

Guidelines for Nominators to the Victorian Heritage Register



Former Victorian Deaf and Dumb Institution

The former Deaf and Dumb Institution (H2122) continues as the headquarters of Deaf Children Australia.

This Information Leaflet explains how to nominate places or objects (other than shipwrecks or shipwreck relics) for the Victorian Heritage Register. It also explains briefly the criteria used by Heritage Victoria to assess nominations and what constitutes an acceptable nomination.

What does Heritage Registration mean?

Any place or object registered by the Heritage Council is:

- of special cultural heritage significance to the State of Victoria
- legally protected to help ensure it survives for future generations to appreciate
- eligible for financial assistance from the Heritage Fund.

What does Heritage Registration NOT mean?

Registration of a place or object by the Heritage Council does not:

- mean that it cannot be sold
- prevent it being employed for a different use
- guarantee that it will never be altered.

How to nominate a place or object for the Heritage Register

If you wish to nominate a place or object for the Heritage Register, you **MUST** use the 'Nomination of a Place or Object for inclusion in the Victorian Heritage Register' form, available on the website, www.heritage.vic.gov.au or from Heritage Victoria.

Remember, a complete and accurate nomination is essential.

Important notes:

You should consider carefully whether the place or object is actually of special cultural heritage significance to the State of Victoria before completing a nomination form. Incomplete nominations, or those with inadequate or insufficient information, will not be considered.

Read these guidelines carefully and ensure that you complete mandatory sections and provide attachments where required.

Places or objects which have been considered and rejected for the Heritage Register previously may NOT be considered again unless substantial new information is provided

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STEP 1: Before you complete a nomination form, ask yourself the following questions. If you answer 'Yes' to any of them, it's likely you'll need to consider other avenues to protect the place or object in question.

1. Is the place or object solely of local significance?

The Heritage Register is reserved for those places and objects which are considered to be important to Victoria as a whole. Place of purely local significance are more appropriately identified through heritage overlays to the local planning scheme. If you believe the place is mainly important in the context of its local area, you should contact the relevant local council for further assistance.

2. Is the place or object solely of natural or environmental significance?

The Heritage Act applies only to places of cultural heritage significance. Places such as forests, coastlines, mountains, rivers and so on, whose significance lies mainly in their natural attributes, are more appropriately dealt with by legislation administered by the Department of Sustainability and Environment whose contact telephone number is 13 61 86.

3. Is the place or object solely of Aboriginal significance?

The Heritage Act does not apply to places and objects which are important only in respect of their association with Aboriginal tradition or traditional use. Such places are better protected through legislation administered by Aboriginal Affairs Victoria, whose contact telephone number is (03) 9616 7777.

STEP 2: Please complete the form accurately and attach all relevant information. If you



Bendigo Town Hall

Original decorative schemes have been reinstated at Bendigo Town Hall (H0117), a boom style building echoing the riches of Victoria's Gold Rush era.

have any difficulties understanding the form, or these guidelines, you should contact the Registrations Co-ordinator on (03) 8644 8800.

A: Your details

Nominator Name

This is you, the nominator.

Nominators may be individuals or bodies, however, it's essential that a contact person be named.

Make sure that the postal address is correct and that you provide a business hours contact telephone number.

Anonymous nominations will not be accepted.

B: Place or object details

Name of Place/object

Use the most appropriate name, either the one that is in common use, or that which best describes it.

Some places have well accepted names, for example Williamstown Cemetery or the Federation Oak, or Gabo Island Lightstation. Others simply use a generic description such as residence, post office, or Moreton Bay fig.

Location or address

It is absolutely essential that the location of the place or object be established beyond doubt.

This section must include:

- street address, if applicable (if on a corner, ensure that both streets and the direction (eg south east) are named)
- access details, particularly for remote places (eg distance and direction from nearest town or mapped feature)
- longitude and latitude, if known (mandatory for remote or isolated sites)
- annotated map showing the location, legal or title boundaries and extent of proposed registration (this may be a sketch map but it must be clear)
- title particulars or certificate of title, if known
- Local Government area.

C: Owner details

You MUST provide evidence of the ownership of the place or object you are nominating.

In the case of land there is only one acceptable method for establishing ownership – the certificate of title. You can search for a title online at www.dse.vic.gov.au or there are firms specialising in obtaining this information.

Government owned places may have a certificate of title or may be on Crown land. A title search will reveal this as well. It is important that the copy of the certificate of title that accompanies your nomination is recent. Copies of title that are older than one month will not be accepted.

The Heritage Act requires Heritage Victoria to inform owners of nominated places and objects within 14 days of accepting a nomination.

Heritage Victoria will forward owners a copy of your nomination form and supporting material.

D: Nomination details

Extent of nomination

You must present a clear picture of exactly what you are nominating.

