



Development for Heritage items and Heritage conservation areas



INFORMATION SHEET

Introduction

This Information Sheet provides guidance for the lodgement of Development Applications on Heritage Items or for sites within a Heritage Conservation Area.

Step 1. Background Research

Firstly identify the property's heritage status under Schedule 5 - Environmental heritage of the *Ryde Local Environmental Plan 2014* (RLEP 2014) which can be found on Council's [website](#). The planning controls that apply to Heritage items and Heritage conservation areas are contained within Clause 5.10 Heritage conservation of the RLEP 2014.

It is recommended that you review the Heritage Inventory Sheet relevant to the item (available from the Council's Heritage Officer - 9952 8321) and Council's Information Sheet [Heritage Conservation in Ryde](#). The Heritage Council of NSW [website](#) has an array of useful reference material to initial heritage investigations.

Step 2. Review Heritage Controls and Engage a Heritage Consultant/Architect

Prior to preparing detailed plans or engaging a builder, it is recommended that you familiarise yourself with the Development Application (DA) procedure.

It is recommended that at the earliest design stages you engage a heritage consultant to advise how the proposed works will impact the heritage significance and qualities of the subject site. Council can then assist you with preliminary advice regarding the proposed work.

You can discuss your proposal with a member of the Building and Development Advisory Service through a **free meeting** at the Ryde Planning and Business Centre. Bookings can be made by contacting the Customer Service Centre. Alternatively you can make preliminary enquiries by contacting Council's Customer Service Centre on 9952 8222.

As with all other DAs lodged with Council, the proposal must satisfy the applicable requirements of the RLEP 2014 and *Development Control Plan 2014* (DCP 2014) which is available on Council's [website](#).

The Heritage Council of NSW guidelines [How to Carry Out Work on Heritage Buildings and Sites](#) and [Principles of Conservation Work on Heritage Places](#) will also provide guidance on what works may be appropriate.

Step 3. Organise a Pre-DA meeting with Council

All heritage listed properties must undertake a pre-lodgement meeting with Council, prior to lodging any Development Application. This is a **free service** to promote and encourage heritage conservation works. The free pre-DA meeting is only available for items listed under Schedule 5 - Environmental heritage of the RLEP 2014. Contact Council's Building and Development Advisory Service on 9952 8233 to arrange a meeting.



St Charles Borromeo Church and Cemetery c. 1857



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This pre-DA meeting will be held at the Ryde and Planning Business Centre and the following information must be provided for the meeting;

- A preliminary statement identifying the proposed works;
- Heritage information and photos on the heritage significant fabric;
- Statement of potential impacts of the proposed works;
- Floor Plans, Elevations and a Site Plan showing the existing layout and proposed alterations/additions;
- Any other relevant information that will assist Council understand and consider the proposed development.



Members of the Terry Family at the back of Eastwood House c.1866

The above must be prepared by an experienced heritage consultant at least three weeks prior to the prelodgement meeting. The pre-lodgement process is detailed within the Prelodgement Information Sheet available on Council's [website](#).

Following the prelodgement meeting, Council will provide Meeting Notes and this will help guide your proposed DA. Prior to lodging a DA, Council can review any architectural changes as a consequence of the prelodgement meeting. Follow-up meetings may also be scheduled upon request.

Step 4. Lodge the Development Application

Any DA for a Heritage Item or within a Conservation Area must have a *Statement of Heritage Impact* (SoHI) prepared by a qualified heritage consultant, supporting and detailing the proposal and how the works will impact the heritage significance. An example of a SoHI can be found [here](#). The *Statement of Environmental Effects* must include the SoHI prepared for the subject site. It should be noted that in some circumstances, Development Applications for properties within the vicinity of a Heritage Item may also require a SoHI. Contact Council for more information on where this applies.

In your DA, you need to thoroughly describe how the works will conserve the heritage integrity of the item and how the works comply with the RLEP 2014 and any relevant heritage guidelines.

The DA application must contain the required documentation specified within the DA Information Package available on Council's [website](#). In addition, a DA for heritage properties must also include the following, or they may not be accepted for lodgement by Council:

- Coloured architectural plans clearly showing the proposed works in relation to the existing buildings;
- Detailed information on the proposed works and photos of the existing item;
- Colour Schedule and sample board of the proposed materials to be used;
- SoHI that is prepared in accordance with Heritage Council of NSW guidelines including;
 - » Statement of heritage significance;
 - » Date and age of building fabric that is affected by the proposed works;



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- » How the design and construction works will be undertaken to minimise impact on the Heritage Item;
 - » Why the proposed works are satisfactory and comply with Heritage Council of NSW guidelines the *Environmental Planning and Assessment Act 1979* and the *Heritage Act 1977*;
 - » How original features will be reinstated or preserved.
- Detailed Conservation Management Plan (if required) in accordance with the Heritage Council of NSW guidelines.

Once this information is received by Council, the Heritage Officer may require a site visit.

Further Information

Further information can be obtained by visiting Council's Ryde Planning and Business Centre, viewing the Heritage Inventory Sheet for your property or by contacting Council's Heritage Officer on 9952 8321 (Wednesdays, Thursday and Friday) or email attentioned to the Heritage Officer and sent to

cityofryde@ryde.nsw.gov.au.

It is also recommended that you review Council's information sheet *Heritage Conservation in Ryde*.

Additional Resources

The following is a list of additional resources that may be of use when working with Heritage Items and properties within Heritage Conservation Areas.

Ian Evan's World of Old Houses (colour schemes, restoring and caring for old houses)

www.oldhouses.com.au

National Library of Australia

www.nla.gov.au

<http://trove.nla.gov.au/>

National Trust of Australia (NSW)

www.nsw.nationaltrust.org.au

Heritage Council of NSW

<http://www.environment.nsw.gov.au/heritage/index.htm>

Heritage Council of NSW Publications and Guidelines includes:

www.environment.nsw.gov.au/Heritage/publications/index.htm

Heritage Council of NSW Consultant Directory

www.environment.nsw.gov.au/heritageapp/HeritageConsultantsDirectory.aspx

NSW Department of National Parks and Wildlife Services

www.nationalparks.nsw.gov.au

City Of Ryde

Ryde Planning and Business Centre

1 Pope Street RYDE

(cnr Pope and Devlin Streets, within Top Ryde

City Shopping Centre)

Phone **9952 8222**

Fax **9952 8070**

Website

www.ryde.nsw.gov.au

Office Hours:

9:00am to 5:00pm Monday to Friday