



Guidelines for preparing a statement of heritage impact

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Introduction

Purpose of the document

The *Guidelines for preparing a statement of heritage impact* explains how to prepare an effective and fit-for-purpose statement of heritage impact (SOHI). These guidelines replace the *Statements of heritage impact* (Heritage Office and Department of Urban Affairs & Planning 1996, revised 2002).

The guidelines apply to SOHIs prepared for works (works can be activities and/or change) to:

- items on the State Heritage Register (SHR) listed under the NSW *Heritage Act 1977* (Heritage Act)
- items listed in Schedule 5 of local environmental plans (LEPs) prepared by local governments
- items included in heritage and conservation registers prepared under section 170 of the Heritage Act
- non-statutory heritage lists
- works in the vicinity of heritage items.

Heritage items can be buildings, structures, places, relics or other works of historical, aesthetic, social, technical/research or natural heritage significance. **Places** include conservation areas, sites, precincts, gardens, landscapes and areas of archaeological potential (including underwater).

These guidelines:

- explain what a SOHI is
- list steps in preparing a SOHI
- list questions that must be considered while preparing a SOHI
- set out a structure for a SOHI in a SOHI template.

These guidelines can be used by anyone involved in preparing a SOHI, including owners, custodians and managers of heritage items, heritage professionals, planners, architects, archaeologists, landscape architects, engineers and other building specialists.

The 'More information' section includes links to relevant legislation, registers and websites.

Note: These guidelines do not apply to works to Aboriginal objects and places that are subject to approval(s) under the *National Parks and Wildlife Act 1974*.

What is a statement of heritage impact?

A SOHI can also be called a heritage impact statement or a heritage impact assessment. It is an assessment report that assists owners, custodians and managers of heritage items to understand how proposed works to a heritage item or in its vicinity may impact the item's heritage significance.

A SOHI can recognise and acknowledge measures proposed to conserve the significance of heritage items. It assists the consent authority to consider if an application should be approved based on its potential impacts on the significance of the heritage item.

A SOHI must accompany an application for works to State Heritage Register items. Local councils and government agencies may require SOHIs to accompany applications for works to heritage items or in the vicinity of heritage items. An applicant should contact the relevant council or agency for information on their requirements.

Preparing a statement of heritage impact

Preparation of a SOHI requires an understanding of heritage significance and impact assessment. It is recommended that a SOHI is prepared by an appropriately qualified and experienced heritage professional with expertise relevant to the heritage item. In some cases, a multi-disciplinary team of specialists (such as archaeologists, architects, landscape architects, access consultants and engineers) may need to contribute to its preparation.

It is recommended that professional input is sought early in the planning and design process. This can help avoid, minimise and mitigate (or manage) potential adverse impacts to a heritage item.

An experienced heritage professional can advise the level of detail necessary for each SOHI. This will vary depending on the likely impact of the proposed works on the heritage significance of the item and assist in navigating the approval process.

For heritage items that have Aboriginal cultural heritage values, such as the State Heritage Register items with Aboriginal cultural heritage values, experts in Aboriginal cultural heritage should be consulted in the identification and assessment of potential impacts.

Procedure

The person preparing a SOHI will need:

- access to the site to do an inspection of the heritage item
- existing information about the heritage item, such as an assessment of significance, historical background in heritage listings, recent approvals, previous SOHIs or conservation management documents (such as a conservation management plan, conservation management strategy or heritage asset action plan)
- a description of the proposed works and a copy of architectural and other relevant drawings documenting the existing heritage item and proposed works.

Note: When access to the site is not possible, detailed photographs/videos documenting the heritage item and its affected elements are required.

