



Name	Heritage Plaques
Document Number	CD.GL.09
Responsible Section	Development Services
Responsible Department	Community Development
Date Last Endorsed	11 July 2023
Date of Next Review	July 2026
Applicable Legislation	Heritage Places Act 1993 Planning, Development and Infrastructure Act 2016
Related Governance Documents	Not applicable
City Plan Theme	Environment and Heritage – we are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PURPOSE/OBJECTIVE

The purpose of these Guidelines is to ensure that:

- Built heritage in the City of Port Adelaide Enfield is acknowledged and promoted in a consistent, recognisable, and respectful manner through the installation of plaques on heritage buildings, by owner request.
- Applications for and installation through Council’s Heritage Plaque Scheme are managed consistently and in alignment with Council’s strategic directions and corporate policies.

SCOPE

These Guidelines applies to the placement of plaques on heritage places, at the request of the building owner. Eligible heritage places are those identified in the South Australian Planning and Property Atlas as:

- Local Heritage Places; or
- State Heritage Places; or
- Buildings in the Port Adelaide State Heritage Area (designated under the *South Australian Heritage Act 1978*).

GUIDELINES

Application process

From time to time, Council will invite expressions of interest from landowners that wish to have heritage plaques installed (by Council) on their heritage properties. Owners are required to complete an Application Form that includes details of the property and its historical significance (including the source of this information, where possible).

Invitation rounds may be conducted once per year, subject to Council resourcing or any backlog of applications from previous rounds. Council administration will also determine the quota of heritage plaques to be installed for each round. Properties that are eligible but not selected in a given round may be placed on a waiting list for consideration in a future round.

Assessment and Approval

Council will assign priority to applications that satisfactorily reflect the following criteria:

- Historical, cultural, or architectural significance of the property
- Ability to authenticate the historical information provided in the application
- Where limited historical information has been provided, the ability of Council to source historical information for the property.

Once the history of the property is authenticated, Council will develop the final wording for the plaque in consultation with, and agreement of, the property owner.

Installation

The plaques and their content will be written, designed, fabricated, installed, and funded by Council. With all plaques are prepared as a batch, it is intended that plaques are installed within 6-12 months of a successful application.

Each plaque will provide a brief summary of the heritage significance of the building, along with the City of Port Adelaide Enfield logo and a QR Code with further information on the property. Once installed the plaques become the property of the building owner.

The plaques will be a blue vitreous enamel and metal plaque measuring 280mm wide x 205mm high. Blue plaques are internationally recognisable as a heritage marker and will support the properties to be easily identified as having heritage significance.

Once made, Council determine the final installation location for the plaque, in consultation with the property owner and Council's Heritage Advisor. This is to ensure that there is minimal impact caused to the fabric of the building and to ensure the plaque can be viewed, as far as practicable, from the street without need for entering the property boundary.

DEFINITIONS

Local Heritage Place means a place that is designated as a place of local heritage by the Planning and Design Code published under the *Planning, Development and Infrastructure Act 2016*;

State Heritage Place means

- (a) a place entered, either on a provisional or permanent basis, in the State Heritage Register; or
- (b) a place within an area established as a State Heritage Area under the *Heritage Places Act 1993*.