

This guide is for owners of State significant heritage places listed on the Victorian Heritage Register.

▲ The Globe Theatre, Winchelsea, recipient of a grant from the Living Heritage Program, VHR H2226

Heritage is an integral part of our lives. From the grandeur of Flinders Street Station in Melbourne, to the rustic craftsmanship of the Murtoa Stick Shed, to the local charm of the Globe Theatre in Winchelsea and the beauty of the Macedon Avenue of Honour, our heritage places and objects offer a lens through which to understand our past, and provide us with a wide range of benefits.

Heritage places are used for a variety of purposes including as residences, commercial properties, community centres, tourist attractions, government buildings and places of worship. Heritage places can be changed, reinvented and adapted for new uses.

## What is heritage listing?

State significant heritage places are included on the Victorian Heritage Register, established under the Heritage Act.

This legislation is administered by Heritage Victoria in the Department of Environment, Land, Water and Planning and the Heritage Council of Victoria, an independent statutory authority. The Act gives statutory protection to heritage places, through requirements for approvals or referrals. A place or object listed on the Register is legally protected and cannot be altered without a permit or permit exemption from Heritage Victoria.

Heritage places of local significance are listed in the schedule to the Heritage Overlay in local council planning schemes. Contact your local council for information on local heritage listing and what this might mean for you.

While over 170,000 properties are listed by local councils, there are some 2,344 places included in the Victorian Heritage Register.

## Why is my property listed?

If your property is listed in the Victorian Heritage Register, you join a select group of people who are custodians of Victoria's most significant places.

The assessment process for Victorian Heritage Register listing is rigorous. Registration involves preparing a summary of what is important about a place, and why it should be protected. You can find your property on the Victorian Heritage Database at: <http://vhd.heritagecouncil.vic.gov.au/>

## What are my legal obligations as the owner of a listed property?

As the owner of a listed property you have obligations under the Heritage Act to maintain it to the extent that its conservation is not threatened, and to ensure that it does not fall into a state of disrepair.



◀ Adelaide Vale Homestead and Outbuildings, Fosterville, VHR H0304

## Can I make changes to my listed property?

You can make changes to your property to improve it, update it or to renovate it. You just need consent first. Contact us early in your project. Heritage Victoria can provide feedback on ideas and have technical experts, architects and other staff who can advise on permits and approvals for proposed developments required under the Heritage Act.

Depending on the type of work you want to undertake, you may also obtain a written 'exemption' from obtaining a full permit – it's important to talk to us first.

## How do I apply for a permit?

Once you have discussed your project with Heritage Victoria and you are ready to apply for a permit, you may lodge your application online. Applicants are encouraged to email their applications including electronic copies of any supporting documentation.

Permit guidelines, forms and instructions can be found on our website at [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au).

## How long will it take to get a permit?

Permits must be processed by the Executive Director within 60 days unless an extension is granted by the Heritage Council. Most minor matters are dealt with faster.

Sometimes, major development or alterations require advertising for 14 days to receive public comments and submissions from interested parties.

## Can I obtain funding assistance?

Inclusion in the Victorian Heritage Register ensures that you have access to a range of services and information. You may also be eligible to receive funding assistance for conservation works to your heritage place.

Heritage Victoria's Living Heritage Program is providing \$35 million over four years to safeguard and reactivate the State's key heritage places.

Grant rounds will be conducted in 2017, 2018 and 2019.

Applications are open to community and not for profit organisations, Committees of Management appointed under the *Crown Land Reserve Act 1978*, and local councils. Matched funding may also be available for places of worship and in some instances, heritage places in private ownership if broader community benefits can be demonstrated.

For eligibility information and application forms contact the Living Heritage Program team on [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au) or visit [www.heritage.vic.gov.au/grants/living-heritage-program](http://www.heritage.vic.gov.au/grants/living-heritage-program).

98% of permit applications to Heritage Victoria are approved

## How to research the history of your house

First, search and download a report for your property on the Victorian Heritage Database at: <http://vhd.heritagecouncil.vic.gov.au/>

To identify the architectural style of your home refer to <http://heritagecouncil.vic.gov.au/your-home>

The State Archives of Victoria publishes a useful guide, 'Historic Homes, Researching your historic home with Public Record Office Victoria and other sources' at: <https://www.prov.vic.gov.au> and visit the guidance from the State Library of Victoria at: <http://guides.slv.vic.gov.au/victorianbuildings/yourhouse>.

## Would you like a heritage plaque?

All places added to the Victorian Heritage Register are entitled to a blue heritage plaque.

If you are interested, please contact the Heritage Council on (03) 9194 0868 or email [heritage.council@delwp.vic.gov.au](mailto:heritage.council@delwp.vic.gov.au).