Steps in preparing a statement of heritage impact

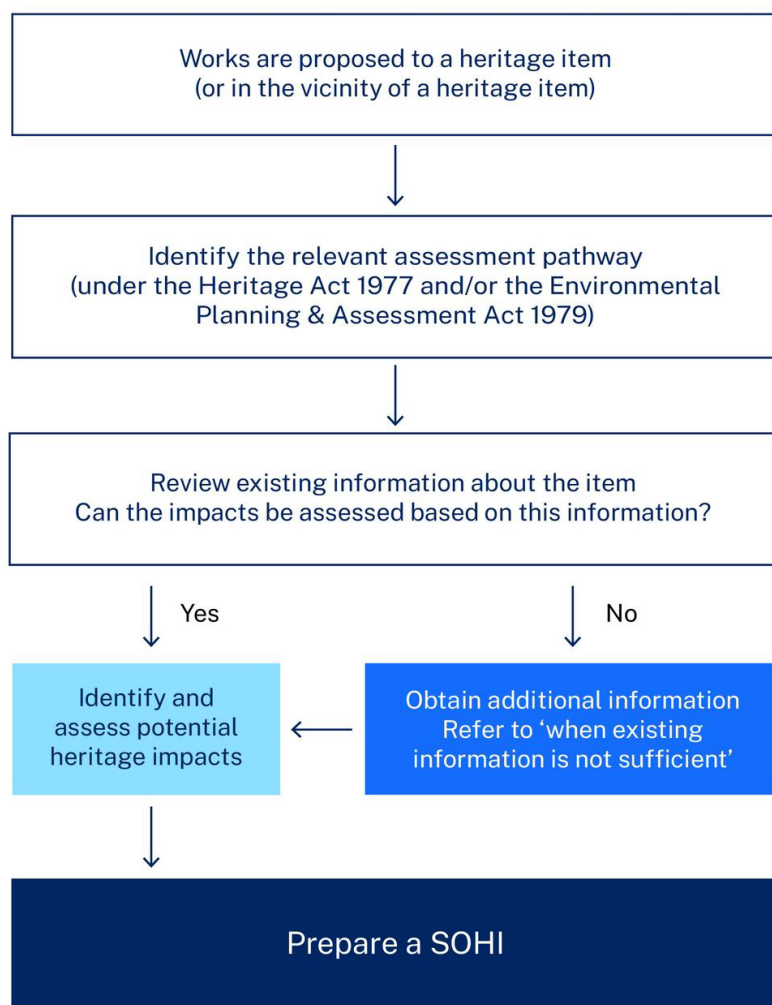


Figure 1 Statement of heritage impact decision-making flowchart

Step 1: Identify the assessment pathway

Items on the State Heritage Register

Before any works take place on an item listed on the State Heritage Register, the applicant must first determine if the proposed works are exempt under the Heritage Act. If not, an approval under the Heritage Act is required. The application for approval must be supported by a SOHI.

Items listed and described in Schedule 5 of a local environmental plan

For the locally listed heritage items, clause 5.10(2) of a LEP lists the works that would require approval under the *Environmental Planning and Assessment Act 1979*. Refer to the relevant LEP and *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* for any exemptions that may apply.

The approval authority may require a heritage management document under clause 5.10(5) of an LEP if works are proposed to heritage items or in their vicinity.

Other heritage items

For all other items on the National Heritage List, Commonwealth Heritage List or a s 170 heritage register, check if the application for approval requires the preparation and inclusion of a SOHI.

Step 2: Review existing information

The quality and relevance of existing information about a heritage item must be adequate to understand the potential impacts of the proposed works. Therefore, the applicant should:

- gather existing information
- ensure that the quality and relevance of existing information is adequate
- identify gaps in the available information and undertake research if required.

The following sections discuss the types of information that should be considered where it exists.

Heritage significance

Understand the item's heritage values before making a decision about the future of the heritage item. An item's heritage values are mostly summarised in a statement of significance which makes up part of a State Heritage Inventory entry. The State Heritage Inventory entry also details how an item meets one or more of the criteria for listing on a heritage register or list, and may include recommendations for its future management.

History of the heritage item

Understand the history of a heritage item, the site and its context. This information may be documented in the item's listing, a conservation management document (such as a conservation management plan, conservation management strategy or heritage asset action plan), or a SOHI prepared for previous works to the heritage item. The history of the item could also be understood by examining photographs, plans or measured drawings, documentation on historical changes of ownership, and timelines of key historical dates relating to the item.

Conservation management documents

Check if a conservation management document is available. These documents usually set out the significance of the heritage items and guide their change, use and management.

Recent approvals

Recent approvals (if available) and the associated SOHI may give insights that can assist with understanding the significance of the heritage item and the likely impact of proposed works. Check if any previous works have been refused, or had conditions imposed, to allow informed assessment of impact.

When existing information is not sufficient

In some cases, the information available about the heritage item may not be sufficient to undertake a robust heritage impact assessment.

This can occur when:

- a statement of significance is not included in the listing or it is insubstantial
- the heritage item has been substantially altered or changed since the item was listed
- conservation management documents have not been prepared or are outdated, or they do not provide enough guidance on the significance, use, history, management and works to the heritage item
- the proposed works are confined to a small part of a larger heritage item, and further assessment is required to understand the heritage significance of that part.

When the existing information is not sufficient, a SOHI should include additional and updated information about the heritage item to enable accurate assessment of the impacts of the proposed works. This information should be prepared by a person who has a specialist understanding and the expertise relevant to the heritage item.

Note: It is the responsibility of the person preparing the SOHI to check the integrity of the available information.

