

Heritage Information – Supporting Document

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| About this form: | <p>This form is provided to assist applicants in the preparation of Development Applications involving <u>alterations and additions to residential dwellings in Heritage Conservation Areas.</u></p> <p>This form must not be used for residential dwellings identified as Heritage Items.</p> |
| How to complete: | <ol style="list-style-type: none"> 1. Ensure that all fields have been filled out correctly. 2. Ensure all documents have been attached. |

| | | |
|---|---|------------------------------|
| Information required to be submitted | A description of the heritage significance of your building and the surrounding area. | <input type="checkbox"/> Yes |
| | Photographic documentation of the existing configuration of your building. | <input type="checkbox"/> Yes |

| | | | |
|---|------|-----------|--------|
| Site Details | | | |
| Please list the property subject to this application. | | | |
| Street address: | | | |
| Suburb: | | Postcode: | |
| Legal description: | Lot: | Section: | DP/SP: |

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| Heritage Context | |
| Please specify which Heritage Conservation Area your building is in. | |
| How to complete: | <ol style="list-style-type: none"> 1. Open Council’s Interactive Heritage Map here. 2. Click the magnifying glass in the red banner at the top left of the screen and enter your property address. 3. Click on your property on the map. The name of the Heritage Conservation Area will appear in the panel on the left side of the screen. Enter the name of the Heritage Conservation Area in the box below. |
| Heritage Conservation Area | |

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|---|--|
| Proposed Development | |
| Please provide a description of the works being proposed. | |
| Proposal: | |

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| Description of your building | |
|--|---|
| Please describe the heritage significance of your building. | |
| How to complete: | <ol style="list-style-type: none"> 1. Follow the instructions outlined in each section. The Heritage Resources list at the end of this document may assist in determining the required information. 2. Alternatively, check Council resources at: <ul style="list-style-type: none"> www.innerwest.nsw.gov.au/develop/heritage-and-conservation/heritage-studies www.innerwest.nsw.gov.au/develop/heritage-and-conservation/heritage-publications www.innerwest.nsw.gov.au/develop/heritage-and-conservation/heritage-conservation-areas www.innerwest.nsw.gov.au/develop/heritage-and-conservation/how-to-look-after-your-heritage-property www2.environment.nsw.gov.au/topics/heritage/search-heritage-databases/state-heritage-inventory |
| Date and type of building | |
| Historical research Include research that addresses the heritage significance of the design and substantiates the description of the original configuration. | |
| Brief building description Include any details about original materials and configuration, previous modifications, and current configuration. | |
| Proposed restoration works Include supporting evidence for your conservation and management approach. | |

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Photograph checklist

Please provide **photographic** documentation of the existing configuration of your building.

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| How to complete: | <ol style="list-style-type: none"> 1. Photos are to be inserted into the templates provided at the end of this form. 2. Each photograph should include a detailed caption. 3. Any additional photos to be included are to use a similar layout to the templates provided as part of this form. |
| Elevations (north, south, east, west) | - Photos are to show the full extent of buildings, including all external doors, window positions, roof profiles, and chimneys. |
| Front fence, landscaping, and entrance | <ul style="list-style-type: none"> - Photos of fences are to include any gates and show masonry base or retaining walls if applicable. - Photos of landscaping should include gardens, plantings, lawn, shrubbery, and paths. - Photos of the entrance should include any paths, steps, archways, awnings, verandahs, or balustrades. |
| Internal rooms and circulation areas | - Photos must show hallways, doorways, stairways, and ceilings. They should include details showing fittings and joinery, light fixtures, tiles, fireplaces, and masonry walls. |
| Streetscape | - Photos should show the predominant front setback, front wall building line, ridgelines, and continuity of front boundary treatment of the street. |
| Views to adjacent buildings | - Photos must show views to adjacent buildings from the front, rear, and side boundaries of your building. |
| Original materials and finishes | - Photos must show details of materials and finishes of all external surfaces, including roof cladding and any decorative elements. |
| Areas to be altered | - Photos must show where the proposed alterations or additions to your building will take place. |
| Views of the proposed alterations or additions from the public domain | <ul style="list-style-type: none"> - Photos must show views towards the existing building where the proposed works would be visible from the public domain. - Viewpoints may include (but are not limited to): directly in front of the site, on the opposite side of the road, from the side for corner properties, from parks or other public spaces. |

Drawing checklist

Please provide **architectural drawings** of your building.

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| Requirement: | <p>The following architectural drawings must be submitted with the application:</p> <ul style="list-style-type: none"> - Drawings of the existing building, including floor plans, roof plans, and elevation plans where relevant. - Drawings demonstrating the proposed demolition works. - Drawings of the proposed new works, including floor plans, roof plans, and elevation plans where relevant. |
|---------------------|--|

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Materials and finishes schedule

Please provide a schedule of materials and finishes proposed to be used for your building.

Requirement:

A schedule of materials and finishes proposed to be used must be submitted with the application. Each material and/or finish must include details of the colour, material, brand of the material and/or finish, and where it is proposed to be used.

Disclaimer

- I declare that all the information in the application is to the best of my knowledge, true and correct.
- I accept that further information in addition to that provided in this document may be requested as part of the assessment process.
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any exemption granted 'may be void'.
- I accept that inadequacies in the material submitted may result in delays in the processing of the application.
- I understand that Council officers may need to carry out a site inspection and will undertake to make site access available as required.

Applicant's signature:

Date:

/ /

Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

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PHOTOGRAPHS: Elevations – North and South

Please provide **photographs** of the north and south elevation of the existing configuration of your building.

Title:

[Insert photo here]

Description:

Title:

[Insert photo here]

Description:

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PHOTOGRAPHS: Elevations – East and West

Please provide **photographs** of the east and west elevation of the existing configuration of your building.

Title:

[Insert photo here]

Description:

Title:

[Insert photo here]

Description:

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PHOTOGRAPHS: Front fence, landscaping, and entrance

Please provide **photographs** of the front fence, landscaping, and entrance of the existing configuration of your building.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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PHOTOGRAPHS: Internal rooms and circulation areas

Please provide **photographs** of the internal rooms and circulation areas of the existing configuration of your building.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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PHOTOGRAPHS: Streetscape

Please provide **photographs** of the predominant form, pattern, character, and rhythm of the street your building is in.

Title:

[Insert photo here]

Description:

Title:

[Insert photo here]

Description:

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PHOTOGRAPHS: Views to adjacent buildings

Please provide **photographs** of views to adjacent buildings from the front, rear, and side boundaries of your building.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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PHOTOGRAPHS: Original materials and finishes

Please provide **photographs** of original materials and finishes for all external surfaces of your building.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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PHOTOGRAPHS: Areas to be altered

Please provide **photographs** of where the proposed alterations or additions to your building will take place.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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PHOTOGRAPHS: Views of alterations from the public domain

Please provide **photographs** showing views towards the existing building where the proposed works would be visible from the public domain.

Viewpoints **may include** but are not limited to: directly in front of the site, on the opposite side of the road, from the side for corner properties, from parks or other public spaces.

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

Title:

[Insert photo here]

Title:

[Insert photo here]

Description:

Description:

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Heritage Resources

Historical research needs to be carried out to better understand the history and development of the dwelling, including any alterations and additions. Specifically, the HS must investigate the following to properly understand the history of the heritage item and to guide its future development. The following links may assist in preparing the Heritage Statement (HS).

National Library

The following are available online:

- Subdivision plans
- Parish Maps <https://hlrv.nswlrs.com.au/>
- TROVE <https://trove.nla.gov.au/>

Sydney Water Board

- Individual Water Board diagrams
- 1930s set

Archival material held by the Sydney Water Board includes an extensive photographic and negative collection dating back to the Board of Water Supply and Sewerage (1880). Research must be undertaken to obtain Water Board maps that are relevant to the site. Archive requests and contact details for the Archives Facility are available via the link below.

archiverequests@sydneywater.com.au

Mitchell (State) Library

- Mid-19th century Balmain maps
- Holtermann Panorama of Balmain 1875 (zoomable)
- Metropolitan Detail Series Maps 1880s/1890s
- Subdivision Plans

The Metropolitan Map Series contains a complete listing of the Surveyor General's Crown Plans, originally listed in the Select List of Maps and Plans (and Supplement), 1792-1886. The Select List describes the Surveyor General's maps and plans (Crown plans) held by the State Library. Research must be undertaken to obtain the relevant map with the site. The Sydney Metropolitan Detail series key maps applicable to the Inner West Council local government area can be viewed at the link below.

http://digital.sl.nsw.gov.au/delivery/DeliveryManagerServlet?embedded=true&toolbar=false&dps_pid=IE3743092

Online access to the individual sheets is available at the link below.

https://search.sl.nsw.gov.au/primo-explore/fulldisplay?docid=SLNSW_ALMA2193462470002626&context=L&vid=SLNSW&lang=en_US&search_scope=EEA&adaptor=Local%20Search%20Engine&tab=default_tab&query=any,contains,sydney%20surveyor%20general%20maps

Historical photos

The Mitchell Library collection contains historical photos of the Balmain peninsular for published and unpublished material. This may assist with researching the history of the dwelling. A link to the online catalogue is below. Note that not all resources are available online – physical copies of documents may be available at the library.

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<https://www.sl.nsw.gov.au/research-and-collections>

Land Registry Services

The Land Registry Services (LRS) website contains the Torrens Title Register where searches can be carried out for the relevant Torrens Title for the site. This will show the origin of title, e.g. grant details and primary application, previous title reference, successive title number/s, land description points, and diagram sketches of the land. The NSW LRS Online portal provides access to a number of free Torrens Title searches and can be accessed via the Torrens Title webpage on the Land and Registry Services webpage, listed below.

<https://www.nswlrs.com.au/Public-Register/Torrens-Title-Register>

Inner West Council Records

Historical Applications

Previous applications to Council must be researched and investigated to determine changes made to the internal layout and any alterations and additions. These files can be obtained under a GIPA application. Information on how to lodge a GIPA application can be found at the following link.

<https://www.innerwest.nsw.gov.au/about/get-in-touch/access-to-information>

Inner West Rates Books

Rates Books may be accessed online via Council's library website (link below). Alternatively, a request may be made via the House History Research, which is part of the Inner West Council Library services.

- [Inner West Council Library & History Services](#)

Inner West Council Library

Contact should be made with the Inner West Council local history services to undertake a House History Research for the dwelling. The link to Council's House History Research webpage is below, which contains a contact email address for enquiries and appointments at the Balmain Library.

<https://www.innerwest.nsw.gov.au/explore/libraries/community-history/local-history-services/house-history-research>

Building and Subdivision Registers

Building and subdivision registers contain brief information about the date building applications were submitted to Council for approval, the decision made by Council, name of the owner, name of the builder, and type of building work. Contact Council's archives to access these registers via the link below.

<https://www.innerwest.nsw.gov.au/explore/libraries/community-history/community-history-and-archives-collections/council-archives/council-archives>

Council Rate Books

Rate books can be accessed at the Balmain Library. Information recorded in rate and valuation books includes names of property owners and occupiers, property name, subdivision, property description, improved and unimproved capital property value.

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State Heritage Inventory

State Heritage Inventory Sheets for heritage items are available at the local libraries. They can also be accessed online on the NSW Office of Environment & Heritage website using the link below.

<https://www.environment.nsw.gov.au/heritageapp/heritagesearch.aspx>

Collections at the IWC Library

- Issy Wyner Collection
- Peter Reynolds Collection

Leichhardt Historical Journal

Available online at the Inner West Council library, this journal includes histories of properties within the Inner West Council local government area.

<https://www.innerwest.nsw.gov.au/explore/libraries/community-history/community-history-and-archives-collections/community-collections>

Sands Directory

A search of the Sands Directory can provide an approximate date for when the dwelling was built; a history of those who lived in the house, and sometimes their occupation. Sands may also provide the name of the building. The Sands Directory is available in hard copy at the Leichhardt and Balmain Libraries or can be accessed online on the Local Notes webpage at the link below.

http://localnotes.net.au/?page_id=3003

National Trust Archives

Archive records of Trust-managed properties contain comprehensive histories of these properties as well as the conservation, interpretation, and collection management of them by The Trust. Tours used to be undertaken by National Trust members of properties in Balmain. Detailed descriptions of buildings visited were prepared. Access to The Trust Archives is available at the link below.

<https://www.nationaltrust.org.au/services/archive-research-services/#collapse1>

Aerial photographs

These are variously held at the Mitchell Library, National Library of Australia, the Lands Department, Six Viewer, and in the Sydney City Council Historic Atlas.

Milton Kent aerial photographs

Aerial oblique photo by Milton Kent. Aerial views of Annandale, Balmain, and Leichhardt.

<https://collection.sl.nsw.gov.au/record/YezdNmW9/mryVgjVKNOoPx>