



HEPBURN SHIRE COUNCIL

POLICY NUMBER: 16.2

HERITAGE PLAQUES POLICY

Adopted: July 2005

PROGRESSIVE ORGANISATIONS HAVE GOOD POLICIES

Policies help organisations and the public to better understand an organisation's priorities and where it is heading. Hepburn Shire Council is committed to developing and maintaining a comprehensive set of policies to guide the organisation towards a better future.

Policies are regularly reviewed and staff input is actively sought in this process. Community input is sought for those policies which have a major public focus.

Comments are also welcomed after policies have been adopted to assist in their continuous review and improvement.

KAYLENE CONRICK
CHIEF EXECUTIVE OFFICER
HEPBURN SHIRE COUNCIL

DATE ADOPTED: July 2005

DATE OF NEXT REVIEW: September 2008

DATE LAST AMENDED: September 2006

DATE POLICY LAPSES: December 2010

REFERENCES:

THIS POLICY

This policy is to provide guidelines to the Hepburn Shire's Heritage Committee and property owners who make application to Council to have a Hepburn Shire Heritage Plaque installed on a building, place, asset or object particularly in respect of:

- The type of building, place, asset or object which are eligible to for a heritage plaque.
- The terms and conditions under which a Hepburn Shire heritage plaque will be provided and installed.
- The accountability of each party.
- Provide the details of the cost of Heritage Plaques to the applicant.

OBJECTIVE

To provide heritage plaques for privately owned buildings, places, assets or objects in recognition of the historic importance and value of a building, place, asset or object to the community

ELIGIBILITY CRITERIA

Applications for a Heritage Plaque under this scheme will only be considered if they meet the following criteria:

- Satisfactory evidence has been provided to establish the historical importance of the building, place, asset or object.
- The building must be privately owned and the application made by the owner.

ADVERTISING OF THE HERITAGE PLAQUE SCHEME

Hepburn Shire Council will publicise the existence of the Heritage Plaque Scheme for privately owned properties.

ADMINISTRATION OF THE HERITAGE PLAQUE POLICY

Council retains the all rights to the design of the Hepburn Shire Heritage Plaques.

Council retains the all the rights to order the plaques. Council shall provide directions for the location and installation of the Heritage Plaques. No other arrangements will be entered into without the consent of Council.

The cost of a Heritage Plaque shall be set by Council and this cost shall include administrative costs, the cost of manufacture and the cost of installation.

Once an application has been received, the application will be presented to the next available meeting of Council's Heritage Advisory Committee for consideration.

The Heritage Committee in consultation with Council's Heritage Advisor will consider the merits of the application and the accuracy of the information provided with the application.

The Heritage Advisory Committee will consider the proposed wording for the Heritage Plaque which has been provided by the applicant. The final decision regarding wording shall rest with Council's Heritage Advisory Committee.

All applicants will be advised of the outcome of their application once Council has considered the recommendations of the Heritage Committee regarding the provision and installation of a Heritage Plaque.

The applicant shall be required to pay the cost for the Heritage Plaque, prior to Council ordering the plaque.

The location for the installation of all Heritage Plaques shall be determined by Council's Heritage Advisor in consultation with the property owner.

All Heritage Plaques must be installed in accordance with the installation directions provided by Council's Heritage Advisor. Applicants will be able to install the plaques or request that Council arrange for the installation of the Heritage Plaque. In circumstance where Council has been requested to install the plaques there will be an additional cost for the installation of the plaques.

Once a Heritage Plaque has been installed the owner of the property shall take full responsibility to the maintenance of the plaque and shall not relocate the plaque without the prior approval of the Council's Heritage Committee

Signed:

**Chair
Hepburn Shire Heritage Committee**

Date: