

Guidelines for preparing an Archival Record

If a building or structure is being demolished in its entirety, an archival record of the place is desirable for potential future interest, and may be required as a condition of development approval. Sometimes Council may request an archival record as a condition of development approval for partial demolition or substantial alteration to a place listed on the Heritage List or a contributory place located within a designated Heritage Area.

An archival record records information on places in order to inform researchers and future generations of what once was.

Archival records can be prepared by an applicant without the need to engage a professional.

Record requirements

General

The City's preference is for electronic copies, to be submitted in PDF format. Should a hard copy be submitted, it is required to be in A4 portrait format and contained within plastic archival sleeves.

- All pages should be numbered.
- Include a cover page with the address of the property, date prepared, and name of person that prepared the record.
- All photographs are required to be in colour and of a high quality.

Sections

Background

This should include a brief outline of why the record is being prepared and details (including a location plan) of where in the City the place is located.

History

This section should include the following details about the property:

- Construction date
- Original owner
- Other owners
- House style
- Building materials
- Statement of significance, if available
- Certificate of title.

Include any other readily available information about the place such as copies of historic plans, historic photographs or newspaper articles.

Information on past owners can be found by researching the Wise Post Office Directories available online, the City of Subiaco Rate Books held at the State Records Office, or by requesting a historic certificate of title from Landgate. Photographs and newspaper articles can be searched online on Trove.

Development History

This section involves a record of how the place has been altered over time and should include:

- What you know about the development history of the place.
- Copies of photographs of additions/alterations (captioned with details of what is being depicted).
- A plan showing the house/garden and outbuildings on the lot. The north point must be shown.
- Copies of any plans of additions and alterations that you may have.

Physical Description

This section is mainly photographs of the place and should include:

Exterior

- A short description of the exterior.
- A lot plan showing the house, garden and outbuildings. These should be labelled.
- Elevations if available.
- Labelled photographs of external elevations, structures and features.

Interior

- A short description of the interior, concentrating on any heritage features.
- A simple house plan showing room function.
- Labelled photographs of each room and any heritage features.

Attachments

- A copy of the officers report and council resolution approving demolition or substantial alteration.
- A copy of any heritage assessment, heritage impact statement or Local Heritage Survey place record that has been prepared for the place. If you do not have copies of these please contact the City's Heritage Officer.

All Archival Records are to be submitted to the satisfaction of the Director of Community and Development Services prior to the commencement of demolition and/or development.

Electronic and hard copies of archival records will be stored in the City's record system, and at the City of Subiaco Library for researchers and interested members of the public to access.

This information is available in alternative formats upon request.