Step 3: Assess likely heritage impacts

Once the significance of the heritage item is understood, it is important to understand how the proposed works may impact that significance. Impacts can be both positive (and enhance the heritage item's ability to demonstrate heritage significance) or negative.

Generally, works involving a large amount of change are likely to have a greater impact on heritage significance than works that are minor in nature. However, this also depends on the significance of the affected fabric, spaces, setting of the heritage item and the associated views. For example, minor works to a non-significant outbuilding of a heritage-listed homestead may have little to no impact, whereas similar works may have a greater impact if they affect the significant building.

Further information about degree of heritage impacts is provided in the *Material threshold policy* (Heritage NSW 2020).

Contents of a statement of heritage impact

The person preparing a SOHI must have an understanding of heritage principles and best practice heritage conservation, as defined in *The Burra Charter: the Australia ICOMOS charter for places of cultural significance* (Australia ICOMOS 2013a, referred to as *The Burra Charter*).

A SOHI should include the following information (as a minimum):

- site description (including site map)
- site history
- physical analysis
- heritage significance of the item, its elements, and its setting (this may be the existing assessment of significance for the heritage item, although an updated or more rigorous assessment may be required)
- description of proposed works and/or activities
- a detailed heritage impact analysis and assessment against the heritage item's identified levels of heritage significance (separated into impacts to local, state and national or world heritage significance as applicable)
- in the case of non-listed items within heritage conservation areas or works in the vicinity of heritage items, an assessment of how the proposed works contribute to or detract from the significance of the heritage items
- a conclusion, including recommended conditions and/or mitigation measures.

Structure of a statement of heritage impact

A SOHI should be prepared in accordance with these guidelines. A SOHI should also consider and address the relevant questions in the next section: 'Questions to be considered in a statement of heritage impact'. The SOHI should be set out using the structure and headings provided in the 'Statement of heritage impact template' provided below.

Questions to be considered in a statement of heritage impact

Table 1 sets out matters for consideration when preparing a SOHI. All considerations are to be addressed and incorporated into the SOHI. For the relevant template sections (column 1) refer to the SOHI template below.

Table 1 General considerations when preparing a statement of heritage impact

Relevant template section	General considerations
	<ul style="list-style-type: none"> If the document is not written by a heritage professional, has the advice of a heritage professional been obtained and were their recommendations implemented into the proposed work? If not, why?
Section 1 – The heritage item	
1.1 Site description	<ul style="list-style-type: none"> Is the location of the proposed works area clearly identified?
Section 2 – Significance assessment	
2.1 Statement of significance	<ul style="list-style-type: none"> Is the significance of the heritage item well documented and understood? Have all criteria of the heritage item’s significance been considered?
Section 3 – Proposed works	
3.1 The proposal	<ul style="list-style-type: none"> Is there enough information available about the proposed works to determine how they may impact the heritage item and its significance?
3.2 Background	<ul style="list-style-type: none"> Will the proposed works be the best conservation solution for the heritage item? Will the works promote the ongoing use and upkeep of the item?
Section 4 – Heritage impact assessment	
4.1 Matters for consideration	<ul style="list-style-type: none"> Do the proposed works include removal of unsympathetic alterations and additions? How does this benefit or impact the heritage item and its significance? Do the proposed works affect the setting of the heritage item, including views and vistas to and from the heritage item and/or a cultural landscape in which it is sited? Can the impacts be avoided and/or mitigated? Are the proposed works part of a broader scope of works? Does this proposal relate to any previous or future works? If so, what cumulative impact (positive and/or adverse) will these works have on the heritage significance of the item? Are the proposed works to a heritage item that is also significant for its Aboriginal cultural heritage values? If so, have experts in Aboriginal cultural heritage been consulted? Has the applicant checked if any other approvals or a separate process to evaluate the potential for impacts is required?

Relevant template section	General considerations
	<ul style="list-style-type: none"> Do the proposed works trigger a change of use classification under the <i>National construction code</i> that may result in prescriptive building requirements? If so, have options that avoid impact on the heritage values been investigated?
	<ul style="list-style-type: none"> If the proposed works are to a local heritage item, are the requirements of the development control plans or any local design guidelines that may apply to the site considered?
	<ul style="list-style-type: none"> Will the proposed works result in adverse heritage impact? If so, how will this be avoided, minimised or mitigated?

The table below provides a guide to the level of detail and content that should be addressed (where relevant) when completing a SOHI. Note: The relevant sections in the 'Matters for consideration' (section 4.1 of the template) listed in the right-hand column are indicative only — the questions may apply to more sections than mentioned.

