|  |  |
| --- | --- |
| ITEM: | *The heritage asset* |
| CUSTODIAN: | *Name of organisation as per custody management or loan agreement* |
| CUSTODIAN CONTACT DETAILS:  | *Who and how do we contact you if we have questions about this document?* |
| OWNER: |  |

PROJECT INFORMATION

|  |  |
| --- | --- |
| PROJECT NAME:  | *What are you calling your project?*  |
| PROPOSAL | *What you are planning to do.*  |
| DRIVERS FOR THE PROJECT(click on all boxes to cross that are appropriate) |[ ]  Acquisition |[ ]  Loan |
|  |[ ]  Conservation |[ ]  Major capital works |
|  |[ ]  Education |[ ]  New work |
|  |[ ]  Event |[ ]  OH&S |
|  |[ ]  Fire hazard |[ ]  Refurbishment |
|  |[ ]  Remove hazardous materials |[ ]  Research |
|  |[ ]  Function |[ ]  Other |
|  |[ ]  Interpretation/exhibition |  |  |

HERITAGE LISTING

|  |  |
| --- | --- |
| S.170 LISTING |[ ]  *Include register number if applicable* |
| SHR LISTING |[ ]  *Include register number if applicable* |

CURRENT CONDITION (as applicable)

|  |  |
| --- | --- |
| DATE |  |
| OVERALL CONDITION |  |
| EXTERNAL CONDITION |  |
| INTERNAL CONDITION |  |
| MECHANICAL CONDITION  |  |

PROPOSED WORK

(describe each step proposed in your scope of work, what the impact might be and how any impact of this work will be managed – e.g. replacing like for like, using original, new ‘old’ stock; using modern equivalents, using original drawings, using original pieces as patterns )

|  |  |
| --- | --- |
| WORK | IMPACT MANAGEMENT |
|  |  |
|  |  |
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|  |  |
|  |  |
|  |  |
|  |  |

RESEARCH

(describe the sources of information for determining materials, configuration, colour schemes etc)

|  |  |
| --- | --- |
| ITEM | SOURCES OF INFORMATION |
|  |  |
|  |  |
|  |  |
|  |  |

DIAGRAM/PHOTOS
(insert diagram illustrating which part/s of the asset will be worked on)

|  |
| --- |
|  |

DETAIL WORK

(detail how the work will be done)

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| --- |
|  |

LIST SPECIFIC MATERIALS TO BE USED AND WHERE

|  |  |
| --- | --- |
| MATERIALS | DESCRIPTION OF USE |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

IMPACT TO HERITAGE FABRIC

(specify any impact to existing or original fabric, and describe the dimensions of the repairs e.g. 50 per cent of the fabric will be replaced, etc).

|  |  |
| --- | --- |
| PERCENTAGE | DESCRIPTION OF IMPACT |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

LOCATION

(where will the work be carried out?)

|  |
| --- |
|  |

WHO WILL DO THE WORK

(describe the skills of the people carrying out the work – e.g. all timber work carried out by carpentry contractor, paint applied by volunteers with five years of experience under the supervision of a retired painter etc)

|  |  |
| --- | --- |
| WORKERS | SKILLS AND EXPERIENCE |
|  |  |
|  |  |
|  |  |
|  |  |

SAFETY

Does the work involve any of the following? Explain the control measures in place to mitigate the risk.

|  |  |  |
| --- | --- | --- |
|  | RISK OR HAZARD | CONTROLS |
|[ ]  Hazardous materials |  |
|[ ]  Working at heights |  |
|[ ]  Confined spaces |  |
|[ ]  Dust |  |
|[ ]  Noise |  |
|[ ]  Slips, trips, falls |  |
|[ ]  Fumes |  |
|[ ]  Fire risk |  |
|[ ]  Work near live railway line |  |
|[ ]  Other |  |

TIMEFRAME

Describe the expected timeframe for the work, its anticipated start and finish dates.

|  |  |  |
| --- | --- | --- |
| NO. WORK DAYS | START DATE | FINISH DATE |
|  |  |  |

POST-WORK MANAGEMENT

How will this asset be managed following this work? Will there be ongoing maintenance requirements and issues?

|  |
| --- |
|  |

FIT WITH PLANS AND POLICIES

Does this work comply with other organisational plans and policies?

|  |  |
| --- | --- |
|[ ]  Asset management plan |[ ]  Interpretation plan |
|[ ]  Conservation management plan |[ ]  Security plan |
|[ ]  Business plan |[ ]  Fire and safety plan |
|[ ]  Strategic plan |[ ]  Fleet strategy |
|[ ]  Hazardous materials plan |[ ]  Other |

DOES THE WORK REQUIRE OTHER APPROVAL?

|  |
| --- |
|[ ]  Financial (through Stream 2 IFAP funding for State-owned objects only) |
|[ ]  Owner’s permission (for THNSW-owned objects) |
|[ ]  Land owner’s permission? (RailCorp) For new structures or changes to existing heritage structures that would ordinarily require Council DA approval. |
|[ ]  Asset agent’s permission? (THNSW) For all work to heritage assets listed in custody management agreements. |
|[ ]  Office of Environment and Heritage approval. For all assets listed on the State Heritage Register.  |
|[ ]  Other (please specify):  |

STATEMENT OF IMPACT ON SIGNIFICANCE

|  |  |
| --- | --- |
| Are works essential for the heritage item to function? |  |
| Are important features of the item affected by the work (eg original paint)? |  |
| Are any changes or additions sympathetic to the heritage item? In what way (eg form, proportions, design)? |  |
| If replacement of fabric is a result of the condition of the fabric, is it certain that the fabric cannot be repaired? |  |
| How do aspects of the proposal respect or enhance the heritage significance of the item or precinct? |  |
| Why has the colour scheme been chosen? What process was used for determining the colours?  |  |
| Will any repainting affect originality of fabric of the heritage item? |  |

The works described are considered to be

|  |
| --- |
|[ ]  minimal in nature |
|[ ]  moderate in nature |
|[ ]  major in nature |
| because: |  |
| and are considered to have  |
|[ ]  an adverse effect on the heritage fabric and significance of the asset |
|[ ]  no adverse effect on the heritage fabric and significance of the asset |
| because: |  |

NOTIFICATIONS

Notification of the work is required to OEH for S170 work if that work is considered either major or to have an adverse effect on heritage fabric. No notification is required for work that is minimal or moderate and has no adverse effect.

|  |
| --- |
|[ ]  Notification to OEH is required. |
|[ ]  No notification to OEH is required. |

REFERENCES

List any references cited.

|  |
| --- |
|  |

MAPS AND PHOTOGRAPHS

Include any maps or photographs that help to illustrate the proposed work.

|  |
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|  |

PREPARED BY:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

APPROVED BY:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

FORWARD VIA EMAIL:

Leah Domanski, Heritage and Collections Manager

leah.domanski@thnsw.com.au

NOTES TO APPLICANTS:

This document is required to apply to carry out any work of more than a maintenance level to any S.170 or SHR listed asset under a custody management agreement, or to any heritage asset belonging to THNSW and on loan under a loan agreement.

It is one of four required to apply for IFAP consideration for stream 2 funding.

The other associated documents are:

* Proposal
* Work schedule
* Your organisation’s five year Strategic Business Plan/Strategic Plan