

	<p>LV122 Heritage Places Archival Records</p>
<p>Key Focus Area Liveability</p>	<p>Responsible Directorate Planning and Development</p> <p>Relevant Council Delegation Nil</p>

Purpose

To provide a formal process for owners requesting removal from Council’s heritage lists and to ensure that Council has all pertinent information when considering a request for removal from those lists. The purpose of this policy is also to ensure a public record of places removed from Council’s heritage lists is kept for the benefit of future generations.

As the policy is an administrative policy, it is not adopted as a Local Planning Policy under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Policy

An archival record, produced to the satisfaction of the Chief Executive Officer and in accordance with Council’s Minimum Requirements for Recording Heritage Places Table, as shown on Council’s web page or on request, shall be provided by the owner of a heritage listed property when requesting that the property be considered for removal from heritage listing.

As the result of an internal review of heritage lists Council may determine that a place no-longer reaches threshold values for heritage listing and recommends the removal of the place from the Town’s heritage lists. In this case, if the place is identified as having sufficient values to warrant some recording, then the Heritage Officer will compile an archival record of the place before finalising the removal of the place from listing.

All archival records will be marked confidential and held with the Heritage Officer’s copy of heritage documentation until a development application for substantial alteration or demolition of the place has been approved. After this time the archival record will become part of the public record of the place and a copy will be lodged with Claremont Museum.

Document Control Box			
Business Unit:	Planning		
Legislation:	Nil		
Organisational:	Local Planning Policy 124 – Retention of Heritage Property and Assets Minimum Requirements for Recording Heritage Places Table		
Review Frequency:	Annual	Next Due:	2021
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	7 August 2012	133/12
2.		SPPC	02/2010
3.	Reviewed	5 October 2010	210/10
4.	Reviewed	10 December 2013	360/13
5.	Reviewed	9 December 2014	203/14
6.	Reviewed	15 December 2015	226/15
7.	Reviewed	13 December 2016	206/16
8.	Reviewed	18 December 2018	228/18