Table 2 Considerations for specific types of work

Considerations for specific types of work	Relevant sections in 4.1 Matters for consideration
Demolition of a heritage item	
<ul style="list-style-type: none"> If demolition is proposed, why is it necessary? 	Demolition
<ul style="list-style-type: none"> Have options for retention and adaptive re-use been explored? If yes, set out why these options have been discarded? 	Fabric and spatial arrangements Setting, views and vistas
<ul style="list-style-type: none"> Has technical advice for demolition been obtained? 	Archaeology
<ul style="list-style-type: none"> Identify and include advice about how significant elements, if removed by the proposal, will be salvaged and reused. 	

Considerations for specific types of work

Relevant sections in 4.1 Matters for consideration

Partial demolition of a heritage item (including internal elements)

- Is the partial demolition essential for the heritage item to function?
Demolition
- If partial demolition is proposed because of the condition of the fabric, can the fabric be repaired?
Fabric and spatial arrangements
- Are important features and elements of the heritage item affected by the proposed partial demolition (e.g. fireplaces in buildings)?
Setting, views and vistas
- Will the proposed partial demolition have a detrimental effect or pose a risk to the heritage item and its significance? If yes, what measures are proposed to avoid/mitigate the impact?
Archaeology
- Identify and include advice about how significant elements, if removed by the proposal, will be salvaged and reused.

Subdivision or boundary adjustment

- Will the proposed subdivision retain an adequate setting or context for the heritage item?
Setting, views and vistas
- Could the proposed subdivision compromise the heritage significance of the heritage item?
Landscape
- Do the proposed works comply with the *Subdivision and NSW State Heritage Register items policy* (Heritage NSW 2019)?
Curtilage

Alterations and additions

- Do the proposed works comply with Article 22 of *The Burra Charter*, specifically *Practice note article 22 – new work* (Australia ICOMOS 2013b)?
Fabric and spatial arrangements
- Are the proposed alterations/additions sympathetic to the heritage item? In what way (e.g. form, proportion, scale, design, materials)?
Setting, views and vistas
- Will the proposed works impact on the significant fabric, design or layout, significant garden setting, landscape and trees or on the heritage item's setting or any significant views?
Landscape
- How have the impact of the alterations/additions on the heritage item been minimised?
Archaeology
- Are the additions sited on any known or potentially significant archaeological relics? If yes, has specialist advice from archaeologists been sought? How will the impact be avoided or mitigated?

Considerations for specific types of work

Relevant sections in 4.1 Matters for consideration

Physical changes to fabric identified as significant

- Has the fabric that will be impacted by the proposed works been assessed and graded according to its significance? Fabric and spatial arrangements
- Has specialist advice from a heritage professional, architect, archaeologist or engineer been sought? Archaeology

Change of use

- Does the existing use contribute to the significance of the heritage item? Why is the change of use proposed? Fabric and spatial arrangements
- Will the change of use have an impact on the significance of the heritage item? Use
- Will the change of use require changes to the fabric or significant elements? How does that impact significance of the heritage item?

Painting

- Will repainting affect the conservation of the significant fabric of the heritage item? Fabric and spatial arrangements
- Does the existing colour scheme contribute to the heritage significance of the heritage item? If yes, will the same scheme be used in the proposed painting works? If not, why not? Setting, views, vistas
- Have previous (including original) colour schemes been investigated? Is an earlier scheme being reinstated?
- Is the proposed paint type chemically compatible with existing materials? Will it affect the breathability of the heritage fabric?
- Will the existing paint finish be removed from the originally unpainted brick and stone surfaces? If not, why not? If yes, will the process for paint removal avoid/minimise damage to the fabric?

Re-roofing and re-cladding

- Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)? Fabric and spatial arrangements
Setting, views, vistas
- Will previous significant material be reinstated? If not, will the proposed material match the original material in detail and materiality?
- Will re-cladding affect conservation of the heritage item?
- Are roof details consistent with the heritage significance of the heritage item (guttering and downpipes, cladding profiles, fixings, etc.)?
- Has the advice of a skilled tradesperson (e.g. roof slater) been considered?