For example, most registrations will include an amount of land, either as a protective buffer, or because it contributes to an understanding of the place or perhaps it is significant in its own right.

It is essential that you are clear about the components of your proposed registration. For example, a nominated place may consist of a variety of elements, some of which are significant, some of which are not.

The best way to illustrate the extent of your nomination is to include an annotated diagram or plan. These should be on A4 size paper and can be annotated copies of existing maps or plans.

Description of place or object

Describe, in as much detail as possible, the place or object you are nominating.

Photographs or slides can provide critical information to assist Heritage Victoria form an initial view of the significance of the place or objects, as well as the relative urgency of the nomination.

Photographs or slides should illustrate:

- the place or object's principal component elements
- the place or object's condition, intactness or integrity.

Condition, intactness and integrity

A place or object's current physical condition, existence of original features and authenticity.

- **Condition** has to do with the place or object's state of repair, safety and structural soundness
- **Intactness** refers to the degree to which a place or object has been altered or has lost its significant fabric. With an archaeological site, it can also refer to the degree of physical disturbance or interference.

- **Integrity** has to do with authenticity and the degree to which the original design or use can be discerned.

Threat

The level and type of physical threat to which a place or object may be subject. If you answer 'Yes' to the following questions, please provide as much details as possible.

Is there an imminent threat of demolition? Remember, a proposed sale of a place or object does not generally, in itself, constitute a threat of demolition.

Is the condition such that deterioration is threatening the intactness/integrity?

E: Background information and nominator's assessment

History

Provide a history of the place or object, together with the sources of your information.

While it is not necessary to write a definitive or comprehensive history, it is important that the origins and development of the place or object are understood.

Try to avoid unsubstantiated assertions such as a place is 'very old' or 'built by the convicts' or 'is associated with so-and-so'. Hearsay should be noted as such and should not be relied upon as primary historical evidence.

A place or object cannot be considered for the Heritage Register until its history is understood.

Comparison

Provide a brief comparison of the nominated place or object with other important examples of its type.

Consider what special characteristics the place or object offers that are not displayed by other examples? An old stables, for example, may seem important until even a cursory analysis reveals that across Victoria we have many, many examples which are more or less identical.

Assessment against criteria

Provide an assessment of the place or object against the criteria outlined below.

Significance needs to be established at a high level before the place or object can be considered a strong candidate for the Heritage Register.

A place or object does not have to relate to all the criteria to be considered for the Heritage Register. It is probably better for it to satisfy a few criteria at a high level than many criteria at a low level.



Bairnsdale Court House
Bairnsdale Court House (H1462) is in an extravagant Federation Romanesque style.

Criterion A Importance to the course, or pattern, of Victoria's cultural history

Criterion B Possession of uncommon, rare or endangered aspects of Victoria's cultural history.

Criterion C Potential to yield information that will contribute to an understanding of Victoria's cultural history.

Criterion D Importance in demonstrating the principal characteristics of a class of cultural places or objects.

Criterion E Importance in exhibiting particular aesthetic characteristics.

Criterion F Importance in demonstrating a high degree of creative or technical achievement at a particular period.

Criterion G Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.

Criterion H Special association with the life or works of a person, or group of persons, of importance in Victoria's history.

Statement of cultural heritage significance

Provide a brief statement of cultural heritage significance to justify the place or object's addition to the Heritage Register.

You are encouraged to prepare a brief statement using the following guidelines to illustrate what, how and why the place or object is of State significance and thus warrants addition to the Heritage Register.

What is significant?

This should be dedicated to a description of the place or object including facts about size, layout, construction date, designers and builders, materials, integrity, condition and so on. While this section should be brief, usually no more than one paragraph, there should be no doubt about the elements of the place or object which are under discussion.

How is it significant?

This section is the shortest part of the statement and always takes the same form. The place or object is stated to be of 'aesthetic, archaeological, architectural, cultural, historical, scientific or social' (delete those not applicable) significance to the State of Victoria.

Why is it significant?

This section explains the exact nature of the significance claimed in the above section. It is extremely important not to fall back on mere statements of fact which should be in the first section. Rather than saying, for example, that a place or object is the oldest surviving example, the statement should read 'the (place or object) is historically important (or significant) as the oldest known surviving example of...'. Significance should never be implied, it should always be explicit.

Where a place or object has been claimed in the 'How' section to be of significance in a certain category or categories (aesthetic, archaeological, architectural, cultural, historical, scientific or social), then each of those categories must be addressed specifically in this part of the statement. The categories may be conjoined, for example, social and historical, or aesthetic and architectural, but there must be an explanation for each and every category of significance claimed.

Your statement should not exceed one A4 page. Nominations which do not contain such a statement may still be acceptable (provided all other relevant information is supplied).

For more information
contact Heritage Victoria:
(03) 8644 8800 or
www.heritage.vic.gov.au

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