



Wollongong City Council Local Heritage Nomination Guidelines

Conserving and enhancing our city's rich Heritage

August 2021

LOST WOLLONGONG - SHOWING OUR REGION'S HISTORY AND HERITAGE
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These guidelines are to assist the Community to nominate places as local heritage items of significance to the Wollongong Local Government Area in accordance with the Wollongong Heritage Strategy 2019-2022.

Action 2.2 – Develop a community Heritage Nomination process and associated guidelines.

Nominating a Local Heritage Item

Places within the Wollongong Local Government Area that have been identified as having cultural heritage significance to the local community are listed on Schedule 5 of the Wollongong Local Environmental Plan (LEP) 2009 and associated heritage maps.

Who can nominate an item?

Anyone including individuals, property owners, community groups and government departments can nominate a site for listing on the Heritage Schedule and Heritage maps by completing and submitting the nomination form to Wollongong City Council.

How is a nominated item assessed?

The NSW Heritage Act 1977 sets out the 7 criteria that a place must meet for listing as a local heritage item. Council's Heritage Staff or Heritage Advisor will assess a nominated item against at a local level in line with the NSW Heritage *Assessing Heritage Significance Guidelines*.

Before you make a submission

Before completing a nomination form, ensure that you check the site is not already listed on Schedule 5 of the Wollongong LEP and Heritage maps. You can check this through accessing the LEP or searching the NSW State Heritage Inventory Database or asking Council's Heritage Staff.

Next Steps

Step 1

Once your nomination is received, we will check if the nominated item is eligible and that you have provided enough information for a preliminary assessment. An incomplete nomination, or a nomination with inadequate or insufficient supporting information, will not be considered.

Step 2

If your nomination is considered to have merit, Council will undertake a formal assessment of the nominated place and begin initial consultation with the property owner and other stakeholders.

Not all nominations will be progressed and Council will consider the following in determining whether the nomination will be prioritised:

- Is it likely to be local heritage significance
- Is it part of a class or type of items that is not well represented on the Heritage Schedule
- Has it been nominated by or supported by the owner
- Is it at risk or under threat

Step 3

Any proposed new local heritage items need to be reported to Council for their consideration and decision, often as part of a broader group of items to be progressed. If the Councillor's resolve to progress a nomination, the next step is to prepare a draft Planning Proposal in order to amend the LEP Heritage List and maps with approval from the State Government.

A draft Planning Proposal requires a formal public exhibition process and any submissions from the Community and landowners are taken into account. This process can be complex and takes time.

Filling out the Nomination Form

In order to make an informed decision about whether to consider an item for listing on Schedule 5, Council needs to have as much evidence to support the nomination as possible. This evidence must sufficiently demonstrate that a place has cultural heritage significance, based on the criteria.

- ✓ **Make sure you give enough details to describe the physical location of the place such as the street address or lot & DP numbers or GPS coordinates. These can be most easily found via Wollongong Councils online map tool.**
- ✓ **Describe the features of the place, for instance if it is a building details about construction materials, number of storeys, type of roof and windows, verandahs, any alterations and additions or other information such as landscaping and significant trees.**
- ✓ **Provide as much information as you can about the history of the place such as when it was built, the architect or builder was, what it was initially used for, people or activities associated with the place, and whether the place contains any special, rare or unique qualities.**
- ✓ **Include recent photographs of the site.**
- ✓ **Based on the history and features of the place, clearly identify which of the criteria for cultural heritage significance you believe the item satisfies and why.**

Tips on Historic Research

Historic information to support your nomination can be found in historical photos, newspaper and magazine articles from the time it was construction, or in the Wollongong Local Studies library collection.

There are many online resources such as the Trove database, National Archive Library, the Wollongong Library Catalogue and the Illawarra Historical Images Collection that may be useful. You can also contact the Wollongong City Library for assistance with your research and visit the Local Studies Library to access manuscripts and other physical documents.

Can Council help?

Council's Heritage Staff are available to assist you to provide a comprehensive nomination.

You can contact Councils Heritage Staff on (02) 4227 7111 or via email at records@wollongong.nsw.gov.au

Useful Links

Schedule 5 of the Wollongong Local Environmental Plan 2009:

<https://legislation.nsw.gov.au/view/html/in-force/current/epi-2010-0076#sch.5>

NSW State Heritage Inventory Database:

<https://www.heritage.nsw.gov.au/search-for-heritage/state-heritage-inventory/>

Wollongong Council Online Map Tool:

<https://www.wollongong.nsw.gov.au/about/maps>

Wollongong City Library Catalogue:

<https://www.wollongong.nsw.gov.au/library>

Trove Database:

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

Illawarra Historical Society and Illawarra

Images Database:

<https://www.illawarramuseum.com/gallery/image-database>

National Archive Library:

<https://www.naa.gov.au/>

NSW Heritage Assessing Heritage Significance Guidelines

<https://www.heritage.nsw.gov.au/assets/Uploads/a-z-publications/a-c/Assessing-Heritage-Significance.pdf>

More Information

Read more about Wollongong City Council's Heritage work at:

<https://www.wollongong.nsw.gov.au/about/history-heritage/councils-heritage-work>