Considerations for specific types of work	Relevant sections in 4.1 Matters for consideration
New services and service upgrades	
<ul style="list-style-type: none"> • Are any of the existing services of significance? In what way are they affected by the proposed works? 	Fabric and spatial arrangements
<ul style="list-style-type: none"> • How have the impacts of the installation of new services on heritage significance been minimised? 	Archaeology
<ul style="list-style-type: none"> • Are any known or potential archaeological deposits affected by the proposed new services? 	
<ul style="list-style-type: none"> • Has specialist advice from a heritage consultant, architect, archaeologist or services engineer been sought? 	
New landscape works and features	
<ul style="list-style-type: none"> • How has the impact on the heritage significance of the existing landscape been minimised? 	Fabric and spatial arrangements
<ul style="list-style-type: none"> • Are works to the landscape or pathways necessary to comply with the access requirements of the <i>Disability Discrimination Act 1992</i>? 	Setting, views and vistas Archaeology
<ul style="list-style-type: none"> • Has evidence (archival or physical) of previous landscape work been investigated? Is the original landscape work being reinstated? 	
<ul style="list-style-type: none"> • Will any known or potential archaeological relics be affected by the landscape works? How will this be mitigated? Has advice been sought from a suitably qualified archaeologist? 	
<ul style="list-style-type: none"> • Do the proposed works impact views to, from and within adjacent heritage items? 	
Fire protection	
<ul style="list-style-type: none"> • Are any of the existing fire services of significance? In what way will they be affected by the proposed works? 	Fabric and spatial arrangements
<ul style="list-style-type: none"> • How has the impact of the proposed works for fire protection on the heritage item's heritage significance been minimised? 	Setting, views and vistas Archaeology
<ul style="list-style-type: none"> • Has the advice of a fire services consultant been sought to investigate options with the least impact on the heritage item? 	

Considerations for specific types of work

Relevant sections in 4.1 Matters for consideration

New signage

- How has the impact of the new signage on the significance of the heritage item been minimised?
- Have alternative signage forms been considered (e.g. free-standing)? Why were these alternatives rejected?
- Is the signage in accordance with required local planning provisions?
- Will the signage visually dominate or obscure the heritage item or streetscape of a heritage area?
- Can the signage be externally illuminated rather than internally illuminated?

Setting, views and vistas
Fabric and spatial
arrangements
Landscape

Tree removal or replacement

- Does the tree proposed to be removed contribute to the heritage significance of the heritage item?
- Why is the tree being removed?
- Has the advice of a qualified arborist, tree surgeon or horticultural specialist been sought and implemented?
- Is the methodology for tree removal adequately understood? Will the proposed works impact on the significance of the heritage item?
- Is the tree being replaced? Where will it be replaced and with what species? Why?

Landscape
Setting, views and vistas
Archaeology
Fabric and spatial
arrangements

Access

- Will the heritage item be accessed by the public? If so, has the advice of an access consultant been sought to investigate options of Disability Discrimination Act compliant access that may have least impact on the heritage item?

Setting, views and vistas
Fabric and spatial
arrangements

Interpretation

- Will the proposed works contribute to a continued understanding of the heritage item's history and significance?
- Can interpretive features be integrated into the design?

Interpretation

Considerations for specific types of work**Relevant sections in 4.1
Matters for consideration****Response to climate change**

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <ul style="list-style-type: none"> • Are the proposed works in response to a threat posed to the heritage item from a changing climate? Will the proposed works impact on the significance of the heritage item? | All sections |
| <ul style="list-style-type: none"> • Are the proposed works intended to improve the energy efficiency of the heritage item? If yes, will the proposed works impact the way in which the heritage item was designed to function climatically? | |
| <ul style="list-style-type: none"> • Will the proposed energy efficiency upgrade work impact on the significance of the heritage item? If yes, how have the impacts of the proposed works been minimised? | |

Disaster risk mitigation

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <ul style="list-style-type: none"> • Are the proposed works designed to minimise or mitigate the risks of natural disasters to the heritage item? | Fabric and spatial arrangements |
| <ul style="list-style-type: none"> • Will the proposed works impact on the significance of the heritage item? If yes, how have the impacts of the proposed works been minimised? | Setting, views and vistas
Archaeology
Landscape |

Works adjacent to a heritage item or within the heritage conservation area (listed on an LEP)

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Will the proposed works affect the heritage significance of the adjacent heritage item or the heritage conservation area? | Setting, views and vistas
Heritage conservation area
Archaeology |
| <ul style="list-style-type: none"> • Will the proposed works affect views to, and from, the heritage item? If yes, how will the impact be mitigated? | Interpretation |
| <ul style="list-style-type: none"> • Will the proposed works impact on the integrity or the streetscape of the heritage conservation area? | |

Statement of heritage impact template

- This template sets out the information required in a SOHI for proposed works to a heritage item, item within a heritage conservation area or a site in the vicinity of a heritage item.
- It is strongly recommended that a SOHI submitted with a development application follows this template structure to facilitate timely and informed decision-making on the proposed works.
- It is acknowledged that the depth of information required in a SOHI can be adjusted depending on the scope of the proposed works and the complexity and significance of the heritage item.
- Supporting documentation should be referenced in the SOHI and included as attachments.
- *Italicised text in the template* is to illustrate examples of recommended content.

