

CITY OF SUBIACO

PLANNING POLICY PP (2.7)

ARCHIVAL RECORDS

DATE: 25 JUNE 2013
AUTHORITY: TOWN PLANNING SCHEME NO. 4.

STATUTORY BACKGROUND

The City of Subiaco Town Planning Scheme No. 4 contains provisions relating to demolition. This policy details the requirements for an archival record to be submitted when demolition approval is granted. This policy is made pursuant to clause 78 of *City of Subiaco Town Planning Scheme No. 4* (Scheme). Where relevant to an application for planning approval, clause 27(4)(b) of the Scheme requires council to have regard to this policy in exercising its discretion to determine the application.

Purpose:

Archival records of places contribute to an understanding and appreciation of our culture and heritage. Council places considerable value on retaining documentation relating to the city's history and heritage for the benefit of the community and future generations. This policy outlines the circumstances in which the city will require an archival record as a condition of development approval as well as providing guidance as to the expected standard and format of archival records.

POLICY

1. Policy application

Any demolition involving the whole or part of a building or structure within the city requires development approval. Council will require an archival record to be prepared as a condition of development approval for:

- a) All existing buildings and structures that are to be demolished in their entirety.
- b) All buildings and places listed on the Local Government Inventory and Town Planning Scheme Register of Places of Cultural Heritage Significance that are to be partially demolished or substantially altered.

2. Standard and Format of Archival Records

Archival records shall be developed in accordance with Council's Guidelines for Preparing Archival Records which can be obtained on the city's web site or provided on request.

3. Submission of Archival Records

All archival records are to be submitted to the satisfaction of the Director Development Services prior to the commencement of demolition and/or development.

4. Public access to archival records

All archival records will be marked confidential and kept in the city's record keeping system on the individual property file until such time as the place has been substantially altered or demolished. After this time the archival record will become part of the public record of the place and will be available to researchers and interested community members at the City of Subiaco Library.