Heritage information series

Community-based heritage studies: A guide
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What is a local government area heritage study?

A heritage study investigates the history of a local government area. It identifies then assesses items and places of heritage significance that demonstrate this history. The study explains why the items are significant and recommends ways to manage and conserve this significance.

A heritage study contains:
- a history of the area
- research and fieldwork describing the identified heritage items
- a condition survey for each heritage item identified during the study
- summary inventory sheets for each significant heritage item, including a heritage assessment and statement of significance
- study-wide and specific heritage-item management and promotional recommendations.
- A heritage study provides information to support:
  - the community’s sense of identity – including its beginnings, the present and its potential; it can also be used to welcome new residents to the local community
  - future management of heritage items
  - education programs to raise awareness about the community’s heritage assets, for better understanding and appreciation
  - community engagement and a sense of ownership of the area’s heritage assets
  - heritage tourism strategies that can generate local business
  - targeting a range of special heritage places which council can support and promote to visitors
  - the council’s cultural plan.

A cultural plan provides a framework for a council to manage its cultural built assets, cultural organisations and other cultural resources within the community.

Further information is available at Arts NSW.

See examples of completed plans at the Local Government and Shires Association of NSW website Cultural Policies and Plans in Local Government.
What is a community-based heritage study?

A major premise of the community-based approach is that it provides an affordable means for communities to make a valuable contribution to the heritage study, with appropriate guidance from a heritage consultant.

Members of the community work alongside the consultant for the duration of the project. They undertake research, nominate items and consider recommendations for managing and promoting their local heritage items in the future.

Unlike other heritage study methodologies, ongoing community involvement gives an opportunity for the community to understand heritage management and council processes and to take substantial ownership of the study and its findings. This can reduce the likelihood of community conflict when the study recommends its list of heritage items to for the council to include in its local environmental plan (LEP).

Why undertake a heritage study?

There are many reasons a council should undertake or update its heritage study:

- all communities expect that their local council will identify, respect and protect their local heritage
- all councils in NSW have a statutory responsibility to manage the heritage of their areas – The Environmental Planning and Assessment Act 1979 requires councils to protect heritage through local environmental plans, which outline requirements for managing local heritage and a list of heritage items)
- councils have a responsibility to develop and maintain community pride and wellbeing – heritage is one of the components that enables communities to retain their physical links with the past
- heritage can potentially underpin the council’s tourism initiatives
- all study information is collected and presented in a form that can be readily displayed on the council’s website.

The Office of Environment and Heritage (OEH) publication, Recommendations for Local Government Heritage Management, encourages local councils to prepare a community based heritage study or review and update an existing heritage study.

Funding for a community-based heritage study

OEH provides funding through the NSW Heritage Grants program to help councils prepare a community-based heritage study. Funding for the project is provided over two years.

For more information, see the Local Government heritage management funding web page and the Managing local government heritage management projects web page.

The NSW Government and Heritage Council of NSW logos must be included on all NSW Heritage Grants funded projects alongside the council logo for all reports, advertising, signage, correspondence and labelling.

Download the logos.
Summary of the process

There are 20 steps recommended to prepare or review and update a community-based heritage study. In certain projects, it may be appropriate to change, delete or add steps to the process.

Step 1  Council contacts OEH to organise funding. Check the Local Government Heritage Management web page for funding information, application forms and program opening dates.

Step 2  Council defines the project’s scope, finalises the consultants’ project briefs for a project manager and historian, advertises and selects preferred consultants.

Step 3  Project manager gains OEH approval to engage the consultants selected and obtains a copy of the State Heritage Inventory (SHI) Heritage Database.

Step 4  Council notifies the community about the heritage study and advertises for volunteers to join the heritage study working group.

Step 5  The project manager and heritage working group prepare a list of local historical sources for the thematic history (or for a review and update of an existing history).

Step 6  The professional historian engaged for this project prepares the draft thematic local history (or reviews and updates the existing study).

Step 7  The project manager and heritage working group compile a list of known heritage items from existing registers and lists.

Step 8  The project manager uses the draft thematic local history to create a list of known heritage items and looks for obvious gaps to follow up.

Step 9  The council advertises and invites the community to nominate heritage items and to provide further information on known gaps and known heritage items.

Step 10  The council, project manager and heritage working group approach all potential heritage item owners and set up site visits to collect information for all nominated heritage items.

Step 11  The historian uses community input to revise the draft thematic local history and provides advice on local histories for individual heritage items prepared by the project manager and heritage working group.

Step 12  The project manager works with the heritage working group to complete significance assessments, prepare statements of significance and complete heritage data forms for individual heritage items.

Step 13  The project manager, historian and heritage working group finalise the draft heritage study (including the thematic local history, the list of recommended individual heritage items and management recommendations).

Step 14  The council officer sends a copy of the draft heritage study and heritage database to OEH then invoices OEH for a 50 per cent grant payment by the end of the first year of the funding agreement.

Step 15  The council officer and the project manager consult with individual owners of recommended heritage items about the draft report and management recommendations prepared for their property.

Step 16  Council officers and council management review the draft heritage study, management recommendations and heritage items.
Step 17  Council officers send the final heritage study and heritage database to OEH and invoice the remaining 50 per cent payment by the end of year two of the funding agreement.

Step 18  Council officers present the draft heritage study with a covering report to the councillors.

Step 19  Following councillor approval of the draft heritage study, council officers notify heritage item owners and the wider community about the heritage study and undertake a public exhibition and consultation process.

Step 20  The council adopts the study and commences implementing it, including listings on the schedule to the local environmental plan, promotion and incentives.
A step-by-step guide

Step 1  The council contacts OEH to organise funding

The council applies to OEH for funding and receives approval for funding the project. Project funding is set aside for two years. The council must complete the project within this two-year timeframe.

Check the Heritage website Local Heritage Places for funding information, application forms and opening dates.

Step 2  The council defines the project’s scope, finalises the consultant’s project briefs for the project manager and historian, then advertises and selects preferred consultants

The council takes the following steps to engage a project manager and historian with the necessary skills to manage the project and work with the local community to identify and assess its heritage.