▲ The Dolls House, Collingwood, VHR H0954

## Who knows how to look after historic buildings?

We publish a list of heritage consultants, architects and engineers who can advise on heritage matters and tradespeople who specialise in working with heritage properties. Visit [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au) and select 'Find a Consultant or Contractor.'

Additionally, many local councils provide a free 'heritage advisory service'. Contact your local council for information.



► *Mount Ophir Winery, Rutherglen, VHR H0334*

## Debunking misconceptions

- You can make changes and renovate your property, with consent from Heritage Victoria.
- You can insure heritage properties.
- Good regular home maintenance can conserve heritage values.
- Specialist tradespeople have the traditional skills to repair old fabric.
- The goal in caring for listed items is the conservation of a heritage place.
- Conservation can mean different activities which range from adapting places for a new use, to undertaking a restoration, to doing little, depending on the property and its values.
- Materials and techniques are important to ensuring important places receive the correct repairs with the right materials.

## Maintenance and repair tips

Heritage buildings, just like any others, require regular maintenance. Maintenance is important to conserve heritage places and retain property values. Heritage Victoria has technical guides published at [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au). Some tips to avoid problems down the track are:

- Weatherproof your property by ensuring your roof is watertight and that flashings and cappings are secured and in good repair.
- Clear fallen leaves from gutters, downpipes, roofs and gullies regularly.
- In summer be fire-safe by removing debris and flammable materials from the site.
- Repair and touch up painting to external timber elements.
- Maintain sub-floor ventilation keeping vents clear of rubbish.
- Ensure drains remain clear and test to ensure water drains away easily and quickly.
- Cut back shrubs and creepers over winter and take care not to damage surfaces when removing from walls.
- Check that stormwater does not accumulate against the building and check the operation of sprinklers to ensure they do not wet walls.



► *'Tottington' Homestead, Stone Cottage, Tottington, VHR H0305*

*"Owning a heritage place is a big but rewarding responsibility. Support from Heritage Victoria and the local Council has been very helpful."*

## Ercildoune: Caring for our heritage

Ercildoune, owned by the Footscray Historical Society, is an historic building located in Melbourne's inner west. This Victorian Heritage Register listed building was built for the National Bank of Australasia, which incorporated the manager's residence. Once decommissioned as a bank, Ercildoune was a private residence, later converted into a rooming house. Prominently situated opposite the town hall, Ercildoune reflects the original township of Footscray and its early commercial centre.

Purchased in 1970 by the historical society to save it from demolition, the building is now used for research purposes and as a function space. The society maintains the building and interprets its history for new generations. Access to the original bank vault provides secure storage for important historic records.

Support from Heritage Victoria includes conservation advice, publications and a list of consultants and tradespeople to find experts to help with conservation and repairs. Current needs for conservation include addressing the condition of the windows and improving disability access. The wider Footscray community is interested in the history of the building and appreciates the society's long commitment to the property.

In 2017, Ercildoune received a grant from the Living Heritage Program for conservation works.

► *Ercildoune, Footscray, VHR H0494*

Ercildoune is open each Tuesday 10 – 2pm, the first Saturday of each month 10 – 3pm and at other times for special events and school groups. It is used by various local organisations as well as the local historical society.



## More information and contacts

Visit: [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au)  
Phone: (03) 9938 6894  
Email: [heritage.victoria@delwp.vic.gov.au](mailto:heritage.victoria@delwp.vic.gov.au)

### *Heritage permits:*

Phone: (03) 9938 6891  
Email: [heritage.permits@delwp.vic.gov.au](mailto:heritage.permits@delwp.vic.gov.au)

*Heritage Council of Victoria:*  
<http://heritagecouncil.vic.gov.au>

### *Living Heritage Program (Grants):*

Email: [living.heritage@delwp.vic.gov.au](mailto:living.heritage@delwp.vic.gov.au)  
Phone: (03) 9938 6851  
Visit: [www.heritage.vic.gov.au/grants/living-heritage-program](http://www.heritage.vic.gov.au/grants/living-heritage-program)

© The State of Victoria  
Department of Environment, Land,  
Water and Planning, 2017



This work is licensed under a  
Creative Commons Attribution 4.0  
International licence. To view  
a copy of this licence, visit  
[creativecommons.org/licenses/  
by/4.0/](http://creativecommons.org/licenses/by/4.0/)

Printed by Finsbury Green,  
Melbourne.

ISBN 978-1-76047-541-3 (print)  
ISBN 978-1-76047-542-0 (pdf)

Photos: Globe Theatre, Heritage  
Victoria. All other photos by  
Context Pty Ltd, 2015.

[delwp.vic.gov.au](http://delwp.vic.gov.au)

► *The Globe  
Theatre,  
interior and  
members of the  
local Winchelsea  
community,  
VHR H226*

