

**ASSESSMENT TEMPLATE
TO BE SUBMITTED AS A MICROSOFT WORD DOCUMENT**

**DOCUMENTATION OF PLACES
FOR ENTRY IN THE
REGISTER OF HERITAGE PLACES**

1. **DATA BASE No.** enter number
2. **NAME** *Note: One way of ensuring uniformity in the name throughout the text is to use # for the name, then search and replace with the name in full and in italics in the finished document* (building completion dates/site occupancy dates)

FORMER NAME (or OTHER NAMES)
3. **LOCATION** address
4. **DESCRIPTION OF PLACE INCLUDED IN THIS ENTRY**
(leave for Land Information Officer to fill in)
5. **LOCAL GOVERNMENT AREA** Shire/City/Town of ///
6. **OWNER** (leave for Land Information Officer to fill in)
7. **HERITAGE LISTINGS**
 - Register of Heritage Places: -----
 - National Trust Classification: -----
 - Town Planning Scheme: -----
 - Municipal Inventory: -----
 - Register of the National Estate: -----
8. **CONSERVATION ORDER**

9. **HERITAGE AGREEMENT**

10. **STATEMENT OF SIGNIFICANCE**

Begin with an introductory paragraph that broadly describes the place as a whole and lists any individual elements or features in the landscape or setting. The construction date of individual elements should be included in brackets after each element.

The Statement of Significance should include only those values that are considered to be of State significance.

Please ensure that the statements are in descending order of importance. Values that are related or similar can be combined into a single statement where appropriate. The value statements should run on in a list as below. Please note that :

all statements begin with a lower case letter and end with a semi-colon, and should begin with the place whenever possible;

if a statement only relates to an individual element and does not apply to the whole place, the name of the element should begin with capital letters but should not be in italics, eg The Station Master's House is ...

there should be a line between each statement;

the statements describe whether the building/site/element is significant or otherwise;

the second last paragraph should have a semi-colon and then the word and followed by a comma; and,

the last paragraph should end with a full stop.

Where appropriate, there should be a concluding statement to clarify varying levels of significance within the proposed curtilage, and in particular listing any elements that are of little or no significance, and/or those that are intrusive.

The page break must be retained at the end of section 10.

#, [description of the place eg, a double storey brick and tile residence in the Style, or an historic site which contains archaeological material relating to past uses] has cultural heritage significance for the following reasons:

(START HERE)

[At the end, describe anything that is not included in the assessment, is assessed as being intrusive, or requires clarification as to its significance]

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.)

11. ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

The criteria adopted by the Heritage Council in November 1996 have been used to determine the cultural heritage significance of the place.

PRINCIPAL AUSTRALIAN HISTORIC THEME(S)

-
- *List all relevant themes*

HERITAGE COUNCIL OF WESTERN AUSTRALIA THEME(S)

-
- *List all relevant themes*

11.1 AESTHETIC VALUE*

It is significant in exhibiting particular aesthetic characteristics valued by the community.

Note: Aesthetic Value may not always be relevant to an archaeological site, however the following criteria may apply in some circumstances (for an example see the normal text below).

Importance to a community for aesthetic characteristics or Importance for its ability through archaeological investigation to reveal obscured fabric due to subsequent alterations or additions and in so doing, reveal aesthetic characteristics of an earlier structure, either through design or setting. (Criterion 1.1)

Importance for its creative, design or artistic excellence, innovation or achievement. (Criterion 1.2)

Importance for its contribution to the aesthetic values of the setting demonstrated by a landmark quality or having impact on important vistas. (Criterion 1.3)

Importance for its contribution to the aesthetic qualities of the cultural environs or the natural landscape within which it is located or Importance for its contribution to the natural landscape as part of a cultural environment. (Criterion 1.3)

Importance for the aesthetic character created by the individual components that collectively form a significant precinct; that is, streetscape, townscape or cultural environment. (Criterion 1.4)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement. For example:

* For consistency, all references to architectural style are taken from Apperly, R., Irving, R., Reynolds, P. *A Pictorial Guide to Identifying Australian Architecture. Styles and Terms from 1788 to the Present*, Angus and Robertson, North Ryde, 1989.

