



Guidelines for Nominations to the State Heritage Register



This guideline outlines the requirements for making a nomination to the State Heritage Register. It will assist you to complete a nomination form with sufficient information for the nomination to be considered by the Heritage Council of NSW.



What does listing on the State Heritage Register mean?

The State Heritage Register is a list of the most significant heritage places and objects in New South Wales, known as items of 'state heritage significance'.

Listing a place or object on the register means:

- official recognition of its high heritage significance to the people of NSW;
- NSW Heritage Council approval is required for major changes to ensure its heritage significance is retained;
- it is eligible for heritage conservation grants.

Other effects of listing a place or object on the register are:

- complete demolition can not usually be approved;
- alterations can be made with approval;
- changes of use are allowed with approval;
- a basic level of normal maintenance is required;
- restoring the place or object is not required;
- removing past additions is not required;
- sale or lease of the property is not restricted;
- public access to the property is not required.

For more information on the State Heritage Register see *Introducing the Heritage Council of NSW: the State Heritage Register*.

Download this or any other Heritage Council publication mentioned in this guideline from the Heritage Office website:

www.heritage.nsw.gov.au/publications



*A wide range of places are listed on the State Heritage Register: Sydney Harbour Bridge. Photograph by Claudine Loffi
Brewarrina Aboriginal Mission Site. Photograph by Adell Hyslop
Glenlee, Menangle. Photograph by David Beaver
Hillview, Sutton Forest. Photograph by Murray Brown
Cover: Centennial Park. Photograph by Lianne Hall*

How to nominate

Any person or organisation can nominate a place or object believed to be of state significance for listing on the State Heritage Register. Nominations are made by completing the State Heritage Register nomination form.

Read the following guide carefully to check whether a nomination is appropriate, and if so, to help you to complete the nomination form accurately.

Incomplete nominations, or those with insufficient information, may not be accepted for consideration.

A complete and accurate nomination form, with a clear assessment of the state significance of the place or object, will assist in the timely consideration of your nomination by the Heritage Office.

Step 1: Before completing the nomination form

1. Is the place or object of state heritage significance?

Before you complete the nomination form, consider carefully whether the place or object is particularly important in the context of the whole of NSW, beyond the local area or region. These are places or objects of *state* heritage significance.

Only places and objects of state heritage significance are eligible for listing on the State Heritage Register. The seven criteria of state significance are described in the guideline *Assessing Heritage Significance*, available to download from the website: www.heritage.nsw.gov.au/publications

You will need a clear understanding of the reasons why the place or object is particularly special or important across NSW, meeting one or more of these criteria.

2. Is the place or object of local heritage significance?

If you believe the place or object is mainly important in the context of the local area or region, but not across the state of NSW, do not

complete the nomination form. Contact the heritage advisor or heritage contact at the local council for advice on listing a place as an item of local heritage significance.

Local heritage is listed separately by local councils on heritage schedules of local environmental plans. The process and requirements for listing on the local environmental plan are different from those outlined in this guide.

3. Is the place or object of Aboriginal significance?

To nominate a place for listing on the State Heritage Register because of high Aboriginal significance, it is important that you first contact the Heritage Office Aboriginal Heritage Officer on (02) 9873 8500 or freecall 1800 789 290 for advice on requirements for Aboriginal nominations.

Consulting the local Aboriginal community is essential for nominations and places with Aboriginal values. The assessment of high Aboriginal values in a State Heritage Register nomination must be supported by the Aboriginal community.

4. Is it already listed on the State Heritage Register?

To check that the place or object is not already listed on the register, search the State Heritage Register at the Heritage Office website: www.heritage.nsw.gov.au

Open the search screen on this website by selecting *Search the State Heritage Register*.

Try a number of searches with different words because the place or object could be listed under alternate names streets, suburbs or spelling.

5. Getting help

Heritage Council guidelines to help with your research for a nomination, available to download from www.heritage.nsw.gov.au/publications include:

- *Assessing Heritage Significance*
- *Historical Research for Heritage*
- *Investigating History*
- pages at: www.heritage.nsw.gov.au/research

Organisations that may also be able to give you advice, information, or refer you to other information sources, groups or experts include:

- the heritage advisor at the local council for the place or object;
- National Trust of Australia (NSW) on (02) 9258 0123;
- Royal Australian Historical Society on (02) 9247 8001 for the contact details of your closest local historical society;
- Royal Australian Institute of Architects (RAIA) on (02) 9356 2955 for 20th century buildings;
- Engineers Australia Heritage Committee on (02) 9410 5600 for engineering structures;
- Department of Environment and Conservation on (02) 9585 6444 for Aboriginal or natural items;
- NSW Aboriginal Land Council on (02) 9689 4444 for the contact details of the appropriate Local Aboriginal Land Council for Aboriginal items;
- local history section of the local council library.

One of these organisations may also agree to prepare a nomination for the State Heritage Register, either independently or in partnership with you.

Another option is to engage a heritage consultant to prepare the nomination on your behalf.

6. Download nomination form

An electronic copy of the completed nomination form must be submitted to the Heritage Office for a nomination to be accepted.

For this you will need access to a computer and the internet, which are generally available at the local council library. Access to a scanner or digital camera will also be helpful for inserting illustrations into the form.

Download the blank nomination form, ready for completion, from the Heritage Office website:
www.heritage.nsw.gov.au/nominating

Right: Braidwood and its setting, the first town listed on the State Heritage Register in 2006. Photographs by Nathanael Hughes



7. Using the database software

If you are preparing multiple nominations, you are encouraged to enter and submit nominations in the heritage database software.