1. The council determines the project’s scope. While all studies should aim to include all aspects of heritage – built, natural, movable and Aboriginal sites – the history of the local area may suggest that some of these aspects should be favoured over others. This needs to be discussed and agreed, and then defined in the consultant’s project brief. In particular, a separate study of Aboriginal heritage may be needed. Separate funding for this is available through OEH.

2. Is there an existing professionally prepared history of the local government area which can be used for this study? If not, a professionally produced thematic history is a fundamental prerequisite for a successful heritage study. A historian will need to be engaged as part of the consultant team.

3. The council then advertises the formal consultant's brief, based on the standard brief in Appendix A, to engage a project manager and historian.

4. The council follows standard local government tendering processes. The Heritage Consultant’s Directory lists suitable heritage consultants working in the region, under ‘heritage advice, studies and management’. Look for consultants who have previous experience in local government heritage studies.

5. The council reviews applications and interviews preferred tenderers.

The essential skills and roles of the project manager and historian are outlined in the consultant’s project brief. See Appendix C for this brief, the consultant’s terms of engagement and an example of a heritage study contents page.

Step 3  The project manager gains OEH approval to engage the consultants selected and obtains a copy of the SHI Heritage Database

- the council puts together list of preferred heritage consultants and contacts OEH with its recommendation for approval
- OEH approves this selection and notifies the council
- the council sends out a letter of offer to the selected tenderer (see Appendix D)
- the project manager obtains a copy of the SHI Heritage Database software from OEH (see Appendix E).
Step 4  The council notifies the community about the heritage study and advertises for volunteers to join the heritage study working group

The heritage working group will be involved in preparing the inventory and suggesting appropriate implementation strategies for the heritage study.

The project manager will call together interested people in the local government area, including individuals, organisations and council representatives, to:

- discuss what a community-based heritage study is and what it will set out to achieve
- discuss the step-by-step process for the study
- present a prepared project plan
- outline what the working group will need to do and the various project tasks.

Find interested people through advertising and using targeted recruitment. A standard advertisement template is included in Appendix F.

A heritage working group or group authorised by the council has the advantage of council insurance cover.

Depending on the scope of the study, the following organisations are suggested as representatives on the heritage working group:

- the local Aboriginal land council, Elders and relevant Aboriginal community groups or organisations
- interested and knowledgeable councillors and council officers
- the local historical society
- the local library or archives
- local museum curators
- local nature conservation groups or a local person knowledgeable in this area
- a person knowledgeable about the rural history of the area
- representatives from the key ethnic communities in the area.

A local councillor must be included in the heritage working group as:

- the councillor will be the direct link to the council and must regularly update all councillors on the progress of the study
- keeping the councillors informed throughout the study is especially important as this will smooth the way to having the full council adopt the completed study and its recommendations.

Step 5  The project manager and heritage working group prepare a list of local historical sources for the thematic history

The project manager and heritage working group prepare a list of known local historical materials (documents and physical sites) that can be used by the professional historian to prepare a thematic history or to review and update an existing thematic history.

Involving the heritage working group in the historical research will add to the store of knowledge needed for the history.

Researching documents and other secondary sources – as well as fieldwork and site surveys – is necessary to underpin the thematic history. This will form the basis for identifying
potential heritage items. Heritage items provide the physical evidence of historical events and processes in the local area.

Important documentary information sources include:

- the local historical society
- the local library and archives
- the Royal Australian Historical Society (RAHS) (it has the largest publicly accessible local history library in NSW)
- the State Library of NSW, including the Mitchell Library.

To remain relevant and up-to-date, the thematic history is reviewed and updated as part of the heritage study review. This provides an opportunity to add new information and identify any gaps in research as well as include potential new heritage items.

**Step 6** The professional historian engaged for this project prepares the draft (or reviews and updates existing material) of the thematic local history

The professional historian will work with the consultants and local council to meet OEH’s requirements for preparing the thematic history or its review and update.

Relevant and useful publications are available on the [Heritage publications web page](https://heritage.nsw.gov.au). These include:

- **Assessing heritage significance**
- **Investigating heritage significance** – canvasses why an appropriate history context is necessary for any heritage study
- **Historical themes** – sets out the 35 historic themes for NSW
- **Regional histories book for NSW** – sets out the themes and broad history for each of the 16 regions of NSW, available on the publications pages through the Heritage website.
- **Historical research for heritage** – contains a useful guide to historical sources and advises how to research the history of place
- **Assessing historical association**.
### Table 1  Examples of relevant historical themes for a local area

<table>
<thead>
<tr>
<th>National theme</th>
<th>State theme</th>
<th>Local theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peopling Australia</td>
<td>Indigenous cultures</td>
<td>Aboriginal landscapes and settlement patterns</td>
</tr>
<tr>
<td>Developing local, regional and national economies</td>
<td>Exploration</td>
<td>Incorporation of the area into the colonial state</td>
</tr>
<tr>
<td>Developing local, regional and national economies</td>
<td>Environment</td>
<td>Utilising and conserving natural resources</td>
</tr>
<tr>
<td>Building settlements, towns and cities</td>
<td>Towns, suburbs and villages</td>
<td>Living and working in towns and villages</td>
</tr>
<tr>
<td>Developing local, regional and national economies</td>
<td>Agriculture</td>
<td>Mechanisation and local resource management</td>
</tr>
<tr>
<td>Building settlements, towns and cities</td>
<td>Utilities</td>
<td>Developing public services and utilities</td>
</tr>
<tr>
<td>Developing local, regional and national economies</td>
<td>Communication</td>
<td>Communicating within and beyond the local area</td>
</tr>
<tr>
<td>Developing Australia’s cultural life</td>
<td>Cultural sites</td>
<td>Creating cultural, religious and educational facilities</td>
</tr>
<tr>
<td>Governing</td>
<td>Defence</td>
<td>Contributing to the nations defence</td>
</tr>
</tbody>
</table>

#### Step 7  The project manager and heritage working group compile a list of known heritage items from existing registers and lists

To save time, this step can be completed at the same time as the thematic local history. Information collected from Steps 5 and 6 will inform Step 7 and vice versa. The historian can assist with the step if requested by the project manager and heritage working group.