Statement of heritage impact (SOHI) cover page

Name of the heritage item:

State Heritage Register / LEP heritage schedule item number and name:

If applicable, otherwise name of the heritage item and any relevant register or inventory number.

Address and location:

Statement of heritage impact for:

Include brief title of the proposed works or any relevant reference number/s.

Prepared by:

Include name, organisation (if relevant), contact details (phone number, address, email), and qualifications of the author.

Prepared for:

Include name of client or owner (if the owner and/or manager is not the author).

Date:

Issue:

Template section 1 – The heritage item

1.1 Site description

Provide a concise site description. Use diagrams, drawings, plans or photographs where possible.

Heritage item

Provide a brief description of the heritage item, its type (e.g. building type if a building), use, condition, setting, topography and character.

Heritage listings

Identify statutory heritage listings (if any) and present the information in a table format as outlined in the example below. You can search for statutory heritage listings on the State Heritage Inventory (for local and state heritage items) and the Australian Heritage Database (for Commonwealth, National and World Heritage items). See links to databases in the 'More information' section below.

Delete the rows that don't apply.

Example table: Statutory heritage listings

Listing type	Item name and document details	Listing number
Local heritage conservation area		
Local heritage item	<i>Lake Parramatta Dam</i> <i>Parramatta Local Environmental Plan 2023</i>	<i>I304</i>
State agency s 170 heritage and conservation register		
State Heritage Register	<i>Lake Parramatta Dam</i>	<i>SHR No. 01879</i>
Commonwealth Heritage List		
National Heritage List		
World Heritage buffer zone		
World Heritage List		

Site and its context

Provide a brief description of the site and immediate context of the heritage item. Provide visual evidence such as the heritage item's curtilage/boundary map (from the relevant statutory listing), aerial image/s, site plans and/or photographs of the context.

Include a description of the site. For example:

- Where is the site?
- What architectural styles and eras are present?
- Have there been any recent changes or major developments?

The proposed works area

Use a plan or diagram and photographs to clearly explain the areas of the heritage item that will be affected by the proposed works.

1.2 Site summary history

Provide a concise history of the heritage item and the site. Seek the help of a heritage professional if this information is not available.

Documented history

Check if the history of the heritage item and the site is already documented in its listing, a conservation management document, or in a previous SOHI and if so, refer to it.

A SOHI must include a new historical background if:

- there is no available history of the heritage item
- there is a specific history for the part of the heritage item proposed for works that is not captured in the existing listing or a conservation management document
- the history provided in the heritage listing or conservation management document requires correction or amendment where new historical information has been revealed
- the proposed works relate to fabric that is not original or contributory to the heritage item (e.g. if a roof needs to be replaced on a building where that roof is not original and does not contribute to the heritage significance of the item).

This section could include (but is not limited to):

- relevant photographs, plans or measured drawings
- historical changes of ownership
- timeline summary of key historical dates relating to the heritage item.

Previous physical changes

Include a chronological outline of changes (physical works, activities and/or use). In some cases, a visual or graphical presentation should be provided illustrating the chronological development of the building and site.

1.3 Physical analysis

Describe the appearance, construction and condition of the heritage item, focusing on the areas affected by the proposed works. Include photographs and plans. This information should be organised into subheadings.

Template section 2 - Significance assessment

2.1 Statement of significance

Include the statement of significance and the associated map from the relevant statutory listing for the heritage item as follows:

- LEP heritage conservation area – include statement of significance and LEP conservation area map

- LEP heritage item – include statement of significance and a lot boundary map (if available)
- s 170 heritage register – include statement of significance and a lot boundary map (if available)
- State Heritage Register item – include statement of significance and curtilage map
- Commonwealth and/or National Heritage list – include statement of significance and location description
- World heritage buffer zone or World Heritage List – include statement of outstanding universal value and buffer zone map.

If no statement of significance exists (or if it does not fully reflect the heritage values of the item/s or is outdated), a heritage professional should prepare an updated or full significance assessment. This assessment must be prepared using the criteria included in *Assessing heritage significance* (DPE 2023).

This section should provide an analysis and/or grading of significance of various elements within the curtilage. This information may be sourced from an existing assessment of significance (within the listing), conservation management document or any other previous SOHIs prepared for the site. If this information is not available, a grading of significance should be prepared by a heritage professional.

In case of the non-listed items within heritage conservation areas, the information should include relevant components of the site that contribute to the significance of the heritage conservation area.