Before commencing, contact the Heritage Office Database Manager on (02) 9873 8500 to discuss the use of this software.

Then follow step 2 of this guide to complete a database record for each nomination.

Submit these database nominations as shown in step three by posting:

1. a signed hard-copy of Sections H and I (only) of the nomination form to provide the mandatory signatures and contact details;
2. an electronic copy of the completed database records saved to disk or CD ROM;
3. any other attachments.

Step 2: Completing the nomination form

A complete and accurate nomination form, with a clear assessment of the state significance of the place or object, is vital to the outcome of your nomination.

The completed form clearly describes what you are nominating for listing, and brings together your reasons and supporting information for listing under the Heritage Council criteria.

Fill out the nomination form as follows:

- complete one form for each nominated place, object or separate collection of movable objects;
- type all text and insert all images directly into the nomination form, not as cross-references to other documents or attachments;
- **yellow** sections of the nomination form are **mandatory**. These must be completed for a nomination to be accepted for consideration by the Heritage Council;
- **blue** sections of the form are **recommended** for completion.

Mandatory and recommended sections of the form are shown in this guideline as:

- M** **mandatory** for completion
- R** **recommended** for completion

The following is a guide on how to complete each section of the State Heritage Register nomination form.

A. NOMINATED PLACE

1. Name

Name of place/ object **M**

This is what the nominated place or object is called, apart from its address. Enter only one name in this section for the nominated place or object as follows:

- use its principal historic name from the period or use of greatest significance;
- this may be different to its current name or use;
- where there is no historic name, give the place or object a name reflecting its significance;
- include the name of any movable objects or collections being nominated, for example, by adding '*and artwork collection*' or '*and contents*'.

When selecting words for the name:

- correct spelling is essential;
- keep the name short, generally less than five words;
- broadly indicate the major components and extent of the place or object, such as '*homestead and outbuildings*';
- for sites with multiple components or that cover large areas use a collective word like '*precinct*', '*landscape*', '*estate*', '*complex*' or '*collection*', whichever is most fitting.

For more detailed guidelines, see the Heritage Council policy *Place Names of Heritage Value*.

Other or former name/s **R**

Give all other known names for the place or object. They may be names from different uses or periods, abbreviations or different spelling of names, or names for specific parts of the nominated place or object.

2. Location

It is essential that the location of the place or object is established beyond doubt by entering accurate and complete location details. A wrong or incomplete address or land parcel can lead to an incorrect nomination and listing, as all listings (except for movable objects) are legally attached to the specified location.

The local government area and at least one of the following three location details are mandatory.

Street address **M**

Check the street directory or contact the local council to confirm you have the correct and

full address and spelling. A secondary street address, such as for corner sites, can be entered in **Alternate street address**.

Land parcels M

This is the legal land description of the place or object according to surveyed maps, including the numbered lot(s), section and deposited plans (DPs). Land parcels can usually be obtained for a given address by calling the rates department of the local council.

A single place can have more than one lot or deposited plan. Take care to list all lots and deposited plans for the nominated place, using a separate line for each deposited plan. To see a map of the land parcels, or to confirm the correct land parcels, contact the Department of Lands for a copy of the deposited plan and land title, or the local council rates department for the cadastral map.

Local Government Area (LGA) M

This is the local council in which the place or object is located. Confirm the local government area for the street address by searching the Department of Local Government website: www.dlg.nsw.gov.au

Co-ordinates R

If there is no street address and no land parcel for the object or place (a shipwreck, for example), enter the co-ordinates for its centre-point using geographic positioning system (GPS).

3. Extent of nomination

Curtilage map of nominated area M

Clearly and accurately show the nominated area for the place by drawing a heavy black line for the boundary of the nominated area on a map or site plan. An example is shown on right.

For this curtilage map:

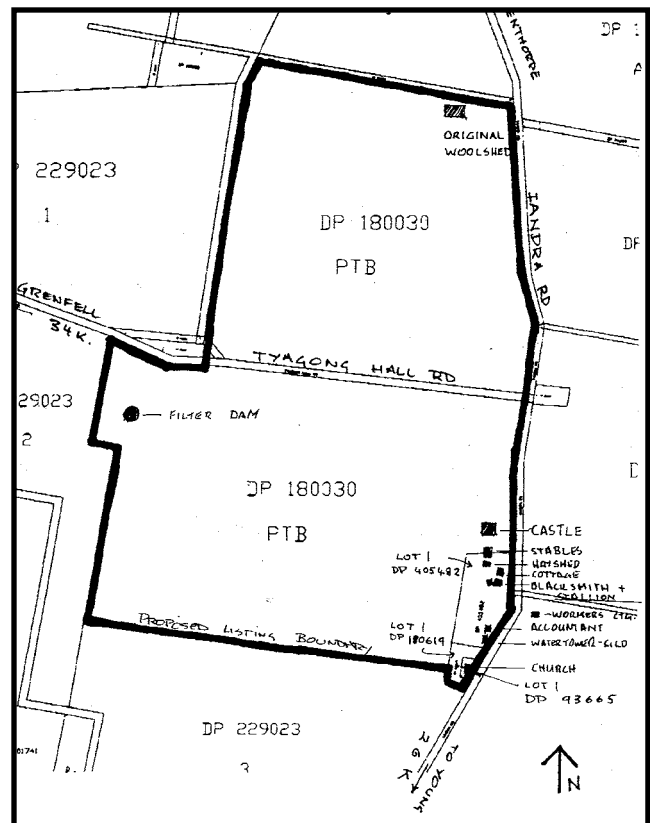
- use a map that shows existing property boundaries and roads;
- sources of possible maps include the street directory, the cadastral map from the local council, existing site plans in local council records, or the deposited plan from the Department of Lands;
- mark the location of existing buildings and other major site features on the map or plan as accurately as possible;
- if the nominated area does not follow existing property boundaries, the map must be to scale and the GPS coordinates shown at each corner of the nominated area boundary.

