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# HERITAGE PERMIT

GRANTED UNDER SECTION 102 OF THE  
HERITAGE ACT 2017

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Permit No: P36700

Applicant:



**NAME OF PLACE/OBJECT:** SOUTH MELBOURNE TOWN HALL

**HERITAGE REGISTER NUMBER:** H0217

**LOCATION OF PLACE/OBJECT:** 208-220 BANK STREET SOUTH MELBOURNE, PORT  
PHILLIP CITY

**THE PERMIT ALLOWS:** Removal of non-original elements (including rear courtyard stairs) and replacement with new WC addition, addition of new rooftop plant and solar panels, compliance upgrades including rehangng of original doors and other minor alterations, repair of damaged internal features, seismic upgrades, clocktower strengthening, new lighting, and other structural, mechanical, hydraulic and compliance upgrades, generally in accordance with the following documents:

- *Drawings prepared by NBRS for South Melbourne Townhall –Renewal and Upgrade Project dated 7 March 2023*
- *Heritage impact statement prepared by NBRS dated March 2023*
- *Engineering drawings prepared by ACOR Consultants dated 30 November 2022*
- *Hydraulic drawings prepared by ACOR Consultants dated 30 November 2022*
- *Mechanical and electrical drawings prepared by ACOR Consultants dated 30 November 2022*
- *Structural drawings prepared by ACOR Consultants dated 30 November 2022*

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. 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 architect**, 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 5, 6, 7, 8, 9, 10, 11, and 12 of this permit.

5. Prior to the commencement of any of the works approved by this permit, the conservation architect approved under condition 4 must prepare a **final schedule of conservation works and construction ready conservation drawings** identified as required for the heritage place for the approval and endorsement by the Executive Director Heritage Victoria and once endorsed these works become part of the permit and must be completed within the period of validity of the permit.
6. Prior to the commencement of any of the works to the chimneys, a **repair and stabilisation methodology including construction ready drawings for the chimneys** based on further investigation, that does not result in change to their external appearance, 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 **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. The Plan must also reproduce the diagrams and methodology for structural repairs where significant and/or decorative ceilings are to be affected by structural upgrade works to roof spaces, which was included in the Heritage Impact Statement (pp. 47-48).
8. A **Dilapidation Report** must be prepared during demolition works and must be submitted to the Executive Director Heritage Victoria prior to the commencement of any other works approved by this Permit. The dilapidation report (including images) must record the condition of the ceilings in any rooms where there are likely to be original or early ceiling features this must including any original details which are revealed during the demolition works.
9. Prior to the removal of the any heritage fabric, a **long-term on-site storage plan** must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the Storage Plan will be endorsed and will then form part of the permit. This storage plan must include an inventory of all items intended for long-term storage, the physical location for storage on site and methods for protecting the item long-term from disassociation, physical impact, theft or vandalism, fire, water, and pests.
10. Prior to the removal of the any heritage fabric, a **short-term on-site storage plan** must be submitted to the Executive Director Heritage Victoria for approval. Once approved, the Storage Plan will be endorsed and will then form part of the permit. This storage plan must include an inventory of all items intended for short-term storage, the physical location for storage on site and methods for protecting the item from disassociation, physical impact, theft or vandalism, fire, water, and pests. Heritage Victoria must be notified once items have been removed from storage and reinstated.
11. Prior to the commencement of any of the works approved by this permit, a construction ready (marked as such) set of **structural 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.

12. Prior to the commencement of any of the works approved by this permit a construction ready (marked as such) set of **architectural drawings and a materials and finishes schedule** revised to show:
  - o The Main Hall ventilation grilles revised to be painted to match wall colour and not a bronze finish
  - o All handrail extensions to significant balustrades to be attached via clamp method and not freestanding structures
  - o Final finish for the tactiles which is sympathetic to affected area to the satisfaction of the Executive Director Heritage Victoriamust 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.
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 (\$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:** 21 August 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', written in a cursive style.

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

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