant approved under condition 7, 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.

11. Prior to the commencement of landscape works, a **construction ready (marked as such) set of landscape 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. The Landscape Plans must show details of all proposed new works such as structures, fences, landscape features, ground treatments and plantings; show adequate physical separation between garden beds and the heritage building. Garden beds should be separated by a gap of at least 150mm, or by the inclusion of a drainable barrier between the bed and base of the walls to maintain an air break between the soil and masonry. The surface of the garden beds should be located below subfloor vents, and irrigation should be directed away from the building.
12. Following completion of the repair works required under conditions 8-10 the approved heritage consultant 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 documentation. A Heritage Victoria representative may require a visit the place to inspect and confirm the satisfactory completion of the works.

**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, appearing to read "J. Hood", written in a cursive style.

**Jessica Hood**  
Principal, Heritage Permits  
Heritage Victoria