The easiest way to start an inventory of heritage items in your local government area is to bring together all known heritage registers and lists. At this stage, the accuracy level, detail or repeated information between lists will not affect the process. The aim is to compile a comprehensive checklist. Additions and corrections can be made later.

Use the Heritage Database software supplied by OEH to input new information from the material collected. It contains all known local heritage items in your local government area. **This step must be followed.**

#### When collecting information on items for the NSW Heritage Database

To ensure consistency and avoid duplicating effort, it is recommended all data on heritage items be recorded on the Heritage Database software supplied by OEH.
Follow these five steps to quickly build up the inventory or to review existing items:

1. Check the accuracy of the supplied NSW Heritage Database entries against the following lists:
   - the council's own local environmental plans
   - any regional environmental plans covered by the local government area
   - Register of the National Estate – heritage and conservation registers compiled by state government agencies
   - National Trust Register
   - Engineers Australia Heritage Committee (note also the committee’s helpful 15-page brochure available on the Heritage publications web page)
   - The National Parks and Wildlife Service with respect to any national park, reserve or historic site or any Aboriginal sites
   - Professional Historians’ Association in respect of historic places and objects
   - Royal Australian Institute of Architects in respect of twentieth century items of built heritage
   - the Art Deco Society in respect of between-the-wars items
   - main street studies commissioned by the local council.

2. Obtain a list of all property files for the local government area from OEH. This list will include a general local government area file covering sites added since 1978 and separate files on important sites and sites provided with funding since 1978.

3. Check any other source suggested by the working group or other community members, including the local library and local historical society.

4. Council records can provide much information required to complete your database, including the legal description of the property, correct address and name of the current owners.

Keep adding all new information and items to the Heritage Database software.

Step 8  The project manager uses the draft thematic local history to create a list of known heritage items and looks for obvious gaps to follow up.

For example, if the thematic history notes that river shipping and gold mining were important in the local area, check the potential heritage item list includes evidence of these two activities. The historian can assist the project manager with this step if requested.

Step 9  The council advertises and invites the community to nominate heritage items, and to provide further information on known gaps and known heritage items.

Council officers assist the project manager and heritage working group to prepare and place advertisements. Use the template advertisement included in Appendix F.

The project manager and heritage working group follow-up local contacts for new heritage items and additional information.
Step 10  The council, project manager and heritage working group approach all potential heritage item owners and set up site visits to collect information for all nominated heritage items

The council sends a letter and information brochure (Appendices F and G) to all the owners or occupiers of each potential heritage item to:

- explain the purpose and benefits of heritage listing
- seek additional information
- discuss any issues owners may have with the study process and
- request a site visit.

The heritage working group and project manager arrange site visits to look over nominated heritage items and discuss the following with the owners:

- photographic recording of the site and heritage item/s using digital photography
- site plan preparation for places with more than one heritage item; e.g. farming complexes
- GPS recording of the site, which can be later checked against the council's own GPS records (if available)
- agreement on items to be included in the heritage listing e.g. the house, garden and front fence of a church, church hall, presbytery, lichgate and grounds within the legal property boundary
- agreement on an appropriate curtilage for the selected items. Where the recommended curtilage for the heritage listings is not the same as the legal boundary of the property (e.g. in the case of a homestead and associated outbuilding), describe each of the buildings and then provide an appropriate curtilage. It could be a minimum outward distance from each of the buildings or a radial distance from the main homestead that includes all outbuildings.

Step 11  The historian uses community input to revise the draft thematic local history

The historian uses the advice provided by the project manager and heritage working group on local histories for individual heritage items.

Step 12  The project manager works with the heritage working group to complete significance assessments, statements of significance and complete heritage data forms for individual heritage items

Use this opportunity to record additional historical information on the Heritage Database software provided by OEH.

The project manager works with the heritage working group to:

- determine the appropriate significance level for individual heritage items
- assess the significance for each item
- prepare a statement of significance for each item.

Most heritage items will be of local significance; however, the study also provides an excellent and methodical way to assess heritage items of state heritage significance. At a later date, nominate such items for inclusion on the State Heritage Register.

OEH maintains the NSW Heritage Database, a centralised database of heritage items included on all NSW statutory lists. This comprehensive heritage list is of great benefit to the council, the local community and other interested people.
Every heritage item entered in the Heritage Database must contain at least the following information:

- item name
- address
- lot and DP
- item type/group/category
- national/state historic theme
- statement of significance
- level of significance (state or local)
- historical notes
- physical description
- designer (if known)
- builder (if known)
- construction year started/completed
- digital photograph
- for complex sites, a site plan showing identified items.

Step 13 The project manager, historian and heritage working group finalise the draft heritage study

This includes the thematic local history, the list of recommended individual heritage items and management recommendations.

The heritage study management recommendations must be supported by the heritage working group and council officers. The management recommendations need to include best practice management recommendations and the model local environmental plan (LEP) clauses. These can be found on the Department of Planning website (see Appendices I and J).

The draft heritage study will include (refer to Appendix E):

1. The thematic history.

2. A list of items recommended for statutory protection (refer to Appendix K).

3. A list of conservation areas recommended for statutory protection, including (refer to Appendix K):
   - boundary definition curtilage
   - statement of existing character
   - statement of desired future character
   - option of ‘special character’ areas
   - key design guidelines to go into a development control plan (DCP).

4. A list of items for recording only (and reasons for these recommendations).

5. Management recommendations, including:
• LEP standard clauses (see Appendix L)
• preparing DCPs, either site-specific or a heritage section for inclusion in a local government area-wide DCP
• advice on dealing with conflicts between zoning and recommended items; e.g. heritage sites in higher development areas
• reviewing incentive clauses to encourage conservation
• reviewing LEP exemptions
• reviewing arrangements at the council to encourage positively managing heritage items
  and
• developing and implementing a council heritage strategy, including recommendations for managing the council’s own heritage items.