When drawing the boundary line of the nominated area remember:

- the boundary must enclose all parts of the place that contribute to its state heritage significance;
- include the setting that contributes to state significant features within the boundary;
- the nominated area boundary does not have to follow current ownership boundaries;
- it is most commonly the whole of the property according to its most long-standing boundary;
- uncomplicated and easily recognised boundary lines are best;
- follow existing surveyed lines such as lot boundaries, wherever possible;
- for further help with determining the most appropriate nominated area, read the guideline *Heritage Curtilages*.

Scan and insert the curtilage map into the nomination form, or post a hard-copy with the nomination form. The Heritage Office will review the nominated area, which will then be mapped on geographic information systems (GIS).

A curtilage map is not necessary if you are nominating *only movable objects*, meaning objects not fixed to a location, such as furniture.



Source of map or plan **M**

Give the name and author of the map that was used as the basis for the curtilage map.

Boundary description **M**

This is your written description of the path followed by the nominated boundary, such as the lot boundary or high water mark. Where existing surveyed lines are not followed, give the measured distances from surveyed points or features of existing structures.

4. Ownership

Name of owner(s) **M**

Name all current owner(s) for all parts of the nominated place or object within the mapped boundary. The local council may be able to give you the name of the current owners for a given address.

Otherwise, the most accurate record of the owner's name is the land title for the property, which can be obtained from the Department of Lands.

The Heritage Office will notify and consult all owners when considering a nomination.

Contact person / position **R**

If the owner of the place or object is an organisation, enter the name of the person with responsibility for the place or object. This will often be the asset manager.

Postal address / Phone number **R**

Take these contact details from any recent correspondence or calls you have had with the owner. Or search the White Pages directory to find these details.

Ownership explanation **R**

Enter a factual explanation of any complex aspects of the ownership of the site or object, such as where there are different owners for different parts of the site, conditions of ownership or transfer, or where transfer of ownership is imminent or underway. Provide dates, where relevant.

*Right: Public and privately-owned places are listed on the State Heritage Register in consultation with the owners:
Hampton Villa, Balmain. Photograph by Claudine Loffi
Taylor Square Underground Public Conveniences. Photograph by Claudine Loffi
Dubbo RAAF Stores Depot. Photograph by Cameron White
Rose Seidler House, Wahroonga*





B. SIGNIFICANCE

There are seven criteria of state heritage significance. To understand how to describe the heritage significance of a place or object in each of these criteria, read *Assessing Heritage Significance*, Section 7: Using the heritage significance criteria.

5. Why is it important in NSW?

Statement of state significance

M

State your reasons why the object or place is particularly significant, special or important in the context of the whole of NSW. This is where you present your main arguments for listing the place or object on the State Heritage Register. It may be easier to complete this statement after completing your assessment in section E.

Enter a clear, concise and convincing statement of how the place or object is state significant. This is achieved by answering two main points:

Point One: Why is the place or object rare, exceptional, special or remarkable to distinguish it from others throughout NSW?

This point can be the opening statement, such as *'The item is of state heritage significance as an outstanding/ rare/ fine/ the oldest/ the largest/ one of only 12 intact examples of...'* Identify the broad type of place or object here.

Example: *'Rathmines is of state heritage significance as the largest seaplane base in the southern hemisphere, the longest-serving of World War II, and the only flying boat base in NSW with a significant amount of physical fabric remaining...'*

Point Two: Why are these characteristics important for what they tell us about an aspect of the history or development of NSW?

Example: The statement continues *'...Rathmines Seaplane Base provides rare evidence of the defence of Australia during WWII, in particular the extent of Australian air borne defences and military action.'*

*Oaklands, Pambula. Photograph by Suzannah Plowman
Parramatta Hospital Archaeological Site. Photograph by Siobhan Lavelle
Grand Arch, Chifley Cave and Caves House of Jenolan Caves Reserve. Photographs by Bruce Baskerville*

Repeat: Explain these two points for any further exceptional characteristics of the place or object under other criteria, such as aesthetic, historical associations, or social significance.

Tips for writing the statement of state significance:

- aim for a length of no more than half a page;
- ensure it is a summary of your conclusions on the key importance of the place or object;
- move more detailed assessments to the following sections: criteria, comparisons, description or historical outline;
- ensure your statement covers the importance of the whole of the nominated area, not just an isolated feature;
- concentrate on the state significant characteristics of the place or object, not its significance to the local area or region;
- if you only mention the local area or region, this indicates you are not describing state significance;
- use value words and phrases, such as *'it is historically/ aesthetically/ socially significant as...'*, *'it is remarkable/ outstanding/ fine/ important/ exceptional/ rare/ unique because...'*, *'it has significant associations with...'*;
- specify the largest context in which every statement is true, such as *'in Australia'*, *'across NSW'*;
- do not make negative statements about the significance of the place or object, such as describing what is not significant about the place or object, or using devaluing descriptive words like *'merely'*, *'average'*, *'minor'*, *'slight'*, *'low'*, *'commonplace'*, *'unimportant'*;
- avoid purely descriptive statements about the place or object. These are statements of facts where the significance of these facts is not explained, such as *'the theatre was built in 1929, designed by the architects, Kaberry and Chard'*.
- convert descriptive statements to a statement of significance by answering the above Points One and Two for each fact. In this way, the above descriptive statement is converted as follows:

'Dating from 1929, the Roxy is a rare surviving example of an inter-war cinema in country NSW from the heyday era of movies. It demonstrates the importance of "cinema going" in NSW towns during the first half of the 20th century before the advent of television, and records the early introduction of American pop culture into country NSW. The Roxy is aesthetically significant as an intact surviving example of the work of the major theatre architects, Kaberry and Chard.'

Comparisons **M**

Briefly compare the nominated place or object with other important examples of its type in NSW.

Select the type of place or object for these comparisons based on the main characteristics described in the statement of state significance.

A place or object can represent many different types according to its:

- function, activity or use (e.g. churches, railways, milestones, parks);
- style of architecture (e.g. Victorian, inter-war, modern);
- connection to a significant person (e.g. Patrick White);
- connection to a significant profession (e.g. Australian artists);
- period of construction (e.g. mid 1800s, post-WWII);
- associated historical phase or event (e.g. colonial conflict, immigration);
- type of construction (e.g. wrought iron truss bridge); or
- architect or designer (e.g. Walter Liberty Vernon).

While you may need to make a number of enquiries for these comparisons, your entry in this section will generally be very brief. For this entry, outline the following:

- highlight the special characteristics of the object or place that are displayed by few or no others of its type;
- give the name and location of other examples used for comparison;
- briefly describe how you identified these other examples;
- give the number of known examples of the type in NSW, if possible. Count only those of the same type which still exist.

Example: Comparisons for an inter-war country cinema are: *'it is one of only eleven surviving examples of inter-war country cinemas in NSW which still retain their original integrity'*. The historical number can also be given to show the difference, such as *'...compared to 1951 when a survey recorded 351 cinemas in 289 country towns across NSW.'*

Techniques for finding other examples across NSW include:

Consulting experts:

- contact organisations with some expertise in the type of object or place, such as those listed above in 'Getting Help';
- ask whether they know of other equivalent or

important examples in NSW, or other means of searching for the type of item, such as through the heritage network.

Searching listing databases:

- search the State Heritage Register for other important examples of the same type at: www.heritage.nsw.gov.au
- also search the online heritage database on this website for other items listed by NSW councils or state agencies;
- try a number of searches with different search words to capture all possible items, then eliminate items not of the same type;
- these database searches will only find places or objects that are already listed and which have the exact search word entered in the search field.

Searching publications:

- search library catalogues for specialist publications or historical records on the type of item (such as court houses) which can identify other NSW examples;
- the State Library of NSW and Royal Australian Historical Society libraries have helpful catalogues;
- call the Heritage Office library on (02) 9873 8591 to find out whether it holds any thematic studies on the type of item or any other useful references for comparisons.

For further tips see the guideline, *Making Comparisons* at: www.heritage.nsw.gov.au/research

Comparisons can often reveal additional aspects of the significance of the place or object. They can also show that a place at first thought to be outstanding is one of a large number across NSW that are more or less identical.

The comparisons you enter in this section will be used for your assessment of the rarity or representative significance of the place or object under criteria (f) and (g) in the following section.

C. DESCRIPTION

6. Existing place or object

Description



Briefly describe all the major physical features of the present site or object that are contained within the nominated area. This includes buildings, landscape or natural features, or movable collections included in the nomination.

For each major feature:

- describe the main physical attributes, such as the style of architecture, construction materials, number of storeys, rooms or hectares, type of roof and windows;
- specify whether features are part of the original or a later period of development, such as *'the original 1883 residence'* or the *'1910 addition'*;
- do not include further historical details on the different periods of development. These details belong in the following historical outline;
- list the individual movable objects contained in any nominated collection.

For help with the terminology to describe building features and to identify the style and period of buildings, the following are useful illustrated references:

- *A Pictorial Guide to Identifying Australian Architecture* by Richard Apperly, Robert Irving & Peter Reynolds, Sydney, Angus & Robertson, 1989;
- *How to Restore the Old Aussie House* by Ian Stapleton, Mullumbimby NSW, Flannel Flower Press, 1991.

Example: *'A two-storey sandstone house of the Victorian Rustic Gothic style with a gabled slate roof, original dormer windows, an original timber verandah enclosed in the 1930s, largely original interiors and a 1970s addition to the rear. The garden is landscaped with original plantings, a 1950s garage to the rear and a timber picket fence.'*

To determine the period or style of a building, and its sequence of changes, closely inspect the place as follows:

- inspect individual features from the inside and outside, such as the walls, floors, windows, roof and foundations;
- look for changes to different building materials, styles or types of construction. These can show where alterations or additions have occurred, and the order in which they occurred;



- look for scarring of walls that can show where features have been removed;
- compare the current features to historic photographs or plans;
- compare the design of individual features with the illustrations in *A Pictorial Guide to Identifying Australian Architecture* and *How to Restore the Old Aussie House* to identify the period and style of a building;
- read the Heritage Office guideline, *Investigating Fabric* for further tips.

Condition of fabric and/or archaeological M potential

Condition is the state of repair of the building materials and the structural stability of the place or object.

