Heritage Council Plaque Application Form

For a place or object listed in the Victorian Heritage Register

1. Place / Object details

|  |  |
| --- | --- |
| Place / Object name |  |
| Address |  |
| VHR no. | **H** |

1. **Owner details**

|  |  |
| --- | --- |
| Name |  |
| Postal address |  |
| Phone no. |  |
| Email |  |
| Ownership status (select) | Sole owner  Committee of Management  Owner’s corporation |
| Extent of registration | Single ownership boundary  Large extent crossing multiple ownership boundaries\* |

*\*Where the registered extent of a place crosses multiple land/ownership boundaries, usually only one plaque will be provided for display. The Heritage Council will endeavour to contact all interested parties prior to the approval of the application.*

1. **Permit exemption**

If your application for a blue plaque is approved by the Heritage Council, **exemption 11.3** of the [General Permit Exemptions (2024)](https://www.heritage.vic.gov.au/permits-and-approvals/heritage-permit-exemptions) will apply to its installation at your place. Therefore, you will not need to apply to Heritage Victoria for a permit exemption to undertake these works.

**Exemption 11.3** allows for the installation of a blue plaque to the fabric of a registered place, or installation of plaque mounts/posts within the extent of registration for a registered place or object in exterior locations, as long as all relevant requirements and conditions can be met. It is your responsibility to ensure that you understand and can comply with general permit exemptions prior to commencing works.

**Please note** that fixing a blue plaque to the fabric of a **registered object** is not permitted under **exemption 11.3**of the [General Permit Exemptions (2024).](https://www.heritage.vic.gov.au/permits-and-approvals/heritage-permit-exemptions)

1. **Location and mounting position for blue plaques**

In accordance with the category conditions and exemption conditions applying to **exemption 11.3,** plaques must be positioned within the registered extent of the registered place or object, and in a location which optimises public visibility, positioned between 900mm and 1600mm from ground or floor level.

* **Registered objects:** the plaque is required to be displayed nearby and not on the object itself. Please advise the Heritage Council if nearby display is not possible.
* **Registered places:** the plaque can be mounted to the fabric of the place given it is **not fixed** to:
* murals
* artworks
* specialist paint techniques such as graining, marbling, stencilling, hand-painting
* existing signage/signwriting
* surfaces that are papered, unpainted, oiled or varnished
* trees or vegetation.

The method of direct fixing of a blue plaque to fabric at a registered place must be limited to one of the following:

* the use of existing penetrations
* the use of new penetrations into, or the use of adhesive onto, a non-original structure erected or installed after the place was included in the Victorian Heritage Register.
* the use of non-acetic (neutral cure) silicone adhesive on early or original fabric in good condition, limited to render or plaster surfaces, timber boarding with a painted finish, or masonry surfaces. (*i.e. Selley’s™ ‘Neutral Cure’ roof and gutter silicone or Dow Corning Brick and Concrete, or roof and gutter paintable sealant are recommended).*
* the use of new penetrations into early or original fabric in good condition, limited to render or plaster surfaces, timber boarding with a painted finish, or the mortar and grout joints of masonry surfaces. In such locations, nails/screws used must be nonexpanding, and the smallest available required to fulfil the purpose of the procedure.

New plaque mounts/posts installed in outdoor locations must not be positioned in a tree protection zone, or within two metres of early or original fabric, including landscape features and historical archaeological remains.

For more information on identifying an appropriate location for your blue plaque, please contact the Heritage Council.

**Is the plaque proposed to be fixed to historic fabric of the place?**

Yes

No

If yes, provide details:

**Proposed location and fixing method of the plaque:**

**A photo of the place/object, marked with the proposed location for the plaque has been submitted with this application:**

Yes

No

If no, please provide reason:

1. **Plaque citations**

Heritage Council plaques contain a citation of 30–40 words, written by Heritage Victoria and based on the Statement of Significance of the place or object.

1. **Cost**

Heritage Council plaques are free of charge for places and objects listed in the Victorian Heritage Register. Owners are however required to arrange for suitable mounting of the plaque at their own cost.

1. **Declaration**

Please complete the below declaration.

‘I, ............................................................................................ as the owner OR on behalf of the Committee of Management / Owners’ Corporation wish to apply for a plaque for the above place or object. I will arrange for the plaque to be fixed at my own cost on or near the registered place/object.

*I attach a photo of the place/object, marked with the proposed location for the plaque.*

I understand that the citation for the plaque will be written by Heritage Victoria and that this may take several weeks to finalise.

I confirm that I have read and understood the General Permit Exemptions (2024) that the location, installation, and method of fixing of the plaque will be in accordance with all requirements and conditions of **exemption 11.3.’**

Signed: Date:

1. **Application lodgment**

Please submit a completed and signed form **with a photograph indicating proposed plaque location** to either of the following:

* **Email:** [heritage.council@transport.vic.gov.au](mailto:heritage.council@transport.vic.gov.au)
* **Postal address:** Heritage Council of Victoria, Department of Transport and Planning, GPO Box 2392 Melbourne VIC 3001

Following receipt of your application you will be contacted by the Heritage Council Secretariat to discuss your application.

For further information regarding Heritage Council plaques, please contact the Heritage Council Secretariat by phone on (03) 8572 7949 or email [heritage.council@transport.vic.gov.au](mailto:heritage.council@transport.vic.gov.au)