

REFERRAL FORM

COLLECTION NOTICE

By submitting this form, you acknowledge that you have read and understood our [Collection Notice](#), which outlines how we handle your personal information.

**BEFORE COMPLETING THIS FORM
PLEASE READ THE FOLLOWING INFORMATION**

An agency is not required to complete this form if the place is already entered in the State Register of Heritage Places, or if that agency has already received written advice from the Department of Planning, Lands and Heritage regarding the outcome of the Heritage Council's consideration of the place.

If the Heritage Council requested a full assessment, the Government Heritage Property Disposal Process will need to be continued and a full assessment will need to be commissioned.

When completing this form, please refer to the *Government Heritage Property Disposal Process brochure*, available at www.wa.gov.au/dplh

Ensure all sections are addressed as incomplete referral forms may be returned for completion.

For further information on the referral and assessment process, please read the State Register of Heritage Places brochure available at www.dplh.wa.gov.au

If a registered place is being considered for demolition, please contact the Director, Heritage Development at the Department of Planning, Lands and Heritage.

If a registered place is being considered for disposal, please contact the Legal Services team at the Department of Planning, Lands and Heritage.

WHAT TYPE OF PLACE SHOULD BE CONSIDERED?

Buildings and structures **NOT entered in the State Register of Heritage Places** will generally need to be referred under the Government Heritage Property Disposal Process if they:

- are more than 60 years old
- are already listed on an existing heritage list such as a local government inventory (Municipal Inventory)
- display other evidence of potential significance in terms of aesthetic, historic, social or scientific value.

A. CONTACT AND AGENCY DETAILS

Name:	Title of Officer:
Branch/division:	
Agency:	
Address:	
	Postcode:
Telephone:	Fax:
Email:	
Does your Agency own the place? Yes ☐ No ☐	

If you are not the owner, have you informed the owner of this referral?

Yes ☐ Date notified: No ☐

VESTING DETAILS (if applicable)

Owner's Name:	
Address:	
	Postcode:
Telephone:	Fax:
Email:	

B. THE PLACE

It is important that you provide as much detailed information as possible.

1. NAME AND LOCATION

Name of place:

Previous/other names of place (if applicable):

Location or address (Where there is no street address, please attach a sketch map of the area being referred and provide details that will enable us to locate and identify it easily, such as GPS co-ordinates or distance to nearby landmarks – see part 5):

Address:

Suburb/Town:

Land information (please attach a Certificate of Title):

Local Government area:

2. REASON FOR REFERRAL

Please outline why the place is being considered for disposal and whether it is proposed to be sold, leased, transferred or demolished:

Timeframe (the approximate date of disposal):

3. DESCRIPTION OF PLACE

General description of the place including the type of place, for example, school. Describe all structures and notable elements on the site, for example, trees, fencing, memorials and possible archaeological sites. Provide recent photographs of key elements and features, and indicate on site or building plans or sketches where each photograph was taken:

Description of the materials used in construction (for example, brick and tile, weatherboard and iron, stone, concrete, timber, asbestos):

Description of setting or provide a photograph of this building in its context or streetscape:

Current use of place:

OR Vacant ☐

Condition of place: Good ☐ Fair ☐ Poor ☐

4. HISTORY OF PLACE (please provide full reference details for the sources of the following information)

Construction date (if unsure, please estimate – for example, prior to 1880, 1880-1900 or late nineteenth century):

Source of construction date: (for example, foundation stone, official records):

Brief history of the place, including original use if different from current use (attach further information where possible):

Other previous uses of the place (if different than current use):

Source of original/previous uses:

Architect/designer:

Builder:

Source of names of architect/designer/builder:

Are any other buildings associated with place (if so, please name them):

Other associations with the place:

Heritage Listings: National Trust ☐ Municipal Inventory ☐ Register of the National Estate ☐

Details of other similar places or comparative information:

Any development sequence/modifications/notable changes/additions/alterations:

5. CHECKLIST - SUPPORTING DOCUMENTATION

Please ensure you provide all documentation marked with an asterisk (*).
Incomplete referrals will be returned for completion.

Certificate of Title* ☐

Plans ☐

- Provide any available site, building plans or sketches.
- Historic plans and/or images from your files.

Map* ☐

- Please provide a map clearly showing the location or area of the place being referred.

Historical note* ☐

- Attach the known history of the place including previous owners (these can be obtained from historic titles), previous occupants, significant events and/or associations with the place. Please detail all sources of information and when citing written material include full particulars of author, publisher, title and date.

Photographs* ☐

- Provide good-quality digital photographs (min 1MB) of the place. Refer to the Digital Image Standards guide available online at www.wa.gov.au/dplh.
- Where possible provide images of the place as it was in the past.
- Ensure all images are clearly labelled and provide details of when they were taken and the name of the photographer for copyright reasons. Any special elements or features should also be labelled so they can be easily identified.

Additional material ☐

- Include any additional material such as how the building fits within the provision of a Government service, any correspondence associated with the place, newspaper articles etc.

Image Use Agreement form* ☐

**Please forward your completed referral, including attachments
to the Director, Heritage Assessment and Registration:**

Department of Planning, Lands and Heritage
140 William Street
Perth WA 6000

Locked bag 2506
Perth WA 6001

website: www.wa.gov.au/dplh
email: HCWAregistration@dplh.wa.gov.au

tel: 08 6551 8002
FREECALL (regional): 1800 524 000
National Relay Service: 13 36 77