Describe this condition overall as ‘*excellent*’, ‘*good*’, ‘*fair*’ or ‘*poor*’.

Then briefly specify:

- any damage to the fabric;
- the historical period of the damaged fabric; and
- whether the damage is capable of repair.

Example: ‘*Good condition overall. The 1970s addition is in poor condition due to water damage. This damage can be repaired*’.

Archaeological potential is the likelihood for undisturbed relics from past buildings or uses on the site.

Describe the archaeological potential as ‘*high*’, ‘*medium*’, or ‘*low*’. Then specify the type and period of any potential relics. See the guideline *Archaeological Assessments* for assessing this potential.

Integrity / intactness M

Integrity is the present ability of the place or object to demonstrate its heritage significance through the extent of features retained from its significant period, design, use or associations.



Parks, landscapes and buildings listed on the register:
Cadia Mine Engine House & surrounds, Orange
Centennial Park, Sydney. Photograph by Lianne Hall
Linnwood, Guildford. Photograph by Murray Brown
Crest Theatre, South Granville. Photograph by Stewart Watters

Describe the integrity overall as 'excellent', 'good', 'fair' or 'poor'. Then:

- list overall features in the nominated area retained from the original or significant period of the object or place. These add to the integrity or intactness of the place or object;
- list substantial changes to, or demolition of, features from the original or significant period of the place or object. These changes reduce the integrity of the place or object.

Do not list alterations or additions to the place or object that:

- are sympathetic or discrete (meaning that they are compatible with, do not dominate and have not removed heritage features);
- are reversible modifications that could be removed leaving behind few permanent changes;
- are changes to its state of repair;
- restore significant features; or
- remove previous unsympathetic or intrusive alterations.

The above changes are not listed in this section because they do not reduce integrity or intactness.

Modification dates R

Give a timeline of major changes to the place or object from its earliest history to the present. In chronological order, briefly list alterations and additions together with the year in which they were made.

Date you inspected the place R

Give the date of your inspection of the nominated place or object. This will confirm when the place or object matched your descriptions.

Current/ original or former use R

Name the present use and all known past uses of the place or object. Entering this information is essential if you are basing the significance of the place or object on its past or present use.

Further comments R

Note any parts of the place or object which you believe should be excluded. These could be within the boundary you have nominated or outside the nominated area. Explain why the excluded parts do not contribute to the state significance of the place or object.

D. HISTORICAL OUTLINE

7. Origins and historical evolution

The next two sections are mandatory if you are basing the significance of the place or object on its architectural or technical qualities or its historical period of construction. Otherwise, they are recommended for completion.

Years of construction R

Give the starting and finishing year for construction of the principal buildings or structures of the place or object. Remember:

- do not include later alterations, additions or non-significant buildings in this year range;
- enter the construction years as accurately as possible by researching historical records;
- use 'circa' ('c.') before the year if the date is an estimate.

Research the years of construction for the place or object as follows:

- begin by seeking advice from the local history librarian of the local council;
- primary historic records to help you date the year or period of construction include: rates books from the local library, land titles records from the Department of Lands, original architectural drawings or early photographs from former owners or council archives;
- follow *Historical Research for Heritage* for researching these and other sources;
- where historic records are inconclusive, estimate the general period of construction based on the architectural style of the place or object using standard references like *A Pictorial Guide to Identifying Australian Architecture* (Richard Apperly, Robert Irving & Peter Reynolds, Sydney, Angus & Robertson, 1989) and *How to Restore the Old Aussie House* (Ian Stapleton, Mullumbimby NSW, Flannel Flower Press, 1991).

Designer / architect R **Maker / builder** R

Give the full name(s) of the person(s) responsible for the original design or construction of the principal parts of the nominated place or object, as follows:

- use the above historical records and guideline to identify the original designer or architect, maker or builder;
- the Royal Australian Institute of Architects may be able to offer you further advice on how to find the original architect or builder;
- if the name of the individual is not known,



- give the name of the firm;
- use 'attributed to' before the name if the designer or maker can not be verified by historical records;
- enter 'unknown' if there is no available record of the designer or maker;
- do not name designers or makers of later alterations that make little contribution to the state significance of the place or object.

Historical outline of place or object M

Bring together your historical research on the place or object in this section as follows:

- summarise the main historical periods, changes, important events or associations of the place or object from its origins to the present;
- arrange this information in chronological order;
- do not include every historical detail, such as every owner, or histories unconnected to the place or object;
- concentrate on the period, uses, people, or events for which the place or object is most significant;
- historical maps or plans can be very useful sources of information about the early history and layout of a place, such as the historic survey plans from Sydney Water. See also the parish maps available from: www.lands.nsw.gov.au
- give all measurements in metric or noted in brackets beside the imperial measurement;
- follow the guidelines *Historical Research for Heritage* and *Investigating History* for assistance with researching this history;
- historical maps, plans, photographs or other images that help to explain this history can be inserted as scanned images in section J.

Different historical periods and associations are represented on the State Heritage Register:

Ben Chifley's House, Bathurst. Photo by Bruce Baskerville

Scarred tree at Grave of Yuranigh, Molong. Photo by Adell Hyslop

Great Zig Zag Railway, Lithgow. Photograph by Basil Hancock

Millers Point & Dawes Point Village Precinct, Sydney. Photo by Nathaneal Hughes

Braidwood and its setting. Photograph by Pip Giovannelli

For the most significant period of the place or object, also outline its broader historical importance, such as by:

- describing the impact or influence of the nominated place or object (or its general type) beyond the boundaries of the place or its time;
- describing the wider historical patterns, developments or influences it represented of the time;
- identifying other related places or objects from its period.