2.2 Significance of the proposed work area

For works that are confined to part of a listed site, check the heritage listing to see if the area proposed for works is identified in the statement of significance or the significance assessment of the heritage item. If not, it may be necessary to prepare an assessment to determine how the proposed work area contributes to the significance of the heritage item. Provide supporting documentation with grading of significance where relevant.

If the works are not confined to part of a listed site, delete this subsection.

Template section 3 – Proposed works

3.1 The proposal

Provide a detailed description of the proposed works, focusing on any works to significant fabric/elements/areas of the heritage item.

Include descriptions of:

- the extent and area of demolition (if proposed)
- location and extent of any excavation (if proposed) and if there has been previous ground disturbance
- proposed works to the existing building/s or new developments (if any)
- proposed new services (if any)
- proposed landscape works (if any)
- proposed change of use (if any).

Tabulate and attach the full set of architectural drawings and/or site plans assessed in the SOHI, including dates and revision numbers, noting these must be the drawings submitted with the development application. In addition, attach any other drawings that may be relevant.

The description should clearly identify the works that are proposed within and outside the curtilage.

3.2 Background

Pre-lodgement consultation

Where relevant, include a description of pre-application consultation, previous advice, approvals and/or exemptions relating to the site and proposed works.

Considerations of alternatives

It is important to demonstrate that alternative options were considered, and that the preferred option (the proposed works) sufficiently reduces or mitigates potential heritage impacts. Clearly describe all alternative options that were considered and any heritage issues relating to the proposed works. Include a justification of why the proposed works are the preferred option.

Template section 4 – Heritage impact assessment

In addition to the description, include diagrams, maps, plans, drawings and photographs to ensure a thorough assessment.

4.1 Matters for consideration

The subheadings below should be used to accurately assess the impacts of the proposed works on heritage significance of the heritage items or the heritage conservation area. Describe what measures the proposed works implement to avoid, minimise or mitigate any adverse impacts on the heritage significance of the item.

If a subheading is not relevant to the proposed works, retain the subheading and note that the impacts do not apply to this specific heritage value(s).

Fabric and spatial arrangements

Describe the proposed alterations and additions to the heritage item and potential impacts to significant fabric and/or spatial arrangements. Address impacts to aesthetic significance or the integrity of the place.

Refer to *Assessing heritage significance* (Heritage NSW 2023) for further information.

Setting, views and vistas

Describe any impacts to the heritage item's setting including landscape, land use(s) and character. This is particularly relevant to new development and/or signage, flags, umbrellas, air conditioners, solar panels etc.

Describe any impacts on significant views and vistas, including views to, from and within the heritage item. Include photographs or photomontages that indicate the potential visual impacts.

Landscape

Describe the proposed landscape works, features and vegetation and consider how this may impact on the significance of the heritage item.

Use

Describe how the proposed use contributes to or conflicts with the significance of the heritage item and if the proposed use will result in future changes (e.g. for the Disability Discrimination Act (Commonwealth), compliance, services etc.).

Demolition

If demolition is proposed, clearly describe the area of demolition, and assess the associated impacts, indicating whether the proposed demolition (whole/partial) will or will not have a major detrimental effect on the heritage significance of the heritage item.

If any demolition is proposed to a heritage item listed on the State Heritage Register, the area of demolition must be clearly described, and the assessment must respond to s 63(3)c of the Heritage Act.

Curtilage

Describe impacts to the identified curtilage, including on layout, use(s), built and landscape elements such as open space, plantings (trees, shrubs, ground covers). Describe any previous subdivision and consider how it may result in future development or affect the identified curtilage.

Moveable heritage

Describe any impacts to moveable heritage.

Aboriginal cultural heritage

If the heritage listing of the item identifies Aboriginal cultural heritage values, an assessment of impacts to these values must be provided and an investigation conducted to confirm whether other relevant approvals (relating to Aboriginal cultural heritage) are required.

Historical archaeology

Consider any impacts of the proposed works on the archaeological potential of the site. This information will determine if an archaeological assessment is required. If an archaeological assessment exists, refer to this report and describe any impacts on archaeology.

Natural heritage

If the heritage listing identifies the heritage item as a place of natural heritage values, describe impacts to the identified natural heritage values. Note that ecological advice or reports may be required.

Conservation areas

If the heritage item is part of a conservation area, describe how the proposed works may impact on the significance of the conservation area.

Cumulative impacts

Assess the cumulative impact of the proposed works, considering previous approvals and future applications. Indicate whether the proposed works as part of this application are one part of a broader scope of works (or if they are related to any other applications) and if relevant, include a master plan. How do the proposed works contribute to the cumulative impact/effect of works to the heritage item?