Step 14 The council officer sends a copy of the draft heritage study, heritage database and invoices to OEH for a 50 per cent grant payment by the end of year one of the funding agreement

By the end of the first year of the OEH funding agreement with the council, the council must have claimed 50 per cent of the agreed project funding from OEH.

OEH will check the heritage database and advise if any additional information is required.

Step 15 The council officers and project manager consult with individual owners of recommended heritage item about the draft heritage study and management recommendations prepared for their property

This is a very important step. See the suggested standard letter to all owners of heritage items in Appendix H.

Follow up any earlier letters sent to owners about the site’s history and ask them to check the accuracy of the heritage data form prepared for this item. Take the time now to explain the management recommendations and how it will affect the property owners and their property’s management.

Step 16 Council officers and council management review the draft heritage study, management recommendations and heritage items

Council officers and the project manager review the comments submitted and determine any amendments to listings. The project manager updates the study and listings with assistance from the heritage working group.

Council officers and council management must review the report and its recommendations in light of LEP implications, and funding and other resource requirements.

OEH’s publication, *Recommendations for Local Government Heritage Management* is a useful reference for the council.
Step 17  Council officers send the final heritage study and heritage database to OEH and claim remaining 50 per cent payment by the end of year two of the funding agreement

By the end of year two of OEH funding agreement with the council, the council must have claimed 100 per cent of the agreed project funding from OEH.

OEH will check the final heritage database, and assuming earlier advice has been followed, there should few, if any, required changes. If changes are needed, the heritage database will need to be amended and re-sent to OEH before payment can be made.

Step 18  Council officers present the draft heritage study with a covering report to the councillors

The council officer prepares a covering report that includes the following for presentation to the councillors.

1. It is the council’s statutory responsibility under the Environmental Planning and Assessment Act 1979 to take appropriate action to list and manage heritage items in its area.

2. The council should list heritage items solely on their heritage significance:
   - if it is a heritage item, it should be listed
   - if it is not a heritage item, it should not be listed
   - if the significance as a possible heritage item is not clear, it should be recorded.

The council will implement the heritage study’s recommendations in the local government area by amending the council’s statutory and management processes.

The council officer, project manager and heritage working group members present the draft heritage study and covering report to the council.

It is important the councillor and heritage working group are prepared to provide positive verbal support for the heritage study and its recommendations to the council.

Step 19  Following councillor approval of the draft heritage study, council officers notify heritage item owners and the wider community about the heritage study and undertake a public exhibition and consultation process.

The councils should alert councillors and owners to the OEH publication, *Heritage listing explained – what it means for you*.

1. Place the heritage study on public exhibition for four to eight weeks. The council follows standard local government advertising procedures for the public exhibition process and council workshop.

   The council should use all available media and presentation opportunities, community noticeboards and regular community organisation meetings to advertise the exhibition and public workshop and request submissions on the study.

2. Send a notification letter from the council (see Appendix J) to affected potential heritage item owners about the public exhibition process and council workshop and requests submissions. Appendix I includes the standard text for an explanatory brochure to send to all owners, along with the letter.

3. Hold a workshop for councillors, council staff, the project manager and the heritage working group for affected owners of heritage items and the general community and use this workshop to seek feedback on the aims and implications of the heritage study.

4. Council staff and the project manager review all submissions and amend the final heritage study, as required.
Step 20  The council adopts the study and commences implementation, including LEP listings, promotion and incentives

The council officers, supported by the project manager and heritage working group, recommend the council adopts the final heritage study as a section 54 resolution and that the council will prepare or amend the LEP to include the heritage items, heritage conservation areas, heritage provisions and incentives.
Appendix A  Draft model consultant’s brief

Use this brief to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

[Council logo]
[Name of local government area]

Dear

Tender for preparing (or reviewing) [name] local government area community-based heritage study project.

[Name of] council and the Office of Environment and Heritage have agreed to jointly fund this project. I am pleased to invite you to submit a tender for the above project, addressing the project brief requirements set out in this letter and the OEH publication, Community-based heritage studies: a guide [add as attachment or include a link to Heritage website publications and this document]

The council's area includes [number] items which are listed or proposed to be listed in the heritage schedule to the council's local environmental plan. The area also includes many unlisted heritage items.

The project’s scope includes [the council to define scope here and delete what is not applicable]: all aspects of heritage including built, natural and landscapes, movable and Aboriginal sites. [The history of the local area may suggest that some of these aspects should be favoured over others.]

The consultant team will include a heritage consultant to manage this project and a historian to prepare a thematic local history. The roles are set out below.

Project manager’s role

The project manager will be a heritage consultant with project management skills. Preferably they will have successfully managed a local heritage study and demonstrate the following skills:

• be able to communicate clearly, lead and work with the community and the council
• select, lead and manage a community heritage working group
• facilitate community workshops
• assess heritage significance in line with OEH’s requirements and prepare (review and update) statements of significance
• use the Heritage Database software to prepare (review and update) heritage data forms for significant heritage items
• manage and promote heritage conservation at the local level, including the local environmental plans and DCP process and have an understanding of the Environmental Planning and Assessment Act 1979 and the Heritage Act 1977 (NSW) contexts and requirements
- manage the project to complete the study on time and on budget
- prepare (review and update) policy recommendations and implementation strategies for managing and promoting heritage in the area
- liaise with, and make presentations to, council staff, management and councillors to ensure awareness of the purpose and findings of this study.