Searching library catalogues for specialist publications on the type of object or place can assist you with outlining this broader history, such as *Identifying Australian Architecture* for the broader historical meaning behind each architectural style.

8. Historical themes represented

National themes R

State themes R

Select one or more of the national and state themes represented by the nominated object or place. Themes indicate the broad historical context in which the nominated place or object is significant. They help to identify related or comparative places or objects contributing to the same theme.

See the guidelines *Historical Themes* and *History and Heritage* for a more detailed description of each theme.

E. CRITERIA

9. Assessment under Heritage Council criteria of state significance

This is where you expand upon the statement of state significance by assessing the importance of the object or place in more detail under each of the seven criteria for listing on the State Heritage Register.

Each criterion tests the state-wide significance of the place or object from seven different perspectives. One or more of these criteria of state significance must be satisfied for listing on the register. Few places or objects will meet all seven criteria at a state level.

When completing your assessment under each criterion consider the following:

- it is essential that you show how the place or object meets at least one of the criteria at a high level;
- delete the statement under each criterion that does not apply;
- be specific and clear about how the place or object is important in the context of all of NSW (not locally or regionally) under each selected criterion;
- consider all components of the nominated area in your assessment, and all phases of its history;
- avoid purely descriptive statements;
- refer to the more detailed description, inclusion and exclusion guidelines for each criterion in *Assessing Heritage Significance*, Section 7: Using the heritage significance criteria.

It is important in the course or pattern of the cultural or natural history of NSW (Criterion A) M

This analyses the *historical* significance of the place of object.

In this criterion develop your ideas on what the place or object tells us about an important historical phase, event, custom, function, activity, attitude, taste, disaster, achievement, advancement, innovation or other change in Australian society or the NSW environment.

State historic significance is not about important individuals or the local history of the place or object. Think of the bigger picture.

Under this criterion:

- specify the particular historical phase or activity demonstrated by the place or object;
- explain the importance of this phase in an aspect of the evolution of NSW or Australia;
- describe the outstanding connection of the place or object to this historical phase;
- identify the particular characteristics of the place or object associated with or providing evidence of the phase.

Places or objects that meet this criterion of state significance are historic landmarks, tangible links to important parts of our past, showing how our State has evolved over time.

See the more detailed guideline for this criterion, *Assessing Historical Importance*.

It has a strong or special association with the life or works of a person, or group of persons of importance in the cultural or natural history of NSW (Criterion B) **M**

This analyses the *historical associations* that the place or object has with important people. Associations could be with designers, makers, owners or occupants, groups (such as convicts) or individuals (such as Ben Chifley).

Under this criterion:

- name the person(s) associated with the place or object;
- explain the importance of the person in the context of all of NSW, not just locally;
- describe the strong or special connection of the place or object to the person, such as by the period of its connection, any important works it is connected to, its role in making the person important, or what it tells us about the life or works of the people not available elsewhere;
- identify particular characteristics of the place or object that demonstrate this connection.



Right: Parramatta Park Tudor Gate gatehouse. Photograph by David Nutley
Cronulla Sand Dunes, Kurnell Peninsula. Photo by Murray Brown
St Andrews Anglican Cathedral, Sydney. Photo by Lianne Hall
Sydney Opera House. Photograph by Claudine Loffi
Waverley Reservoir
Dunbar shipwreck detail of iron ballast blocks. Photograph by David Nutley

Places or objects that meet this criterion of state significance are testaments of the lives of exceptional people that have defined our culture, past and present.

See the more detailed guideline for this criterion, *Assessing Historic Association*.

It is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (Criterion C) M

This analyses the *aesthetic* or *technical* significance of the design of the place or object. Creative achievement can relate to a particular style or technique of architecture, engineering, construction, urban design, landscape design, town planning, or any other discipline of design.

Use this criterion to develop your ideas on how the object or place is an outstanding example of a style, an important work of a prominent designer, a visually distinctive example within NSW, a widely recognised landmark, an inspirational site, or how it demonstrates technical innovations or achievements, such as its construction techniques.

Aesthetic or technical significance is not about the attractiveness of the place or object, or its present state of repair.

Under this criterion:

- specify the style, period or technique of construction represented by the object or place;
- explain why it is an outstanding example or widely recognised landmark in the context of all of NSW;
- identify its outstanding aesthetic or technical characteristics, achievements or innovations;
- explain the importance of these achievements.

To identify characteristic features and key practitioners of different styles refer to *A Pictorial Guide to Identifying Australian Architecture* (Richard Apperly, Robert Irving & Peter Reynolds, Sydney, Angus & Robertson, 1989).

Places or objects that meet this criterion of state significance are visual landmarks of the different stages, endeavours and achievements that have shaped the NSW environment.

It has strong or special association with a particular community or cultural group in NSW for social, cultural or spiritual reasons (Criterion D) M

This analyses the current *social* significance of the place or object to a living community or cultural group.

Also known as *community esteem*, social significance is the strong attachment or special meaning of the place or object to a particular community group. A place or object can be esteemed for associations that are positive or negative. Social significance is not about general or majority opinions about the place or object.

The community or cultural group must extend beyond the local area for the place or object to be of state social significance. This could include an Aboriginal community, a migrant community, a religious community, veterans, descendants, or other communities of shared beliefs, experiences or interests. Brewarrina Mission, for example, is of high social significance to Aboriginal people across NSW.