For consistency, all references to garden and landscape types and styles are taken from Ramsay, J. *Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate*, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. *Theoretical Framework for Designed Landscapes in WA*, unpublished report, 1997.

#terminates the western end of the /// gardens and together with its own gardens extends the aesthetic qualities of the park westward. (Criterion 1.1)

(START HERE) # is significant

11. 2. HISTORIC VALUE

It is significant in the evolution or pattern of the history of Western Australia.

NB: Consideration should particularly be given to identifying historic values associated with migrants, Indigenous Australians, women and workers in particular industries, eg fisheries, mining, market gardening, convenience stores/delis etc.

Importance for the density or diversity of cultural features illustrating the human occupation and evolution of the locality, region or the State. (Criterion 2.1)

Importance in relation to an event, phase or activity of historic importance in the locality, the region or the State. (Criterion 2.2)

Importance for close association with an individual or individuals whose life, works or activities have been significant within the history of the nation, State or region. (Criterion 2.3)

Importance as an example of technical, creative, design or artistic excellence, innovation or achievement in a particular period. (Criterion 2.4)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement.

(START HERE)

11. 3. SCIENTIFIC VALUE

It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of Western Australia. Note: For archaeological sites, specific consideration must be given to the potential of material to reveal information (ie potential intactness of the archaeological resource).

Importance for information/archaeological material contributing to a wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality, reference or benchmark site. (Criterion 3.1)

Importance for its potential to yield information contributing to a wider understanding of the history of human occupation of the locality, region or the State. (Criterion 3.2)

Importance in demonstrating technical innovation or achievement. (Criterion 3.3)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement.

(START HERE)

11. 4. SOCIAL VALUE

It is significant through association with a community or cultural group in Western Australia for social, cultural, educational or spiritual reasons.

NB: Consideration should particularly be given to identifying social values associated with migrants, Indigenous Australians, women and workers in particular industries, eg fisheries, mining, market gardening, convenience stores/delis etc.

Statements of Social Value must be supported by the Documentary Evidence in Section 13.2.

Importance as a place highly valued by a community or cultural group for reasons of social, cultural; religious, spiritual, aesthetic or educational associations. (Criterion 4.1)

Importance in contributing to a community's sense of place. (Criterion 4.2)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement.

(START HERE)

12. DEGREE OF SIGNIFICANCE

12. 1. RARITY

It demonstrates rare, uncommon or endangered aspects of the cultural heritage of Western Australia

NB: Consideration should particularly be given to identifying places that are rare due to their association with migrants, Indigenous Australians, women and workers in particular industries, eg fisheries, mining, market gardening, convenience stores/delis etc.

Rarity must be supported by analysis of Comparative Information.

Importance for rare, endangered or uncommon structures, landscapes, archaeological material/features or phenomena. (Criterion 5.1)

Importance in demonstrating a distinctive way of life, custom, process, land-use, function or design no longer practised in, or in danger of being lost from, or of exceptional interest to, the locality, region or the State. (Criterion 5.2)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement.

(START HERE)

12. 2 REPRESENTATIVENESS

It is significant in demonstrating the characteristics of a class of cultural places or environments in the State.

NB: Consideration should particularly be given to identifying places that are representative of the activities of migrants, Indigenous Australians, women

and workers in particular industries, eg fisheries, mining, market gardening, convenience stores/delis etc.

Representativeness must be supported by analysis of Comparative Information.

Importance in demonstrating the principal characteristics of a range of landscapes or environments, the attributes of which identify it as being characteristic of its class; for e.g. modernist architecture or, in the case of archaeological sites, being characteristic of a particular type of place/use.
(Criterion 6.1)

Importance in demonstrating the principal characteristic of the range of human activities (including way of life, philosophy, custom, process, land-use, function, design or technique) in the environment of the locality, region or the State.
(Criterion 6.2)

(Delete italicised sections as information is completed. Paragraphs should be indented, begin with capital letters and end with full stops.) The criterion to which the statement refers must be put in brackets at the end of each statement.