Historian’s role

A historian will be engaged as part of the consultant team to prepare (review and update) a thematic local history. Preferably they will have previous experience in preparing a thematic local history. The historian will:

- provide advice and use the research and literature search process as outlined in step five
- provide an (review and update) historical account of the patterns of Aboriginal land use, colonial settlement including Aboriginal contributions, and historical events and processes
- include a (an updated) chronology – so the history can be used in future research or for other purposes after the study is complete
- identify and relate the historical account to relevant national, state and local historical themes and identify gaps in historical themes
- assist the project manager and heritage working group
- attend a community workshop to identify potential heritage items (and review existing heritage items) which best illustrate the key themes, events and processes
- review and provide advice on site-specific histories for potential heritage items identified in this study, if requested by the project manager and heritage working group
- assist in fieldwork with the project manager and heritage working group to understand the historical context that has affected a site and/or assist in identifying historical sources beyond the local area
- prepare a draft thematic local history
- review and incorporate community, council, project manager and heritage working group comments into the final thematic local history.

An amount of $[insert figure] has been set aside for this project. This fee includes all costs for a thematic local history to be prepared as part of this study.

Telephone, office space, computer, appointment taking facilities and digital camera will be provided by the council. The council will also provide a vehicle for your use while in the area on this study.

Attached to this letter are the proposed terms of engagement for this project.

If you are interested in tendering for this project, please send a submission addressing the following:

- a brief statement outlining the project manager and historian’s appropriateness for this project with reference to the skills and tasks outlined above
- your acceptance of proposed project’s terms of engagement
- a project plan with timeframes for key steps
- a financial plan and breakdown into key steps
- curriculum vitae for both the project manager and historian, including formal heritage qualifications and experience
- two referees for previously successfully completed local government heritage studies.
Please send your tender submission to [name] at the above address before [date]. If you have any queries, call [name] at the council on [phone number].

Yours sincerely

[name]
General Manager

Attachments:
- Terms of engagement for consultancy
- Example of completed heritage study contents page
Appendix B  Consultant terms of engagement community-based heritage study

The consultant terms of engagement can be used to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

1. Role and duties

The work to be carried out by the project manager and historian will be based on the procedure outlined in OEH’s Community-based heritage study: a guide.

The work will be carried out according to the agreed project plan, including a timeframe for key steps and a financial plan with costs and payments for key steps.

2. Project scope

The scope of this project will include [the council to determine and fill in this section as appropriate]: all aspects of heritage including built, natural and landscapes, movable and Aboriginal sites. [The history of the local area may suggest that some of these aspects should be favoured over others.]

3. Supervision

The project manager will generally report to the following nominated contact person at the council: [name, position].

The project manager will supervise the work of the historian and the heritage working group established for the purpose of carrying out the (review and update of the) community-based heritage study.

4. Back-up facilities

Telephone, office space, computer, appointment taking facilities and digital camera are to be provided by the council. The council will also provide a vehicle for your use while in the area relating to this study.

5. Terms of payment

An overall budget with a lump sum payment of $[insert figure] has been established for this project. This fee includes all costs for a thematic local history to be prepared as part of the study.

It is agreed that regular payments will be made to the coordinator with the final payment being paid on completion of the project.

6. Procedure for payment

You will be required to lodge a claim for payment with your nominated contact person at the council every two months.
7. Restriction on other work

While employed as the project manager, you or other persons or firms with whom you have a formal and/or financial association may not undertake other paid heritage work in this local government area. However, you may seek council clearance for the following exemptions:

- continuation of services to completion on a heritage project which had commenced at the time of your appointment
- work on any matter, provided it does not:
  - involve a heritage item, a heritage site or an item in a heritage conservation area, whether listed or not
  - or
  - involve any item which might reasonably be expected to have been the subject of assessment or conservation work
  - or
  - lead to a conflict of interest with the role of coordinator.

8. General conditions

Either party may terminate this agreement with one month's written notice. The terms of this contractual letter may be varied with the agreement of both parties and the endorsement of OEH.

9. Project commencement date

It is required that the project commence on [date].

10. Project completion date

To meet OEH funding requirements, this project must be completed within two years, by [date].

Extensions or variations to this timeframe will be by agreement of all parties.

11. Project copyright

Copyright of the project report, thematic history and SHI Inventory will be held by the council and the Crown.
Appendix C  Example of contents page for completed heritage study

Thematic history
The Aborigines
Squatters and selectors
Irrigation and migration: a multicultural heritage
Developing the economy
Building settlements
Educating and governing
Developing a cultural life and marking the phases of life

Heritage study report
Executive summary
Introduction
Assessing significance
Local nominations
State heritage nominations
Recommendations from the study
Strategy and implementation
References
Index
Appendices

Taken from (and modified):
Appendix D  Draft letter of offer

Use this draft letter to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

[Council logo]

[Name of local government area]

Dear 

Letter of offer for preparing (reviewing) [name local government area] community-based heritage study project

I am pleased to advise that you have been selected to prepare (review and update) the (name) community-based heritage study. Your engagement must comply with the Office of Environment and Heritage guidelines and the following documents:

- project consultants brief
- agreed project plan with timeframes
- project financial plan
- terms of engagement.

If you would like to accept this offer, please sign and date below and return to [name] by [date].

Yours sincerely,

[name]
General Manager

Attachments:
- terms of engagement for consultancy
- OEH guidelines
- project consultants brief
- agreed project plan with timeframes
- project financial plan

Acceptance of offer

I accept the terms and conditions of this consultancy specified in the project consultant’s brief, council terms of engagement and OEH guidelines.