Under this criterion:

- specify the state-wide community group associated with the place or object;
- describe the outstanding association of the place or object to the community group as a whole, not just a local branch;
- explain how the association to the community group is strong or special in the context of all of NSW for social, cultural or spiritual reasons;
- identify the particular characteristics of the place or object that demonstrate the social, spiritual or cultural values of the group;
- identify any ongoing practices or other evidence of the continued importance of the place or object to the group;
- do not describe characteristics valued by the group for only their convenience or amenity.

The social significance or any other heritage value of a place or object is lost if the place or object is demolished, regardless of the quality of the replacement. This is the main difference between amenity and heritage because heritage values are embodied in the heritage place or object itself and can not be reproduced.

Places or objects that meet this criterion of social significance contribute to the sense of identity, place, belonging, or shared memory of different groups of the NSW population.

See the more detailed guideline for this criterion, *Assessing Social Significance*.

It has potential to yield information that will contribute to an understanding of the cultural or natural history of NSW (Criterion E) M

This analyses the *research or educative potential* of the place or object due to its surviving physical evidence of a process, custom or time.

Physical evidence includes potential archaeological remains, as well as the historical fabric or materials of above-ground features, objects, or collections.

Under this criterion:

- specify the type and period of the physical evidence on the site, and the aspect of our culture or history to which this evidence contributes an understanding;
- explain how this evidence is particularly valuable for its research potential in the context of all of NSW. This could be for the new information it sheds on part of our history, because this evidence is unavailable elsewhere, because of the original integrity or the lack of disturbance of the site, or its importance as a benchmark or reference site.

Places or objects that meet this criterion are authentic standing records of a time or process that are irreplaceable sources of information in their small and large details.

See the more detailed guideline, *Archaeological Assessments*.

It possesses uncommon, rare or endangered aspects of the cultural or natural history of NSW (Criterion F) M

This analyses the *rarity* of the place or object. Rarity is the comparative importance of the place or object because of the small *number* of equivalent examples.

Places or objects that meet this criterion of state significance are uncommon in all of NSW, not just in the local or regional area. Individual components, or the place as a whole, can be rare.

Under this criterion:

- identify all of the rare features of the site that distinguish it from others of the same type in all of NSW;
- name or give the total number of known equivalent examples in NSW.

It is important in demonstrating the principal characteristics of a class of cultural or natural places/ environments in NSW (Criterion G) M

This analyses the *representative* significance of the place or object. Representativeness is the comparative importance of the place or object because of its *quality*.

For this criterion it is important to firstly identify all of the types of items that the place or object represents. A single place or object may represent several different types of items, such as the works of a particular designer, places of a similar period, places associated with a historic event or person, or places performing the same function. Consider all of the different types listed above in 'Comparisons' (section B).

Then describe why the object or place is an outstanding example of its type, either on its own, or collectively with other like examples.

F. LISTINGS

10. Existing heritage listings R

A number of government and non-government organisations in NSW list places and objects of different types to recognise their heritage significance.

To confirm whether the place or object is, or is not, currently listed on any of these registers, contact the organisations or search the websites noted in the nomination form.

See the *Listings* pages on the Heritage Office website for an explanation of these listings at: www.heritage.nsw.gov.au

G. PHOTOGRAPH

11. Image 1 M

Principal photograph

Insert the main 'post card' image of the place or object into the form as a digital photograph or scanned print.

Use a photograph of the place or object that:

- best illustrates its state significant characteristics
- will convince others of its importance
- is good quality
- is in colour
- you or your organisation hold copyright over.

In most cases, this photograph is an overall external view of the place or object showing its principal aspect.

Tips for taking good quality photographs:

- select the optimal viewpoint to show the main features of the place or object at their best;
- angled or oblique views show the perspective of the place or object in three dimensions;
- take the photograph when the main subject is well-lit and not in shadow;
- mornings or afternoons are the best time for taking sharp photographs;
- check that cars, high fences or other obstructions do not block the main subject of the photograph;
- position the main subject in the centre of the frame.

Follow these tips to take additional photographs for section J, including:

- a general photo of each main feature within the nominated area boundary;
- detailed images of important features;
- distant views of the place from major viewpoints.

Where possible, also save a high resolution, publication quality copy of these photographs to disk. Post either the disk, or a set of non-digital prints, to the Heritage Office with the signed copy of the form. These are for use in Heritage Office publications, such as the Heritage Office newsletter.

Subject of photograph / image

Enter a caption for the image stating:

- the main features pictured; and
- the general direction or location of the view.

Examples: 'xx viewed from the north-west' or 'the streetscape view of xx from Main Street'.



*Bethanga Bridge, Hume Dam. Photograph by Lianne Hall
Coal River Precinct, Nobby's Head, Newcastle. Photograph by
Bill Nethery
Denbigh Courtyard
Brewarrina Fish Traps*

Date of photograph / image M

Give the day, month and year the photograph was taken.

Photographer / author M

Give the full name of the person who took the photograph for acknowledgement in publications.

Copyright holder M

Enter the name of the organisation or person who is the copyright holder for the image. The copyright holder will need to give permission for the image to be reproduced, such as in a publication.

Enter 'expired' in this section if the photograph was taken before 1955, or if the image is another type of artistic work and the creator died before 1955.

