Application to nominate a place or object for inclusion  
in the Victorian Heritage Register

**What does inclusion in the Victorian Heritage Register mean?**

Places or objects registered by the Heritage Council are of special cultural heritage significance to the State of Victoria and are legally protected to help conserve them for appreciation by future generations.

Registration by the Heritage Council does not prevent places or objects from being sold, altered or employed for different uses.

**What are the criteria for registration?**

For a place or object to be included in the Victorian Heritage Register it must meet at least one of the Heritage Council ‘Criteria for assessing cultural heritage significance’ (see the attached guide).

**How to nominate a place for inclusion**

Step 1 Complete this form

Step 2 Include copies of required documents

Step 3 Lodge your nomination by sending it to:  
Executive Director  
Heritage Victoria  
GPO Box 2392  
MELBOURNE VIC 3001

Or: [heritage.registrations@dtpli.vic.gov.au](mailto:heritage.registrations@dtpli.vic.gov.au)

*Incomplete applications will not be accepted.*

About the information you give

The information you provide will be used to assess the cultural heritage significance of the nominated place/object. This form will be published on the Heritage Victoria website (with your name and other personal details removed).  
It may be used for other purposes related to the administration of the *Heritage Act 1995* and/or disclosed to persons with an interest in the place/object.

**Enquiries and more information**

Web: [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au)  
Telephone: (03) 9208 3333  
Email: [heritage.registrations@dpcd.vic.gov.au](mailto:heritage.registrations@dpcd.vic.gov.au)

\*Indicates required field

*Your details*

(Anonymous nominations will not be accepted)

First name\*

Family name\*

Organisation (if applicable)

Address\*

Postcode\*

Telephone\* (……)

Mobile (……)

Email

Date of application\*

Signature\*

*Owner details*

Tick if same as above

Contact name\*

Organisation (if applicable)

Address\*

Postcode\*

Telephone (……)

Mobile (……)

Email

Application to nominate a place or object for inclusion  
in the Victorian Heritage Register

*Place or object details*

**Full and detailed information must be provided to identify the place or object**

Type\*: **place** or **object** (strike out one)

Name of place/object\*

Access details (if remote)

Longitude (if known)

Latitude (if known)

Location or address\*

Title particular (or land details if Government-owned)\*  
eg Lot/Plan, Volume/Folio, Memorial/Book, Crown Allotment etc – please attach a copy of the Certificate of Title dated no more than one month ago\*

Local Council/Shire\*

Describe the extent of nomination\* (You must also attach a plan. For a building is usual for the extent to include the whole cadastral block)

Describe the place or object\* (You should also provide photographs)

*Supporting documents*

**You must provide the following information in the format prescribed in the Guide attached to this form. Extra pages may be attached.**

**If a Conservation Management Plan or other report prepared by a heritage professional exists, it should be attached here.**

1. Statement of cultural heritage significance\*

1. Heritage Council criteria\* (Tick the criteria that apply. See attached Guide for an explanation of the criteria.)

Criterion A

Criterion B

Criterion C

Criterion D

Criterion E

Criterion F

Criterion G

Criterion H

Why does the place or object satisfy one or more of the above criteria? Address each criterion separately.\*

1. Comparison\* This section should demonstrate significance at a state level by comparing the nominated place with other places with similar heritage values. It is not sufficient to say that there are no similar places. You should provide a comparison with other places of the same or relevant era, architect, function, location, type, or ownership. This comparison should make reference to places in Victoria, not just in the local area.

1. History\*

1. Condition/intactness\*

*Threat*

Is the place under imminent threat of demolition or development? If yes, please provide details:

This information is sought to assist Heritage Victoria to prioritise its assessments. ‘Threat’ is not a criterion for inclusion in the Victorian Heritage Register nor is it a factor in determining state level significance.