Signature ___________________________ Date _____________
### Shellharbour Heritage Inventory

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Albion Park Courthouse</th>
<th>SHI Number</th>
<th>2380007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Names/e</td>
<td></td>
<td>Study Number</td>
<td>SH01-02</td>
</tr>
<tr>
<td>Group Name</td>
<td></td>
<td>Assessed Significance</td>
<td>Local</td>
</tr>
<tr>
<td>Location</td>
<td>94-96 Tongarra Road Albion Park 2527</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Shellharbour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Type</td>
<td>Built</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group</td>
<td>Law Enforcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Courthouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Themes</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>National</td>
<td>State Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Governing</td>
<td>Government and Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Governing</td>
<td>Law and order (None)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Governing</td>
<td>Law and order Law and order in Shill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td>NSW Police Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Use</td>
<td>Courthouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Former Use</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years</td>
<td>1908 Circa No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designer</td>
<td>Walter Liberty Vernon Government Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Builder</td>
<td>Frederick Lemm of Dulwich Hill</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Condition</td>
<td>Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modification Dates</td>
<td>Recent major extensions to the rear and one side of the building; sympathetic and well integrated. Earlier verandah enclosure to the other side is unsympathetic.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Significance</td>
<td>Albion Park Court House has local significance as the principle court venue for the township since 1908 and as a good and totally rare, example of a simplified Federation Arts &amp; Crafts Court House. It is typical of small regional court houses of the early 20th century and has significance for its ongoing role in law and order in the area and as part of a larger complex of related building including the Magistrate's House and Police Station.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Description</td>
<td>Simplified Federation Arts &amp; Crafts public building constructed of red brick with roughcast stucco on the chimneys and bracketed eaves. Verandah to side wing of original building. The original front entry features a stucco label mould above the arched opening. The roof is of terracotta tiles, gambrelled above the original entry.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical Notes</td>
<td>The people of Albion Park petitioned the Minister of Works in 1890 to resume land for a courthouse, police station and post and telegraph office. The District Court and Lock-up moved from Mary Street, Shellharbour in 1884. The site for the new courthouse and lock-up for the Shellharbour district was a 8100 sqm block selected from the Terry's Meadows Estate. Temporary premises were erected at Albion Park but this building did not last long. Plans for a new courthouse were drawn up by the Government Architect's office with tenders called 1 May 1907, and accepted 4 June 1907. The courthouse was completed and occupied on the 21 February 1908, at a total cost of 1400 pounds.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shellharbour Heritage Inventory

Item Name: Albion Park Courthouse

Other Names/s:  

Group Name:  

Location: 94-96 Tongarra Road Albion Park 2527  

Shellharbour

SHI Number: 2380007

Study Number: SH01-02

Assessed Significance: Local

Images

Caption: Albion Park Courthouse

Copyright: Image by:

Date: 1/03/2001

Number:

Assessment Degree Criteria

SHI Criteria f) Has rarity within a local context as one of a small number of Federation Arts & Crafts public buildings in the Shellharbour LGA.

SHI Criteria g) Of local significance as good representative example of a simplified Federation Arts & Crafts court house in a regional centre.

Intactness / Integrity: Substantially intact although altered in recent years.

Recommended management

[ crit ] included in SLEP No. 16, in Heritage DCP, in educational package, in Tourist Drive

Assessment Criteria

SHI Criteria a) Of local significance for its role in the development of the local community and its historic role in the provision of law enforcement services. Of further significance as a good example of a simplified Federation Arts & Crafts court house.

SHI Criteria b) Of local significance for its association with the Attorney General's Department and the development of law and order in regional centres.

SHI Criteria c) Of local significance as a good example of a simplified Federation Arts & Crafts court house. Of further significance as one of the few remaining buildings in the area to employ this architectural style and as part of a complex of related buildings including the Magistrates House and Police Station.

SHI Criteria d) Of local significance for its role in the development and provision of law and order in Albion Park for over a century.

SHI Criteria e) N/A

References

Author: Andrea Celine & Anna Lennox

Title: Shellharbour City Council Heritage Study

Year: 2005

Author: Anne Croston Ali

Title: Illawarra region historic buildings and sites

Year: 1981

Author: Rayley

Title:  

Year: 1995

Author: Dench and Allen

Title:  

Year: 1994

Studies

Author: NSW Department of Planning

Title: Illawarra Regional Heritage Study

Year: SH01-02

Year: 1994

Author: Shellharbour Council

Title: Shellharbour European Heritage Study

Year: AP 1.7

Year: 1995

Author: Julia Kool

Title: European Heritage Study Unit course r

Year: 1992

 shellharbour heritage inventory

Date: 9/01/2007

Data First Entered:  

Data Updated: 9/01/2007

Data Entry Status: Completed

Page: 2

*This report was produced using Data Heritage Inventory database software provided by the Heritage Office of New South Wales*
## Clarence Valley Heritage Inventory

<table>
<thead>
<tr>
<th>Item Name:</th>
<th>Stone Cottage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Names/s:</td>
<td>Maclean Museum</td>
</tr>
<tr>
<td>Group Name:</td>
<td>Recreation and Entertainment</td>
</tr>
<tr>
<td>Category:</td>
<td>Art Gallery/Museum</td>
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<td>Themes:</td>
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<td>National:</td>
<td>State, Local</td>
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<tr>
<td>4. Settlement:</td>
<td>Accommodation (now)</td>
</tr>
<tr>
<td>Owner:</td>
<td>Local Government</td>
</tr>
<tr>
<td>Current Use:</td>
<td>Museum</td>
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<tr>
<td>Former Use:</td>
<td>Residence</td>
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<td>SHI Number:</td>
<td>1990052</td>
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<tr>
<td>Study Number:</td>
<td>86</td>
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<tr>
<td>Assessed Significance:</td>
<td>Local</td>
</tr>
</tbody>
</table>

### Statement of Significance

The stone cottage is important historically and architecturally. It is historically significant because it is associated with a German migrant who was one of many Germans to settle in the Clarence Valley in the 1860-60s. These German settlers made a considerable contribution to the economic development of the region. It is architecturally significant for its use of local sandstone and draped iron verandah. It is a rare example of a stone cottage in the Clarence Valley and is enhanced by its current use as a Museum.

### Physical Description

Small sandstone cottage built from stone quarried at the site. Sandstone walls and sub floor base. Brides used decoratively above windows and in chimney. Plan of house consists of rectangular main portion (4 rooms) with extended rear wing (kitchen), all having hipped galvanised iron roof. Dipped iron (tongue shaped) verandah to two faces of building supported on sandstone piers. Verandah has nicely detailed quartered timber posts, scalloped and clipped window boards and cross rail balustrade. Joinery painted white is in good condition with louvre shutters to verandah doors. Internal walls rendered with tongue and groove board in the ceiling. Building sits comfortably at corner intersection in well landscaped grounds and attractive but very steep stone steps to central entry.