Otherwise, the copyright holder to name in this section is generally the *photographer* or *creator* of the image, except where the image was produced as part of their work as an employee. For images produced by an employee, the *employer organisation* is generally the copyright holder.

Photographers or journalists may retain some reproduction rights as the creator, even if not personally the copyright holder. For detailed guidelines on copyright see: www.copyright.org.au

H. AUTHOR

12. Primary author of this form M

This is you. Enter this as follows:

- give your full name to be acknowledged as the author of the form;
- give the date the nomination form was completed. This is essential;
- provide your contact details for Heritage Office enquiries about the content of the form;
- name your organisation if you completed the form as an employee of the organisation.

Additional contributors to the form should be acknowledged in the following References.

Anonymous forms will not be accepted.

13. References used for completing this form M

It is important that you enter the details of all sources or references you use to complete the form in this section. Use a separate line for entering the details of each reference.

Sources can include any written publication, original records, websites, oral accounts or email discussion lists.

See the *Curtin University Harvard Referencing 2006* for guidance on referencing your sources, available at: www.library.curtin.edu.au/referencing

14. Signed by author M

15. Signed by copyright holder of image M

Print the final form for signing in these boxes by:

- the author named in section H (most probably you); and
- all copyright holders named for images in sections G and J.

These signatures confirm you and other copyright holders have approved the final content of the form. They also give permission for the information and images you entered in the form to be used by the Heritage Office, which is important for processing the nomination.

I. NOMINATOR

16. Nominator to be contacted by Heritage Office M

Enter the name of the individual person or organisation officially requesting that the place or object be considered for listing on the register. Anonymous nominations will not be accepted.

The nominator can be different to the author of the form, such as when an employee or consultant prepares the form on behalf of an organisation.

In this section make sure that you:

- name a contact person, either as the nominator or alternate contact, who can respond to Heritage Office notifications and enquiries about the nomination, such as requests for further information;
- check that the postal address and other contact details are correct.

Other supporters for the nomination can submit separate letters of support for the nomination.

17. Reasons for nomination R

Enter any other relevant background information you wish to provide, such as:

- the nominator's reasons behind or

- background to the nomination;
- a summary of any recent, relevant decisions about the nominated item, giving the dates of these decisions;
- dates and details of any approaching deadlines for further decisions about the nominated place or object.
- dates of any major upcoming events, festivals or anniversaries associated with the nominated place or object over the next few years.

18. Form signed by nominator

This is where the nominator named at the beginning of this section signs the printed copy of the final form. The signatory is the head of the organisation when the named nominator is an organisation.

J. ADDITIONAL PHOTOGRAPHS, MAPS OR OTHER IMAGES



Insert additional photos, maps, or other illustrations as scanned images. Enter the essential fields for each image as set out in section G.

Step 3: Submitting the nomination form

1. Review the form

Remember, a complete and accurate nomination form, containing a clear assessment of the state significance of the place or object, will assist the timely consideration of your nomination.

Before you submit the form, check that you have:

- completed all yellow sections as accurately as possible. Shown as  in this guide;
- completed all the blue sections wherever possible. Shown as  in this guide;
- explained why the place or object is state significant in the statement of state significance;
- explained how one or more criterion has been fulfilled for listing on the State Heritage Register;
- inserted photographs, maps and other illustrations as digital or scanned images;
- acknowledged all sources and references you used;
- signed and dated the form;
- obtained the nominator's and image copyright

- holders' signatures;
- if possible, attached a disk (or non-digital prints) for posting selected image/s of high resolution, suitable for publication.

2. Submit nomination

To submit the nomination, post all of the following to the address below:

1. a signed hard-copy of the form;
2. an electronic copy of the completed form saved to disk (unless you prefer to email it separately); and
3. other attachments, such as high-resolution copies of photographs suitable for publication.

The Executive Director
Heritage Office
Department of Planning
Locked Bag 5020
Parramatta NSW 2124

If the electronic copy of the completed nomination is not posted, email it as an attachment to: nominations@heritage.nsw.gov.au

3. Nomination acceptance

Submitted forms will be reviewed by the Heritage Office for all mandatory information. Following this initial review, nominators will be advised in writing whether the nomination has been accepted for consideration, or has not been accepted because of an incomplete or insufficient form.

4. Role of the form after acceptance

The form performs a central role in the consideration of the nominated place or object for listing on the State Heritage Register.

The information in the nomination form is assessed by the Heritage Office to determine whether the place or object is of sufficient potential state heritage significance to warrant consideration for listing on the State Heritage Register. If so, the form is uploaded to the Heritage Office database and reviewed. This may involve requesting further information from the nominator.

The revised form will then be presented to the Heritage Council and the Minister for Planning when considering the listing. It will also be provided to owners, interested organisations and

the general public when seeking comments on the proposed listing. If the place or object is listed on the register, the form ultimately becomes its inventory sheet for the State Heritage Register.

For more information on the process of considering a nomination, see *Introducing the Heritage Council of NSW: the State Heritage Register*.



Guidelines for Nominations to the State Heritage Register was prepared by Claudine Loffi for the Heritage Office, NSW Department of Planning in 2006.

These guidelines are endorsed by the Heritage Council of NSW.

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Below:

Port Macquarie Burial Ground. Photograph by Chris Betteridge
Bathurst Cathedral Bells. Photograph by Bronwyn Hanna
Bankstown Reservoir. Photograph by Sydney Water Corporation
Old Errowanbang Woolshed. Photography by Pamela Hubert
Lidcombe Hospital Precinct. Photograph by Claudine Loffi