Guide:

Application to nominate a place or object for inclusion  
in the Victorian Heritage Register

**This guide does not form part of the application form. It is included by Heritage Victoria to assist you in completing and lodging your application.**

|  |  |  |
| --- | --- | --- |
|  | **Plan of extent of nomination\*** *Preferably A4 size* | To illustrate the extent of your nomination, you must provide a diagram or plan. This may be an annotated copy of an existing map or plan and should show the land, buildings and other key features you are nominating. |
|  | **Certificate of Title\*** *Dated no more than 1 month ago* | You can search for a title online at [www.landata.vic.gov.au](http://www.landata.vic.gov.au). Government owned places may have a certificate of title or may be on Crown land. |
|  | **Statement of cultural heritage significance\*** *Your brief statement of cultural heritage significance (not exceeding one A4 page) must justify the place or object’s inclusion in the Heritage Register* | You must prepare a brief statement in the following format to illustrate what, how and why the place or object is of State significance. It is useful to use the following headings to structure your response.  What is significant?  This section should be brief, usually no more than one paragraph; however, there should be no doubt about the elements of the place or object which are of heritage significance.  How is it significant?  This section is the shortest part of the statement and always takes the same form:  “The (place/object name) satisfies the following criterion for inclusion in the Victorian Heritage Register:  (List the relevant criterion)”  Why is it significant?  This section explains the exact nature of the significance claimed in the above section. It is extremely important not to fall back on mere statements of fact. Rather than saying, for example, that a place or object is the oldest surviving example, the statement should read ‘the (place or object) is historically significant as the oldest known surviving example of…’. Significance should never be implied, it should always be explicit.  Where a place or object has been claimed in the ‘How’ section to satisfy a particular criterion, then each of those criteria must be addressed specifically in this part of the statement, for example, “The (place/object) is historically significant as a demonstration of the expansion of the Victorian Railways network in the late nineteenth century (Criterion A)”. |
|  | **Heritage Council criteria\*** *Provide an assessment of the place or object against the criteria* | For a place or object to be included in the Victorian Heritage Register it must meet at least one of the criteria.  Criterion A Importance to the course, or pattern, of Victoria’s cultural history.  Criterion B Possession of uncommon, rare or endangered aspects of Victoria’s cultural history.  Criterion C Potential to yield information that will contribute to an understanding of Victoria’s cultural history.  Criterion D Importance in demonstrating the principal characteristics of a class of cultural places or objects.  Criterion E Importance in exhibiting particular aesthetic characteristics.  Criterion F Importance in demonstrating a high degree of creative or technical achievement at a particular period.  Criterion G Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.  Criterion H Special association with the life or works of a person, or group of persons, of importance in Victoria’s history. |
|  | **Comparison\*** *Provide a brief comparison of the nominated place or object with other important examples of its type* | To find out whether the place object reaches the threshold for state significance, some comparative analysis will be required. It is not sufficient to say that the place is unique and there are no similar examples.  Consider what special characteristics the place or object offers that are not displayed by other examples and may make the place of state significance. You may like to compare the place with other places from the same era, architect, locale or those designed for a similar function. |
|  | **History\*** *Provide a brief history of the place or object* | While it is not necessary to write a definitive or comprehensive history, it is important that the origins and development of the place or object are understood.  Avoid unsubstantiated assertions such as a place is ‘very old’ or ‘built by the convicts’ or ‘is associated with so–and-so’. Hearsay should be noted as such and should not be relied upon as primary historical evidence. Where possible, you should indicate the sources of your information.  A place or object cannot be considered for the Heritage Register until its history is understood. |
|  | **Condition/intactness\*** | **Condition** has to do with the place or object’s state of repair, safety and structural soundness. **Intactness** refers to the degree to which a place or object has been altered or has lost its significant fabric. With an archaeological site, it can also refer to the degree of physical disturbance or interference. |
|  | **Threat** (if applicable) *If a demolition permit or planning permit has been issued, please provide a copy* | If you believe the place or object is under physical threat, please provide as much detailed evidence as possible. Is there an imminent threat of demolition? Evidence of this may be that a demolition permit or planning permit has been issued. Proposed sale of a place or object does not generally, in itself, constitute a threat of demolition. Is the condition such that deterioration is threatening the intactness of the place/object?  This information is sought to assist Heritage Victoria to prioritise its assessments. ‘Threat’ is not a criterion for inclusion in the Victorian Heritage Register nor is it a factor in determining state level significance. |
|  | **Lodgement**  Send your application via email (preferred):  [heritage.registrations@dtpli.vic.gov.au](mailto:heritage.registrations@dtpli.vic.gov.au)  Or post:  Executive Director Heritage Victoria GPO Box 2392 MELBOURNE VIC 3001 | **Enquiries and more information**  Web: [www.heritage.vic.gov.au](http://www.heritage.vic.gov.au) Telephone: (03) 9208 3333 Email: [heritage.registrations@dtpli.vic.gov.au](mailto:heritage.registrations@dtpli.vic.gov.au) |