(START HERE)

12. 3 CONDITION

This should be a general statement of the condition of the building and its elements, and/or the archaeological potential of the site.

current state in relation to each of the values

cumulative effects of management and environment or the cumulative effects of human activity which post-dates the period of occupancy for which the site is being assessed

whether past management has added to or detracted from the place or whether past activity on the site has added to, preserved or detracted from the archaeological record

current, if any, programmes of management

use very good, good, sound, poor to describe condition and explain why or, in the case of archaeological sites, use highly intact, intact, or has a low or high level of integrity/archaeological potential, to describe condition and explain why

(Delete italicised sections as information is completed. Paragraphs are indented justified paragraphs)

(START HERE)

12. 4 INTEGRITY

*Use this section to **explain** how the building/site fits the criteria of integrity.*

original intention intact?

compatibility of current use

likely long term viability or sustainability of the values identifies

ability to restore itself or be restored

time frame for any restorative process

use high, moderate, low to describe degree of integrity and explain why

(Delete italicised sections as information is completed. Paragraphs are indented justified paragraphs)

(START HERE)

12.5 AUTHENTICITY

*Use this section to **explain** how the building/site fits the criteria of authenticity. extent to which the fabric is in its original state.*

use high, moderate, low to describe degree of authenticity and explain why

(START HERE)

The page break must be retained at the end of Section 12.5

13. SUPPORTING EVIDENCE

The documentation for this place is based on the heritage assessment completed by HERITAGE PROFESSIONALS, in DATE, with amendments and/or additions by the Office of Heritage and the Register Committee.

13.1 DOCUMENTARY EVIDENCE

The information in the documentary evidence should relate to and support to the assessment criteria.

Accuracy is important in documentary evidence, and submissions lacking footnotes are not acceptable.

The documentary evidence should include a brief statement about what was happening at the time of construction, development, creation to provide some social/historical context.

DOCUMENTATION SHOULD FOLLOW THE FOLLOWING FORM:

Brief introductory paragraph describing the place

[the place] comprises [list the buildings or any features and their date of construction in chronological order with dates in brackets after each] and/or extant ruins/material and/or biological material in detail, is an xyz. [description of that which it is - eg, single-storeyed domestic house constructed for Joe Bloggs in 2001].

Chronology of place

Where the place has associations with Aboriginal people, is a contested site, or there are other Aboriginal values, the traditional owners of the land should be briefly acknowledged. One source for such a reference is Tindale, Norman "Aboriginal Tribes of Australia" Australian National University, Canberra, 1990.

Building/Site - particulars

who owned the site, [for what purposes]¹

when work commenced

when stages were completed and associated events/occasions/people opening ceremony

interesting physical details/local or imported material

imported or local expertise/artisans

press comments of note

designers/builders other prominent persons associated with the place

Subsequent alterations, building activity or modifications to the site

What happened to the place over the years and associated events: - ongoing function and present circumstances. Alterations/additions should be summarised in chronological order. Physical alterations that are not extant should be described through reference to plans, photographs and secondary sources. The

¹ Footnotes should be in Arial 9 point.

circumstances under which physical alterations to the fabric that are still extant were made should be outlined with the detailed description of the evidence provided in the physical evidence section.

Use of grants money should be mentioned along with the work done. Conservation or other reports on the building should also be noted.

With regard to archaeological sites, any later building or activity on the site that altered the use patterns should be described and the impact of that activity on previous occupancy noted. Past site use and the potential for intact archaeological sites of earlier periods should be considered and some analysis should be provided in the physical evidence section.

Current Use

A statement regarding the current use of the premises/place should bring the document up to date.

(START HERE)

13.2 PHYSICAL EVIDENCE

This is the section in which you briefly and concisely describe the physical fabric of the place or any physical features or artefacts.

DOCUMENTATION SHOULD FOLLOW THE FOLLOWING FORM:

Brief introductory paragraph regarding the place

[the place] comprises [list the buildings or any archaeological or biological elements and their date of construction in chronological order with dates], is an xyz. [description of that which it is - eg, single-storeyed domestic house constructed for Joe Bloggs in 2001 or remains of a stone building or artefacts dating from c.2001.]