The conservation management plan

Assess the proposed works against any relevant policies of a conservation management plan (CMP) (for works to a State Heritage Register item) using a table format as outlined in the example below. This section could be removed if there is no CMP available for the heritage item. Please include the title of the CMP, the name of the person or organisation that prepared it and the dates of its preparation and endorsement by the Heritage Council (if applicable).

Example table: Consistency with conservation management plan policies

Policy no.	CMP policy	Consistency assessment
1.1	<i>Retain all original handrails</i>	<i>90% of the original handrails will be retained. The removed handrails are proposed to be stored/ interpreted/recorded etc.</i>

Other heritage items in the vicinity

Describe any direct or indirect impacts to the significance of other heritage items in the vicinity.

Commonwealth/National heritage significance

For items on the Commonwealth Heritage List or National Heritage List, provide a separate assessment in accordance with national heritage assessment criteria and attach as an appendix to the SOHI.

World Heritage significance

For properties on the World Heritage List, provide a separate assessment in accordance with UNESCO's World Heritage assessment criteria (outstanding universal values) and attach as an appendix to the SOHI.

Template section 5 – Summary and recommendations

Prepare a summary outlining the overall impacts to the heritage item, focusing on the impacts to the heritage significance of the heritage item(s). State whether the proposed works will have positive, neutral or adverse impact on the heritage significance of the heritage item(s).

In your conclusion, summarise the recommendations that will help mitigate any adverse impacts on the heritage items. For example, salvaging significant fabric, interpretation, archival recording, amendments to the detailed design etc.

Definitions

This section lists the relevant definitions and abbreviations used in the guidelines.

Information is sourced from the *Heritage Act 1977*, *Environment Planning and Assessment Act 1979* and *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*.

Term	Meaning
Consent authority	The person or body with whose approval that act, matter or thing may be done or without whose approval that act, matter or thing may not be done.
Conservation	Conservation means all the processes of looking after a place so as to retain its cultural significance (as defined in <i>The Burra Charter</i>).
Development	The erection of a building, carrying out work, use of or subdivision of land.
Heritage significance	Term used in the assessment and understanding of heritage items that have significance in relation to their historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value.
Moveable heritage	A moveable object that is not a relic.
<i>National construction code</i>	A code that sets minimum requirements for design, construction and performance of buildings, as well as plumbing and drainage systems throughout Australia.
Relic	Any deposit, artefact, object or material evidence that is of state or local heritage significance.
Setting	The area around an item, which may include the visual catchment.
State Heritage Inventory	An online database containing heritage items and conservation areas on statutory lists in NSW. This includes the State Heritage Register and local government items.
State Heritage Register	The NSW State Heritage Register. A list of places and items of importance to the people of NSW. Only places of state heritage significance are listed on the State Heritage Register. The State Heritage Register protects these items and their significance.
State Heritage Register item	A term to describe a heritage item that is of state heritage significance and is listed on the State Heritage Register.

References

Australia ICOMOS Inc (2013a) '[The Burra Charter: the Australia ICOMOS charter for places of cultural significance](#)', Australian ICOMOS (International Council on Monuments and Sites) Inc, Burwood, accessed 9 June 2023.

Australia ICOMOS Inc (2013b) '[Burra Charter article 22 – new work](#)', practice note, Australian ICOMOS (International Council on Monuments and Sites) Inc, Burwood, accessed 9 June 2023.

Heritage NSW (2019) '[Subdivision and NSW State Heritage Register items policy and procedure](#)', Heritage NSW, NSW Government, accessed 9 June 2023.

Heritage NSW (2020) '[Material threshold policy](#)', Department of Planning, Industry and Environment, NSW Government, accessed 9 June 2023.

DPE (Department of Planning and Environment) (2023) '[Assessing heritage significance](#)', DPE, NSW Government, accessed 9 June 2023.

Legislation

- [Heritage Act 1977](#) (NSW)
- [Environment Planning and Assessment Act 1979](#) (NSW)
- [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)
- [Disability Discrimination Act 1992](#) (Cth)
- [National Parks and Wildlife Act 1974](#) (NSW)

More information

- [Australian Heritage Database](#) – Department of Climate Change, Energy, the Environment and Water (Cth) webpage
- [Commonwealth Heritage List](#) – Department of Climate Change, Energy, the Environment and Water (Cth) webpage
- [Heritage](#) – Environment and Heritage (part of Department of Planning and Environment) webpage
- [Manage heritage items](#) – Environment and Heritage (part of Department of Planning and Environment) webpage
- [State Heritage Inventory](#) – Environment and Heritage (part of Department of Planning and Environment) webpage
- [UNESCO World Heritage List – properties in Australia](#) – UNESCO World Heritage Convention website