



City of
Norwood
Payneham
& St Peters

NAME OF PROCEDURE: Heritage Plaques Program

PURPOSE

To promote an understanding and appreciation to the community and visitors of Local Heritage Places entered into the *Planning & Design Code* (the Code) through the installation of customised plaques that are affixed to the Place or property containing the Place.

SCOPE

The Heritage Plaques Program engages with Local Heritage Place owners who wish to place a heritage plaque on their property. Heritage plaques identify to the public that a building is a Local Heritage Place and include a short history of the place.

The Program will be delivered in a staged process based on selected precincts. However, this does *not* preclude consideration of requests from owners of properties which are *not* within the precinct selected for that round of Program delivery, at the absolute discretion of the Council.

The Program does not apply to:

- property that is not listed as a Local Heritage Place, or does not otherwise meet the eligibility criteria;
- other forms of plaques and signage installed by Council for other purposes; or
- plaques that do not adhere to the standard template design, colours and materials chosen by the Council, or convey messages that do not relate to the identity and history of a heritage place

CONTENT OF PLAQUE

The plaque will include:

- Place name or description of the Place as identified in the *Planning and Design Code* e.g. 'Former Butcher's Shop';
- year of construction (if known);
- brief description of the Place;
- City of Norwood Payneham & St Peters name and logo; and
- a QR Code to provide a link to further information about the property.

An example of the template plaque design is attached to this procedure. The information displayed on the plaque is intended to be succinct to maximise legibility. Additional information about the property which cannot be accommodated on the plaque can be made available on the Council's website, accessed via the QR Code. The content of the plaque and information on the website will be prepared and verified by the Council. Any future changes to information on the property can be made to the website content, at the discretion of the Council.

ELIGIBILITY

A plaque should only be installed in the following circumstances:

- where the property is identified as a Local Heritage Place in the *Planning & Design Code*, and is within the City of Norwood Payneham & St Peters;
- on a permanent structure and in a location where it has good visibility and is legible from a public street or space; and
- in an appropriate location and in a manner which will have minimal physical impact on the building fabric and will not detrimentally affect the heritage value of the place.

Any departures from the eligibility criteria will be at the Council's discretion.

AVAILABILITY

Priority for plaque installation will be based on:

- the property containing the Local Heritage Place being within the precinct selected for the current round of the Program; or
- eligible properties which have been considered in previous rounds but did not have a plaque installed due to availability at the time.

The number of plaques installed each year will vary and may be limited by budget. The *Built Heritage Strategy 2022-2027* aims to install a minimum of 6 plaques each financial year. In the event of demand exceeding the availability of plaques, preference will be given to properties of high prominence or unique heritage features or value, and where the plaque has good visibility from a public street or space.

Individual requests received outside of an initiated round will typically be considered as part of the next available round of the Program but may be considered and actioned on a case-by-case basis at the discretion of the Council.

COSTS

All costs of the program will be borne by the Council, including researching and preparing the plaque content, the Council's Heritage Advisor providing advice to the property owner about location and installation, and the manufacture and installation of plaques.

RESPONSIBILITY AND OWNERSHIP

Following installation, the plaque becomes the property of the Local Heritage Place owner(s) who is responsible for ongoing maintenance, repair or replacement. It is assumed that if the owner is not the occupier of the property, the owner will ensure the tenants are aware of the installation of the plaque. Displaying a heritage plaque does not place the owner under any obligation to allow public access to the property.

PROCESS

The Council will:

1. initiate a round of the Program and select a precinct (e.g. based on suburb and/or Historic Area identified in the *Planning & Design Code*). It is anticipated there will be one (1) round of the Program every twelve (12) months, subject to resourcing and demand;
2. identify all Local Heritage Places within the selected precinct and contact the property owner(s) inviting them to register their interest in the Program;
3. review plaque applications from interested property owners, in addition to any requests for properties already received from outside of the selected precinct, to determine which properties will be allocated a plaque. The allocation of plaques will be based on eligibility, priority and availability, as outlined in this procedure;
4. advise property owners whether or not a plaque is able to be allocated to their property and the process and timing for installation;

5. arrange for the Council's Heritage Advisor to discuss an appropriate location for mounting the plaque with the owner;
6. determine if a development application is required for the installation of the plaque. Generally this is considered to not warrant the lodgement of a development application, however each instance will be assessed on its own circumstances. If an application is required, the Council will submit the application and be responsible for any associated costs;
7. undertake research on the allocated properties and prepare appropriate text for the plaques. Note that this may take several weeks depending on the level of research required;
8. provide the property owner with a draft mock-up of the text and layout of the plaque to be installed on their property, with confirmation of final placement location and method of affixing the plaque;
9. arrange for the manufacture of plaques (in the case of individual requests received outside of a round, this may be delayed until there is a batch of plaques ready to be made);
10. arrange for the installation of the plaque by an appropriately experienced stone mason or similar contractor; and
11. include information on each completed plaque on a Heritage Plaques section of the Council's website and in other publications as the opportunity arises.

INFORMATION AND REQUESTS

For more information, or to register your interest in the installation of a plaque, please visit the Council's website: www.npsp.sa.gov.au, or contact the Council's Planning Department on 8366 4530 or via email to townhall@npsp.sa.gov.au subject heading: *Heritage Plaques Program*.

Heritage Plaques Program Template

Local Heritage Place *Shop & Residence*

This building is an important example of a shop and attached dwelling, typical of the local stores which served the community before the introduction of supermarkets.

This section of land was originally occupied by Henry Muller's dairy and was subdivided from 1893.

The shop and dwelling were constructed in 1901 by well-known builder George Perriam. His wife, Mrs Sarah Perriam, was the first shopkeeper from 1901 to 1907. It was taken over by Lena and Ernest Botting and then other proprietors, until the shop ceased trading in approximately 1961.



City of
Norwood
Payneham
& St Peters