### Historical Notes

From the Maclean & District Historical Society Flyer, the stone cottage was built by Johann Geog Schaefer between 1879-1889. The sandstone blocks were quarried from the site and as they were protected by verandahs have retained their original colour. The timber was sourced locally. Johann Schaefer came to Australia in the barque "Caledia" which brought a full compliment of German immigrants from Hamburg in 1855. His wife accompanied him and they lived at Broadwater and Woombah before purchasing this land from George Watson in 1879. After Johann’s death in 1895 the cottage was lived in by Mary Gregory whose daughter Minnie married Garfield Tyler a well known photographer and business man in Maclean. Mrs Gregory died in 1916 and the cottage was subsequently occupied by a series of tenants. It was acquired by Maclean Shire Council and given to the Maclean Historical Society for development in 1973. The stone cottage now houses part of the Society’s collection and items part of the Museum complex. The items within the Stone Cottage have been sensitively selected and reflect domestic life at the turn of the century. A Bicentennial grant enabled the Society to build a research and museum in 1988.

### State Heritage Inventory

<table>
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<th>Date:</th>
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<td>Date Updated:</td>
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This report was produced using State Heritage Inventory database software provided by the Heritage Office of New South Wales.
## Clarence Valley Heritage Inventory

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<tr>
<th>Item Name</th>
<th>Stone Cottage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Names/s</td>
<td>Maclean Museum</td>
</tr>
<tr>
<td>Group Name</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Wharf Street &amp; Grafton Street, Maclean 2463</td>
</tr>
<tr>
<td>SHI Number</td>
<td>1990052</td>
</tr>
<tr>
<td>Study Number</td>
<td>86</td>
</tr>
<tr>
<td>Assessed Significance</td>
<td>Local</td>
</tr>
</tbody>
</table>

### Images

- **Caption**: Stone Cottage - from Wharf Street
- **Copyright**: Clarence Valley Council
- **Image by**: Jane Gardiner
- **Date**: 28/08/2005
- **Number**:  

### Listings

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
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<tr>
<td>Local Environmental Plan</td>
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<td></td>
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<tr>
<td>Heritage study</td>
<td></td>
<td></td>
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<td>National Trust of Australia Register</td>
<td>3676</td>
<td>11/02/1974</td>
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### References

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>Maclean &amp; District Historical Society Inc</td>
<td>The Bicentennial Museum and Stone Cottage</td>
</tr>
<tr>
<td>National Trust of Australia (NSW)</td>
<td>National Trust of Australia (NSW)</td>
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### Studies

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<th>Author</th>
<th>Title</th>
<th>Number</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. Sheldrake</td>
<td>Maclean Shire Heritage Study</td>
<td>86</td>
<td>1983</td>
</tr>
<tr>
<td>Jane Gardiner</td>
<td>Maclean Heritage Study</td>
<td></td>
<td>2006</td>
</tr>
</tbody>
</table>

### Assessment Degree Criteria

**SHR Criteria a)**

- It is a rare example of a locally quarried stone residence in the Maclean district.

**Intactness / Integrity**

- Intact

**Recommended management**

### Assessment Criteria

- **SHR Criteria b)** The cottage is associated with Johann Schaefer, a German migrant.
- **SHR Criteria c)** It is an extremely attractive building located in a commanding position on Wharf Street.
- **SHR Criteria d)**
- **SHR Criteria e)**

---

**State Heritage Inventory**

- **Date**: 29/01/2007
- **Data First Entered**: 29/06/2001
- **Data Updated**: 09/01/2007
- **Data Entry Status**: Partial
- **Page**: 2

---

This report was produced using State Heritage Inventory database software provided by the Heritage Office of New South Wales. (1)
Appendix F  Advertisement for heritage working group

Use this advertisement to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

[insert council logo ]
[insert name of local government area]

Heritage study (review and update)

Community heritage working group

[Name of council] is preparing (reviewing and updating) a list of heritage places and items valued by the community.

We are seeking your help with this project.

Residents interested in local history and heritage are invited to join the project’s heritage working group.

If you are interested in nominating for a position on the heritage working group, contact:

[Name of contact]
[Telephone and fax numbers]
[Email address]

The closing date for nominations is [day and date]

[Signature]
General Manager

This project is supported by the Office of Environment and Heritage and the Heritage Council of NSW
[download logos]
Appendix G  Advertisement for community information

Use this advertisement to prepare a new community based heritage study, or to review and update an existing one – modify accordingly.

[insert council logo ]

[insert name of local government area]

Heritage study **(review and update)**

**Call for information**

[Name of council] is preparing **(reviewing and updating)** a list of heritage places and items valued by the community. The provisional list can be inspected at council libraries or at the council’s planning department.

**We are seeking your help with this project**

This project is being managed by a community heritage working group coordinated by [name], [profession]. If you would like to:

- express your views on the potential heritage items
- provide additional information on the heritage items
  or
- suggest additional heritage items,

contact the following members of the heritage working group:

1. [Name of contact] [Telephone / fax numbers] [Email address]
2. [Name of contact] [Telephone / fax numbers] [Email address]
3. [Name of contact] [Telephone / fax numbers] [Email address]

The closing date for comments is [day and date].

[Signature]
General Manager

*This project is supported by OEH and Heritage Council of NSW*  
[download logos]
Appendix H  Request for information from owners of nominated heritage items

Use this draft letter to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

[COUNCIL LETTERHEAD]

Dear

[Name of LGA] Community-based heritage study [review] – draft list of possible heritage places and items

[Name of] council is preparing a draft (reviewing and updating) list of places and items valued by the community that we would like to keep for future generations. These places and items are evidence of the history of the local government area. The project is being managed by a community heritage working group under the supervision of [name], [profession].

The heritage working group has suggested that the property at [address] should be included in the draft list because of its importance to the history of the local area. All owners of properties on the draft list are being contacted to seek their comments on the proposal and also any further information which may not yet be part of the public record.

The attached provisional listing information of your property explains why the heritage working group considers it has heritage significance. We are interested in amending the listing in the light of any information you may care to offer to us.

I recommend you read Heritage Listing Explained – What it means for you, an OEH publication.

I have also enclose a brochure that explains the purpose of the heritage study, the listing process and the benefits that the council will be offering to the owners of listed properties.

If you wish to comment on the proposed listing, ask questions or offer additional information, please contact me on [phone number], [fax number] or [email address].

Yours sincerely

[signature]

[name]

Chair

Heritage Working Group

Attachments:

Brochure

Link to Heritage website publication

This project is supported by OEH and Heritage Council of NSW

[download logos]
Heritage listings

An explanatory guide for owners of potential heritage items

How are places listed?

Privately-owned properties can be listed on:

- schedules to local environmental plans (for items nominated on the basis of their heritage significance for the local government area)
- or
- the State Heritage Register (for items nominated on the basis of their heritage significance for the state).

Preparing these lists is required by the relevant legislation:

- \textit{Environmental Planning and Assessment Act 1979} (for local items)
- or
- \textit{Heritage Act 1977} (for state items).

Why are items nominated for listing?

The heritage of our local area is the places and objects that the community wants to keep because they provide evidence of our history.

How are items assessed for listing?

There are criteria against which items have to be tested. These include their historic, aesthetic, scientific or social significance, their connection with historical persons, or their rarity or representativeness within the local area.

What will listing my property mean?

Listing recognises the heritage significance of your property against one or more of the assessment criteria. It is a mark of the community’s respect for the property as evidence of the history of the area. Documentation associated with the listing will indicate the aspects of the property that have the greatest heritage significance. You will need to apply to the council to make any major changes that may affect its heritage significance.

How will the value of my property be affected by the listing?

Because the listing has been proposed by the community it may well increase its monetary value. This is because the listing adds prestige to its real estate valuation and creates certainty that its heritage values will be retained. In many areas of NSW, properties with intact original features attract higher resale value than properties of a similar age that have been modernised unsympathetically.
Does this mean I can never change my property?

The point of listing is to recognise heritage value, not to prevent adaptation to the owner’s changing needs. You can retain original features and also install modern conveniences, such as central heating, or add new living spaces. The council offers free advice to help you to make appropriate decisions for these adaptations.

Does the listing affect my rights as owner?

The owner retains all rights in the property. Listing is a mark of the community’s esteem for your property, which the community hopes you share.

Is the whole of my property affected by the listing?

The documentation associated with the listing will indicate which parts of the property have the greatest heritage significance. Sometimes views to and from the place, or its internal fittings and contents may be a part of its significance if they reflect its heritage importance.

For further information, read *Heritage listing explained – what it means for you*. 
Appendix J  Notification letter to heritage owners

Use this draft letter to prepare a new community based heritage study or to review and update an existing one – modify accordingly.

[COUNCIL LETTERHEAD]

Dear

[Name of LGA] Community-based heritage study (review)

Notification of public exhibition, consultation process and community workshop

[Name of council] has approved the draft [name of LGA] community-based heritage study for public exhibition. As part of this consultation process, the council is now calling for comments on the study and nominated heritage items.

The heritage study (review) provides a (an updated) history of our area and nominates places and items that are evidence of the history of the local government area. This project is being managed by a community heritage working group under the supervision of [name], [profession].

The study (review) will be on public exhibition from [dates] and can be viewed at [location].

I understand your property is included as a potential heritage item which will be nominated for inclusion on the local environmental plan heritage schedule. As owner of the nominated heritage item, a copy of this listing is attached. I welcome your comments on this listing. Also attached is an explanatory brochure setting out what heritage listing means.


I also invite you to attend a community workshop to discuss the study recommendations on [day, date, time, location]. Please see the attached brochure for details.

I look forward to your comments on the study and specific feedback on the heritage items and your attendance at the workshop. If you require further information, would like to ask questions or offer additional information, please contact [name] on [phone number], [fax number] or [email address].

Yours sincerely

[signature]
[name] [position] [council]

Attachments:
Heritage database form for nominated heritage items
Invitation to Community workshop
Heritage information brochure (see Appendix I)
Link to Heritage Website or copy of Heritage Listing Explained – What it means for you

This project is supported by OEH and Heritage Council of NSW [download logos]
Appendix K  LEP heritage schedules standard format

The Department of Planning and Infrastructure website contains the latest information on LEP standard requirements. Please refer to www.planning.nsw.gov.au and go to LEP Practice notes and Planning Circulars and search for the latest update on standard LEP instruments. The following information is included in PN11-001.

Schedule 5 Environmental Heritage

Part 1 Heritage items

<table>
<thead>
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<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
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</thead>
<tbody>
<tr>
<td>Suburb</td>
<td>Item name</td>
<td>Address</td>
<td>Property description</td>
<td>Significance</td>
<td></td>
</tr>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td>Adamstown</td>
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Part 2 Heritage conservation areas

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<thead>
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<th>Column 3</th>
<th>Column 4</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>Identification on heritage map</td>
<td>Significance</td>
<td>Item number</td>
</tr>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooks Hill</td>
<td>Shown by red hatching and marked ‘Cooks Hill Heritage Conservation Area’</td>
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<td>C71</td>
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</table>

Part 3 Archaeological sites

<table>
<thead>
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<th>Column 1</th>
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<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb</td>
<td>Site name</td>
<td>Address</td>
<td>Property description</td>
<td>Significance</td>
<td>Item Number</td>
</tr>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prospect</td>
<td>Veteran Hall house remains</td>
<td>Great Western Highway</td>
<td>Lot X DP 123456</td>
<td>State</td>
<td>A665</td>
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</table>
Appendix L  LEP standard heritage provisions

The Department of Planning and Infrastructure has contains the latest information on LEP standard requirements. View www.planning.nsw.gov.au then go to LEP Practice notes and Planning Circulars to search for the latest update on standard LEP instruments in PN11-001.