Siting

Related to area - physical features, relationship to other buildings/ relationship of archaeological remains to any later buildings constructed on the site and relationship of features to each other, relationship to other buildings of the period and precinctual qualities. Special relationships to buildings/structures that are no longer extant should be in the documentary section.

Relationship of building(s)/Archaeological feature(s) on site

If there is more than one building in a complex - a brief statement of the relationship, one to the other, including a description of all features remaining on the site (including those that may be sub-surface or obscured by subsequent alterations or additions to the fabric) and the relationship between structures remaining on the site, artefact scatters and any exotic vegetation.

The description should include any depressions or mounds that do not appear to be natural.

External form and style, and details of each of the building(s)

Detail on form, scale and style of the building(s). Style descriptions should be those used by Apperly, Richard, Irving, Robert, Reynolds, Peter A Pictorial Guide

to Identifying Australian Architecture: Styles and Terms from 1788 to the Present Angus & Robertson, North Ryde, 1989.

All references to garden and landscape types and styles should be taken from Ramsay, J., Parks, Gardens and Special Trees: A Classification and Assessment Method for the Register of the National Estate, Australian Government Publishing Service, Canberra, 1991, with additional reference to Richards, O. Theoretical Framework for Designed Landscapes in WA, unpublished report, 1997. Richards' work should be referred to principally for types of gardens specific to Western Australia, and for additional information on the application of styles in Western Australia.

Include external form, roof, walls - construction details and interesting features.

Internal layout and details

Building - layout/planning: go from the exterior to the interior from front to rear of structure or site. Special details should be noted - notable/interesting features. If details are common throughout, a generic description is sufficient noting how widely it applies.

Appearance and condition of the building to date

This should relate directly to Condition statement in the Assessment of Significance. Any ongoing programmes of management should be noted.

AND/OR

Intactness of the archaeological record

The level of disturbance to the ground and the sub-surface stratum is directly related to the potential of the site to contain intact archaeological material. Any ongoing programmes of management should be noted.

Note: If outbuildings or other structures are included in the assessment, detail these after the main structure in chronological order of construction.

(START HERE)

13.3 COMPARATIVE INFORMATION

This section must include a comparative analysis of the place being assessed sufficient to support claims made under Rarity and Representativeness at the State level.

Information must be provided that puts the place into the context of:

- (i) places of the same architectural style/design and/or age,*
- (ii) works by the same architect,*
- (iii) places of similar function, purpose, associations etc,*
- (iv) places which display the same activities or belong to the same period with brief comments on the intactness of the archaeological record or archaeological potential of the comparative places.*

Sub-headings should be used if several issues are being analysed.

A conclusion must be provided for the Comparative Information section, or at the end of each sub-section, summarising how the place being assessed

compares to the other places described, to support the place's Rarity and/or Representativeness.

Please provide brief notes or comments on whether comparative places are extant or demolished, and their current condition and function, where this is known. Sources of information provided in this section should be fully referenced as per standard HCWA requirements.

Suggested sources are:

- (a) HCWA database,*
- (b) Thematic histories (eg FESA, Police, National Trust, etc.),*
- (c) Municipal Heritage Inventories,*
- (d) Other relevant sources (eg archaeological reports held by LGAs, Battye Library, universities or HCWA).*

If comparative information is not reasonably available, state this as an area of Further Research at 13.4, noting which sources have already been accessed.

This section must include a conclusion that particularly addresses the issues of Rarity and/or Representativeness.

(START HERE)

13. 4 KEY REFERENCES

This is not a general bibliography but key sources such as conservation plans or books directly related to the place should be noted.

13. 5 FURTHER RESEARCH

List additional avenues of enquiry (if any) that historians, conservation architects or other heritage professionals may consider worthy of further research. If none, insert dashes.

If there have been difficulties locating primary and/or secondary source material for the history of the place, please list libraries, local history collections, LGA, etc which have been searched for information here, with an explanation of what information was not located (eg rate books, plans etc). If none, insert dashes.