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WAVERLEY  
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# WAVERLEY COUNCIL INTER-WAR FACT SHEETS

Heritage study  
May 2017





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In consultation with

**Weir Phillips** Heritage









W A V E R L E Y  
C O U N C I L

# INTRODUCTION

The following information sheets have been designed to provide useful information on maintaining and altering period residential flat buildings. It is intended that the sheets provide information to individual owners in buildings as well as managers and those doing work to buildings.

The sheets are intended as a starting point and should not replace the need to get professional help before undertaking work to such buildings.

The information sheets will help you:

- Identify the special characteristics of your period building so that you can make informed decisions with regard to repairs, maintenance, upgrades and changes;
- Identify common building issues and solutions so that you can plan for your period building's repair and maintenance;
- Identify basic principles of building conservation and maintenance;
- Identify the opportunities and constraints associated with making changes to period residential flat buildings;
- Identify the steps to follow with regard to arranging maintenance, repairs and upgrade works; and
- Identify websites and organisations that may be able to provide you with additional information.

Waverley Council provides a free advisory service on matters relating to period residential flat buildings.

For further information, please see the More Information section (p.51) or contact:

*Our Duty Planner on 02 - 9083 8209*

*Visit our Customer Service Centre at 55 Spring Street, Bondi Junction*

*Monday to Friday, 8.30am – 1pm and 2pm – 4pm*

**Disclaimer:** While all reasonable efforts have been made to ensure that the contents of this publication are factually correct, Waverley Council makes no representations and accepts no responsibility for the accuracy or completeness of the contents. Council shall not be liable for any loss or damage that may be associated, either directly or indirectly, through the use of or reliance on the contents of this publication.







# INTER-WAR FLAT BUILDINGS: STYLE GUIDE

## Why identifying the style of your building is important

Identifying the style of your Inter-War flat building will enable you to make informed decisions with regard to repairs, maintenance, upgrades and change. It is important to understand a building's past in order to understand how to maintain it into the future.

Inter-War flat buildings were constructed in many parts of Sydney during the 1920s, 30s and 40s.

They are two or more storeys in height and contain two or more residential dwellings. Inter-War flat buildings provide a sense of the past and of our cultural identity, and they make an important contribution to the character of an area.

The information provided in this fact sheet series is by no means exhaustive and is intended as a guide only. It is imperative that building owners obtain advice from independent professionals and, where necessary, always contact Council's heritage staff or the duty planner.

## Three Important Concepts

The Burra Charter is a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.

**Building fabric** includes all the physical material of the place, including finishes and fixtures such as wall cladding, roof materials, chimneys, windows, flooring and timberwork.

**Cultural significance** relates to the aesthetic, historic, scientific, social or spiritual value of a place; its fabric, setting, use, associations, meanings, records, related places and objects.



## 8 Common Inter-War Architectural Styles

### Georgian Revival

**Generally:** Inter-War Georgian Revival style architecture represents a return to simplicity.

**Indicators:** Regular arrangement of building elements with repetitive fenestration; plain wall surfaces constructed of face brickwork or render; semicircular headed windows often used; 12-pane Georgian windows common; classical elements such as porticos and pediments used for emphasis.



38 Blair Street, Bondi Beach

### Inter-War Free Classical

**Generally:** The Inter-War Free Classical style is a continuation of the Victorian Free Classical and Federation Free Classical style of Architecture.

**Style Indicators:** Regular arrangement of building elements; use of classical elements, such as columns, in an otherwise simple exterior; vestigial pediment; and exaggerated projection of porticos.



44 Campbell Parade, Bondi Beach

### Inter-War Stripped Classical

**Generally:** Inter-War Stripped Classical buildings embrace simplicity. The style demonstrates a basic classical composition while eliminating traditional decorative detailing.

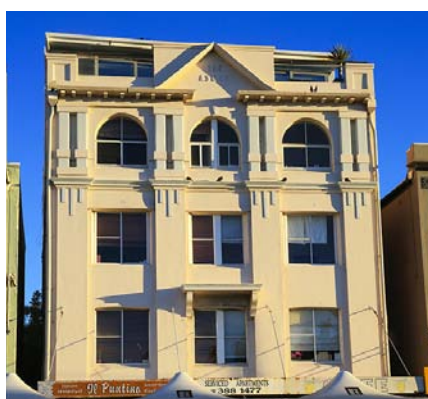
**Style Indicators:** Regular arrangement of building elements; division of the street facing facade into vertical bays indicating classical styling; simplified classical motifs; elements of other styles such as Art Deco; plain wall surfaces usually painted in light colours; openings usually of vertical classical proportions with spandrels between floors; emphatic portal; vestigial entablature or cornice; vestigial classical base; and vestigial classical portico.



82 Campbell Parade, Bondi Beach



334 Bondi Road, Bondi Beach



92 Campbell Parade, Bondi Beach



19 O'Donnell Street, Bondi Beach



# Common Inter-War Architectural Styles

## Inter-War Spanish Mission

**Generally:** From the 1920s onwards, Spanish Mission became a popular architectural style in California and Florida. Australians became aware of this increase in popularity through Hollywood movies.

**Style Indicators:** Irregular arrangement of building elements; medium-pitch hipped or gable roofs often with Spanish or Roman roof tiles; decorative parapets; roughly applied stucco; arcaded loggias and porticoes; ornamental metalwork; and grouped arched openings.



40 Blair Street, Bondi Beach

## Inter-War Functionalist

**Generally:** Inter-War Functionalist style represents the dissociation from past styles and was influenced by modern architects such as Le Corbusier, Eric Mendelssohn, Willem Dudok and the Bauhaus style.

**Style Indicators:** Irregular arrangement of building elements; simple geometry; horizontal and vertical motifs; plain rendered or face brick walls; large areas of glass; ribbon windows; cantilevered balconies, hoods and roofs; and flat roofs concealed by a parapet.



92-96 Brighton Boulevard, Bondi Beach

## Inter-War Mediterranean

**Generally:** Professor Leslie Wilkinson who identified the similarities in the temperate coastal regions of Australia and European Mediterranean environments essentially introduced the Inter-War Mediterranean style to Australia.

**Style Indicators:** Irregular arrangement of building elements; stucco or colour-washed, textured brickwork; light tones and colours, utilising the qualities of light and shade; medium-pitch hipped or gable tiled roofs; simple classical motifs including arcades, porches, loggias, balconies; and vertical, double-hung sash windows with hinged shutters.



470 New South Head Road, Double Bay



28 Francis Street, Bondi Beach



226 Campbell Parade, Bondi Beach



285 O'Sullivan Road, Bellevue Hill



## 10 Common Inter-War Architectural Styles

### Inter-War Art Deco

**Generally:** Originating in Europe, Art Deco was an influential style in Australia in the 1930s and 1940s. The Inter-War Art Deco style demonstrated the dynamic progress and confidence in modern technology.

**Style Indicators:** Regular arrangement of building elements is common; vertical and horizontal fins or piers; stepping of the building mass; decorative elements concentrated on the upper portion of the building; use of polished granite, stucco, sandstone and face brickwork; vitrolite and chromium plated steel decorative elements; and Greco-Roman, Egyptian, Aztec and African motifs.



134 Bondi Road, Bondi Beach

### Inter-War Old English

**Generally:** Queen Anne and Old English styles popular in the 1800s became the basis for speculative housing design in the 1900s. Australia, with its strong ties to England, responded to these influences.

**Style Indicators:** Regular arrangement of building elements; medium-pitched gabled roofs with decorative timber bargeboard; face brick; and casement windows with leadlight glazing often employing a diamond pattern.



27 Allens Parade, Bondi Junction



228 Campbell Parade, Bondi Beach



99 Hewlett Street, Bronte

### Remember...

- Every original building element contributes to the architectural style of a building. The character of a period building will be diminished if building elements are replaced with non-original elements.
- Before proposing new work to a period building it is important to understand what is important about the building. New work should not diminish the value of a building.
- All period buildings require regular maintenance to retain their character and value. Timely maintenance and repairs prevent minor damage and deterioration from becoming major and expensive restoration problems. Refer to fact sheet 2 and 3.
- Replace like for like. If an original building element is damaged beyond repair, it should be replaced with an identical building element in size, scale, form, and material.
- Hire experienced tradespeople with demonstrated experience in maintaining and repairing period buildings.





> Decorative parapet



> Prominent cornice



> Stucco with exaggerated texture



> Brick arch with brick label course



> Rendered lintel



> Brick arch with orders







# INTER-WAR FLAT BUILDINGS:

# MAINTENANCE & REPAIRS

## Why maintenance and repair is important

All period residential flat buildings require regular maintenance to retain their character and value. Timely maintenance and repairs prevent minor damage and deterioration from becoming major and expensive restoration problems.

These buildings are generally located in a hostile marine environment. Corrosive environments present a number of serious issues to the ongoing integrity of period buildings.

Regular inspection and maintenance is the most cost effective and practical way to prevent the deterioration of important building fabric. Rectifying problems as soon as they become apparent will avoid further decay or damage.

## Five principles of building conservation and maintenance\*

1. Maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old. The difference may be quite subtle.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 14 Common Issues

### Corroded Wall Ties

**Problem:** Steel wall ties are used in brick buildings to anchor the external brick skin to the internal skin of the building and enable the static and live loads to be shared between the walls. Over time, corrosion of these ties can lead to their failure. Cracking and bulging of the outer skin of brickwork can occur, potentially leading to the collapse of the wall.

**Response:** All cavity brick buildings should be regularly inspected in order to ascertain the condition of existing steel wall ties. This inspection will need to be carried out by a specialist contractor using a side view rigid inspection camera to view inside the wall cavity. Where wall tie failure is identified, the walls should be immediately stabilised with new stainless steel remedial wall ties. The expert advice of a structural engineer experienced with period buildings will be necessary.

### Concrete Cancer

**Problem:** Corroded steel reinforcement within concrete slabs is often referred to as 'concrete cancer' or 'spalling'. The rusting steel reinforcement inside the concrete expands and causes the surrounding concrete to crack and eventually become displaced leaving the steel reinforcing further exposed to corrosion.

**Response:** Concrete that shows signs of corroding steel reinforcement should be quickly repaired regardless of how minor the damage may seem. If left untreated, it will spread, affecting more of the reinforcement steel. The expert advice of a structural engineer experienced with period buildings will be necessary.

### Rusted steel lintels

**Problem:** Lintels are the steel bars or angles that span the openings in brick walls to hold up the brickwork above windows and doors. When steel lintels rust, they expand and damage the surrounding brickwork.

**Response:** Replacing steel lintels with galvanised steel lintels is a relatively straightforward job for an experienced bricklayer. It is important that the head flashing above the window or door is left intact or replaced as required; absent or damaged flashings will result in water coming into the building.

Ensure that the replacement galvanised steel lintels are the correct size for the opening. The expert advice of a structural engineer experienced with period buildings may be necessary for larger openings. If steel lintels are rusted, there is a good chance that the brick wall ties and reinforced steel in the concrete slabs have also deteriorated through rusting.



*Concrete cancer*



## Common Issues

### Rusted gutters

**Problem:** Gutters and downpipes are designed to collect roof water and direct it away from the building. Gutters, downpipes and their mounting brackets are susceptible to corrosion, which is further exacerbated when plant material, bird droppings and debris are left to build up in shallow, slow-draining gutters.

Rusted downpipes and guttering can cause: rotting of timber fascias; staining of eaves lining; localised damage to brick mortar joints; and localised sub-floor and wall dampness.

**Response:** Inspect the gutters and downpipes as part of a regular maintenance program. Remove debris, such as leaves, and repair as required. Match replacement gutters and downpipes to the original profile and ensure that the material is electrolytically compatible with roof sheeting and fixtures. A qualified builder will determine this. Do not install powder coated gutters or downpipes.

Some older residential flat buildings may have roof drainage systems that are unable to carry the volume of water commonly shed in heavy rain. The judicious insertion of additional rainwater heads and downpipes may improve the capacity of the system.

### Damp, drainage and ventilation

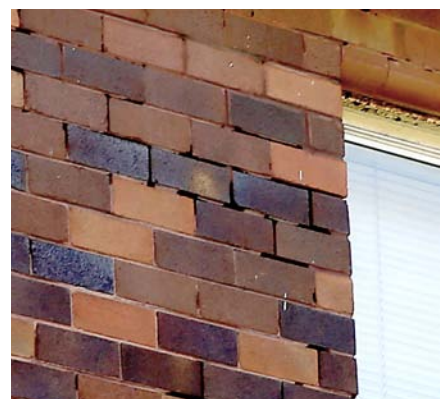
**Problem:** Dampness is a major cause of building deterioration that can cause crumbling of exterior masonry walls, staining of internal walls, musty smells internally, and rotting of timber. Rusted downpipes and guttering can cause timber fascias to rot; staining of eaves lining; localised damage to brick mortar joints; and localised sub-floor and wall dampness.

**Response:** It is important to determine and remedy the cause of damp before undertaking general rectification works. To cure damp, roof leaks, broken or leaking plumbing pipes, failed or absent damp proof course, inadequate sub-floor ventilation and insufficient fall of exterior slabs should all be addressed. Soil in raised garden beds against the building should be removed to a depth that is below damp proof course and does not obstruct underfloor ventilation. Avoid excessive watering of garden beds and ensure adequate site drainage is in good working order.

### Repointing

**Problem:** Disintegrating mortar, cracks in mortar joints, loose bricks, damp walls, or damaged plasterwork may require repointing. If decayed mortar joints in masonry walls are neglected the erosion may become so widespread and severe that it can threaten the structural stability of the whole building.

**Response:** It is important to ascertain and eliminate the source of the problem before any repointing occurs. Repointing is the preparation and filling of decayed mortar joints in masonry walls with new mortar. Prior to commencing repointing, instruct the tradesperson to prepare mortar samples to ensure the replacement mortar joints match the existing as nearly as possible in colour, grain, bedding, durability, porosity and chemical composition. There may always be a visible difference between the old and new work, however if the pointing is well matched the overall effect will be acceptable, and over time it will blend in. Power tools should not be used to rake out the decayed mortar.



Repointing



## 16 Common Issues

### Render repairs

**Problem:** Where render needs to be removed it should be reinstated in a similar manner.

**Response:** Removing original render should always be avoided. However it may be required when undertaking repair works such as replacing window lintels. All render repairs must be carried out by experienced and skilled tradespeople.

Specialist render finishes such as spatterdash or fan texture should match the existing as nearly as possible in texture and chemical composition. Do not use waterproof additives or finishes in the render mix. Applying a fine skim coat with a sponge can repair hairline cracks in older buildings.

### Window repairs

**Problem:** Timber windows have a long life span (80+ years), however they require regular maintenance to ensure that they perform well in marine locations.

**Response:** Maintaining and repairing original windows is crucial in the preservation of the appearance and character of period residential flat buildings. Repairing original windows is always preferable, and generally much less expensive, to replacing windows.

*See Fact Sheet 3 for further information.*

### Paving and landscape repairs

**Problem:** Poorly maintained landscape elements surrounding a building can detract from the appearance, structural stability and understanding of an older residential flat building.

**Response:** Maintaining and repairing landscape elements such as paths, paving, boundary fencing, retaining walls and vegetation should be included in a building's Cyclic Maintenance Program.

Paving should be kept below the level of the damp-proof course and should be graded away from the building. Excessive water build up around a building can cause problems with cracking and rising damp.

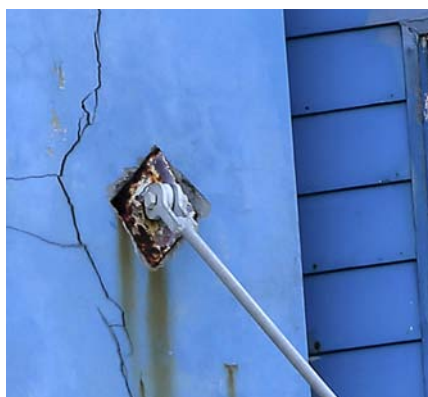
Ensure that new plantings are suitable for planting near buildings. Large trees with aggressive root systems can damage footings, masonry walls and drainage systems. Identify existing plants on the site that are unsuitable and remove as necessary to prevent damage.

Immediately remove plants that attach themselves to masonry walls. Plants send deep roots into the cracks and crevices of older buildings and can eventually displace brick-mortar and bricks and cause serious damage.

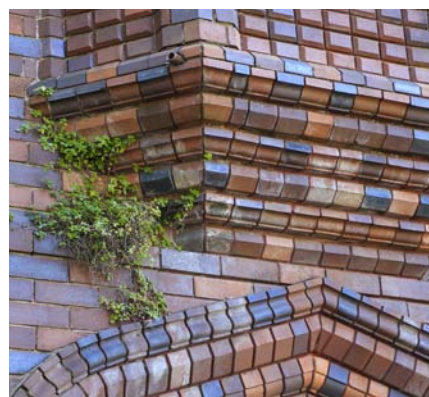
Don't ignore cracks in retaining walls as a loss of integrity could lead to land subsidence and damage to period buildings. A lack of proper drainage is a common reason for retaining wall failure. Obtain the advice of a structural engineer and/or a hydraulic engineer to determine the cause of the problem. Remedy and repair the retaining wall in accordance with the engineer and/or a hydraulic engineer's specifications.

### Painting

**Problem:** In maritime environments, paint finishes deteriorate more quickly than in other areas. If repainting does not occur in a timely manner, the timber and steel elements of a building will deteriorate rapidly. Proper preparation and painting requires reputable tradespeople and good supervision.



Render repairs



Paving and landscape repairs

## Common Issues

**Response:** Ensure the building has a Cyclical Maintenance Program that includes painting at intervals appropriate to the location. A marine environment is similar to the environment of a boat and therefore maintenance should be as regular as that required for a boat. To ensure good paintwork, thoroughly check the references of painting contractors. As painting is labour intensive, beware of cheap quotes as these often skimp on the amount of work to be put into the preparation and painting of the job.

Period brick buildings were designed to 'breathe' and many were traditionally left unpainted, or finished with coatings that allowed moisture to permeate through the exterior walls if they became damp. Some modern paints act as a barrier and can exacerbate rising damp issues or trap water within masonry walls and cause damage to significant fabric. When repainting period residential flat buildings, it is important to ensure that new coats of paint will not damage significant fabric.

New coats of paint should reflect the qualities of traditional paints such as gloss finishes for timber joinery and low sheen finishes on masonry surfaces.

Unpainted brickwork must not be painted or rendered. A building's character can be irreversibly damaged by rendering or painting brick walls that were designed to be face brickwork.

### Cleaning Masonry

**Problem:** Removing corrosive deposits such as mortar on masonry walls may become necessary following the carrying out of repair works. Cleaning must remove the surface residues with as little effect as possible on the underlying building fabric.

**Response:** Always seek advice from a professional before selecting a cleaning method and test the proposed method on a small inconspicuous part of the building. The incorrect choice of cleaning methods can result in irreversible damage to a period building.



Painting

### Remember...

- *Be proactive. A regular maintenance program reduces the likelihood of costly and disruptive repairs and maintains the original look of the building.*
- *A Cyclical Maintenance Program will enable an Owners Corporation to prioritise repairs and maintenance, and budget for future works. It is now mandatory to have a Cyclical Maintenance Program under the Strata Titles Act.*
- *If possible, it is always preferable to repair building elements rather than replace them. It is always preferable in terms of the aesthetic of the building, may be less expensive and may not need planning approval. Repairs should always use match existing materials including the same profile, dimensions and hardware.*
- *If replacement of built elements is necessary, always replace like for like. If an original building element is damaged beyond repair, it should be replaced with an identical building element in size, scale, form, and material. Replacements may require planning approval; inform Council to ensure work taking place is legal.*
- *Hire experienced tradespeople with demonstrated experience in maintaining and repairing period residential flat buildings.*
- *Maintain a photographic record of any work carried out on the building.*
- *Check with the strata manager to determine who is responsible for specific maintenance or repairs, and where necessary, obtain approval from the strata manager before carrying out works.*
- *Where the proposed work involves minor repair and maintenance works, a Council approval is generally not required. Building owners should make enquires with Waverley Council before commencing work as the nature and scale of the works may require an approval.*



# 3



# INTER-WAR FLAT BUILDINGS: TRADITIONAL WINDOWS

## Why maintaining windows is important

Your timber windows are important elements in the design and character of period residential flat buildings of Bondi Beach.

Timber windows have a long life span (80 years+) and when kept in proper order perform very well in marine locations. Maintaining windows in a timely manner can substantially reduce repair costs and maintain property values. The overall cost of replacing timber windows is invariably much higher than the cost of repairing original windows.

Windows should be included in a building's Cyclical Maintenance Program. This will enable an Owners Corporation to prioritise repairs and maintenance, and budget for future works.

## Five principles of building conservation and maintenance\*

1. Retain and maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to The Burra Charter, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 20 Common Issues

### Wear & Tear

**Problem:** Over time, regular opening and closing of windows can result in the loosening of hinges, screws and locks, and the deterioration of sash cords. Salt spray can corrode window hinges, locks and screws. Window sashes that cannot operate easily and freely may sustain resultant damage such as loosening of joints.

**Solution:** Repair or replace deteriorated window hardware with matching elements in conjunction with the solution outlined above to avoid this problem.

### Broken glass

**Problem:** Cracked or broken glass is dangerous and allows moisture to penetrate both the building and the window frame.

**Solution:** Replace the glass with glass of the correct thickness to meet the correct Australian Standard. A glazier will know what is appropriate and advise you. Adjustments may need to be made to the window to deal with the extra weight of the new glass.

### Weathering & Moisture Penetration

**Problem:** Weathering and moisture penetration can result in the decay of timber windows and dimensional change that can make windows difficult to operate.

**Solution:** Inspect external paint finishes for cracking or splitting as once paint breaks down, moisture can penetrate the timber providing the perfect environment for fungal proliferation. A carpenter can determine whether a repair or a replacement with a similar element should be carried out. Timely professional painting to the correct specification will prevent timber decay and distortion.

### Deteriorated putty & failing paint

**Problem:** Deteriorated window putty that holds the glass within the frame can become brittle and cracked and needs to be replaced. Failure of the window putty can lead to rotting of the timber frame and water penetration or, more dangerously, glass falling out of the frame.

**Solution:** Inspect the putty as part of a regular maintenance program and re-putty as required. Once putty is dry the window sash can be repainted.



*Casement with leadlight*



*Dilapidated window*



*Paving and landscape repairs*

## Types of windows

Period residential flat buildings display a wide variety of window designs. The most common types are the double-hung window (vertically-sliding sashes) and the casement window (side-hinged). Retain the original design and detailing of your windows as it

makes an important contribution to the overall appearance of the building.

The following types of windows are commonly found in Inter-War flat buildings.



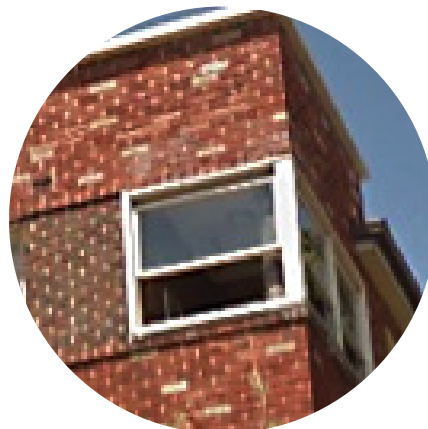
> Casement with awning highlights



> Paned casement



> Inter-war Spanish mission



> Art Deco double-hung



> Double-hung leadlight



> Paned double-hung

### Remember to ...

- *Seek expert advice and check with Council with regard to what approvals may be required.*
- *Be proactive. A regular maintenance program reduces the likelihood of costly and disruptive repairs and maintains the original look of the building.*
- *Repair, not replace as repairing original windows is always preferable in terms of the aesthetic of the building, less expensive and may not need planning approval. Repairs should always match existing materials including the same profile of timber, dimensions of the window and window hardware.*
- *Replace like for like. If an original window is damaged beyond repair it should be replaced with a window that is identical in size, scale, form, material. Replacements may require planning approval.*
- *Check with the building's strata manager to determine who is responsible for window repairs, and where necessary, obtain approval from the strata manager before carrying out works to your windows.*
- *Hire experienced joiners and glaziers with demonstrated experience in repairing and replacing traditional timber windows.*





# INTER-WAR FLAT BUILDINGS:

# UPGRADES & RENOVATIONS

## Why upgrading and renovating your building is important

The Inter-War residential flat buildings are now in excess of 75 years old. They were constructed prior to the introduction of modern building codes and current technology. Building upgrades and renovations can provide equivalent services to those in modern apartment buildings.

Building upgrades may include the updating of fire services (Fire Upgrade), rewiring to current Codes, new internal and external light fittings, the installation of access to pay TV or the internet, the installation of new plumbing and drainage, the installation of air conditioning, the installation of roof insulation, and the installation of solar panels.

It is important to identify what is important about your building before planning building upgrades or renovations. Renovations to period residential flat buildings should not adversely affect important building features or original fabric.

## Five principles of building conservation and maintenance\*

1. Retain and maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to The Burra Charter, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 24 Common Issues

### Are the proposed works essential to the ongoing use of the building?

**Problem:** Building upgrades and renovations can cause major disruption to important building fabric. Some surfaces may be fragile, while existing service ducts, cabling, and vents may contain hazardous materials including asbestos.

**Response:** A thorough investigation of the existing building should be undertaken by an experienced professional to determine what works can be undertaken without unacceptably impacting important period building fabric.

Wiring of all types should be carefully concealed. Where wiring and pipework are exposed, they should be fixed neatly and in straight runs.

A qualified heritage consultant can provide advice concerning potential building upgrades and renovations. They can determine what solutions best fit the building in terms of its construction, materials and the extent of internal decoration.

### Updating amenity

**Problem:** How do you upgrade and renovate a period residential flat building to meet modern working or lifestyle requirements without compromising the aesthetic and structural integrity of a building?

**Response:** Think about the visual impact of the proposed building upgrades and renovations. Solar panels, stacks, condensers, vents or other equipment should not be visible from the public domain (street) or from the view corridors of residents.

Find the least damaging route for the installation of new services. Do not cover, distort or alter important fabric when installing new services. Plan installations so that they can be removed without damaging original fabric at a later date.

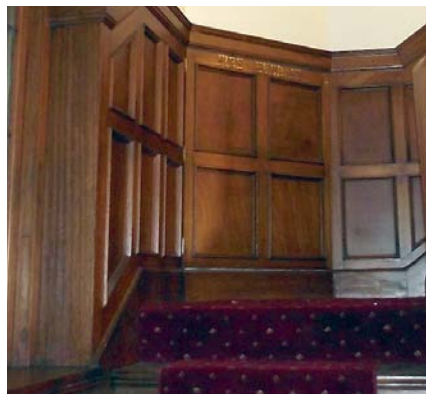
Minimise drilling or cutting holes in original building fabric and do not damage original decorative finishes.

Retain and integrate original design elements, including fireplaces, ornate ceilings and timber-panelled doors. The

retention of original elements will maintain the authenticity and beauty of the building. Colour schemes should be sympathetic to the building but do not necessarily need to follow original colour schemes. Colour schemes can be a divisive issue among residents. A neutral expert can be of great assistance in determining a suitable colour scheme. See fact sheet 7 for further information on Inter-War colour schemes. Remove unsympathetic alterations and restore original features where possible. Examples include opening up an enclosed veranda and replacing aluminium windows with authentically detailed timbers.



*Upgrade building security*



*Update amenity*



*Stair upgrade*

## Common Issues

### Planning approval

**Problem:** Before renovations or building upgrades are made to a period building, it must be determined whether or not planning approval is required.

**Response:** Council advice and assistance should always be sought when determining what approvals may be necessary. If heritage provisions affect a property, planning approval will be required. Some forms of work to heritage buildings may be undertaken with a Heritage Exemption Certificate. Examples include internal painting, bathroom and kitchen renovations that do not include changes to the configuration of rooms or windows, and the replacement of external doors and windows with identical units.

To check if heritage provisions affect your property, contact council's heritage staff or access the NSW heritage database; it includes items listed on local council's environmental plans and items on the State Heritage Register.

### Organising upgrades and renovations

**Problem:** Who will organise and pay for upgrades and renovations to a period building?

**Response:** It is usually the owners corporation who is responsible for organising and paying for renovations to common property. Lot owners are entitled to renovate or refurbish the interior of their apartments; the owners corporation must be notified if the renovations require a building or planning permit as they are required to provide Owner's Consent for any application to Council.

### Remember ...

*Protect original building fabric when the building upgrades and renovations are being carried out. As a condition of their contract, contractors must implement protective measures that include, but are not limited to:*

- *The installation of appropriate protection measures adjacent to significant building facades and in all common areas to protect against impact during the transportation of construction materials, equipment, debris and other materials.*
- *Exposure to lead and asbestos is a health hazard. Inspect the building before works commence for the presence of lead paint and asbestos-containing products, and implement precautions and safety procedures as required.*
- *Contractors should prepare all concrete, mortar, and gypsum mixes at a sufficient distance from the building, so as to prevent spray or spills from reaching the original significant building fabric. Similar rules apply to cleaning tools and equipment.*
- *Contractors should not lean or stock pile equipment, materials or debris against original significant building fabric.*
- *Contractors should keep common areas clean and tidy at all times.*





# INTER-WAR FLAT BUILDINGS:

# FIRE UPGRADES

## Why fire upgrades are important

Period residential flat buildings were constructed prior to the implementation of current building regulations and fire safety measures. Many period buildings do not meet the requirements of current building regulations and may require upgrading for fire safety.

It is essential to ensure the safety of people in the building and, in the event of a fire, the safety of fire fighters entering the building, and the safety of buildings on adjoining properties.

Arranging for work to be performed to residential flat buildings can often take a long time. Fire upgrades should always be given top priority as failure to install and maintain suitable fire safety measures in a timely manner can have devastating consequences.

All fire upgrades should include building occupant education to ensure that everyone is trained in current building evacuation procedures.

## Five principles of building conservation and maintenance\*

1. Retain and maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 28 Common Issues

### Initiating Fire Upgrades

**Problem:** Who starts the process of a fire upgrade in a period building?

**Response:** Fire upgrades can be initiated by building owners on a voluntary basis by liaising with Council to determine the level of upgrade needed in order to adequately warn, protect, and offer a safe passage of egress to building occupants in the event of a fire.

Waverley Council can serve building owners with a statutory fire order requiring them to implement building upgrades for fire safety to a level acceptable to Council. The benchmark for these works is found in the Building Code of Australia (now National Construction Code).



Fire upgrades

### Development application triggered upgrades

**Problem:** A development application for general alterations and additions to a period building may trigger council's obligation under Section 94 of the Environmental Planning and Assessment Regulation 2000 to consider the existing fire measures in a period building.

**Response:** When considering a development application, Council must make sure that the existing fire safety measures comply with the National Construction Code. This means that for period buildings, some fire safety upgrading works will be required.

Contact the council to discuss a method of compliance that will conserve the heritage fabric where possible. Fire safety engineers can assist with fire safety assessments, legislation and presenting information to councils.

If new works are proposed, they will be subject to the application of the National Construction Code. The heritage nature of the building will not provide any concessions for the new work.



Safety measures

### Meeting current standards

**Problem:** How do you upgrade a period residential flat building to meet current safety requirements without compromising the aesthetic and structural integrity of the building?

**Response:** It may not be possible to fully meet current building regulations and fire safety measures in period residential buildings. A qualified and experienced fire safety engineer can assess the existing building and develop alternative fire-engineered solutions, which meet acceptable performance requirements.

A fire-engineered solution can preserve important building fabric and deliver practical and cost effective outcomes by providing fire prevention and protection measures where the real risks are, and reducing over-specification of fire measures elsewhere.

A qualified heritage consultant should work closely with the fire engineer. Heritage consultants are able to provide advice and make decisions concerning the introduction of new elements and services into period building fabric and reduce the visual impact of this work.

# Common Issues

## Approval

**Problem:** Do the proposed fire safety upgrades require council approval?

**Response:** If heritage provisions affect a property, planning approval will be required. Minor works that do not materially affect the significance of a heritage item or a heritage conservation area may be undertaken with a Heritage Exemption Certificate, subject to concurrence with Council's Planning and Environmental Services department.

Council can provide assistance when determining what approvals may be necessary.

Regardless of what approvals may, or may not be required, decisions regarding fire safety should only be made by a qualified fire safety professional.

## Remember ...

- *It is essential to seek the assistance of a fire engineer to devise a way in which a feasible fire safety solution can be delivered.*
- *The Fire, Access and Services Advisory Panel (FASAP) is an expert panel that provides advice on fire safety, access, services and occupational health issues. FASAP can assist building owners to achieve acceptable compliance with modern building standards, while retaining the heritage significance of places. A fire engineer should be part of any consultation team approaching FASAP.*
- *The installation of smoke detectors, alarms, exit signs and emergency lighting require careful planning to ensure minimal disturbance to important building fabric. Working collaboratively, a heritage consultant and fire engineer can find solutions that best fit the building with regard to its construction, materials and the extent of internal decoration.*
- *Alternative fire safety solutions may prevent the need for intrusive elements such as new fire stairs.*
- *New fire safety fittings should be carefully positioned with regard to original building elements such as ornate ceilings.*
- *Hydrants and hand-held fire extinguishers must be carefully positioned while remaining easily accessible in an emergency.*
- *Hire experienced tradespeople with demonstrated experience in carefully fitting fire upgrade requirements to Inter-war buildings.*
- *Good 'house keeping' is essential. Always keep hallways and stairs clean; clutter can be a high-risk fire source and an obstruction to evacuation. Ensure fire doors are always in good working order and are kept closed.*



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# INTER-WAR FLAT BUILDINGS:

# ALTERATIONS & ADDITIONS

## Why alterations and additions can be important

The Inter-War residential flat buildings are now in excess of 75 years old. They were constructed prior to the development and introduction of many of today's conveniences. Alterations and additions can provide period buildings with comparable levels of amenity to those of modern apartment buildings.

While the potential for alterations and additions to period residential flat buildings may not always be achievable, there are situations when sympathetic changes are acceptable. Factors including the size of the site in relation to the building, important building elevations, and the impact upon neighbouring properties and the wider area must be assessed on a case-by-case basis.

Owners of period residential flat buildings may be entitled to planning concessions, such as density bonuses or a relaxation of parking controls, if substantial conservation works are included in a Development Application to council.

Such concessions are intended as a financial incentive to help conserve heritage places.

A qualified heritage consultant can provide advice concerning potential alterations and additions to a building. They can determine what solutions best fit the building with regard to its construction, materials and the extent of internal decoration.

Alterations and additions must be designed with regard to Council's Development Control Plan (DCP).

## Five principles of building conservation and maintenance\*

1. Retain and maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to The Burra Charter, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



# Common Issues

## Siting

**Problem:** Alterations and additions to period residential flat buildings should be positioned discretely so that the original character of the building and the streetscape are not unacceptably compromised.

**Response:** Additional rooms or balconies should be located at the rear of the existing building so that they do not alter the appearance of the building as seen from the street.

If there is insufficient space for a rear extension, a side extension, set back as far as possible from the street, may be considered.

In some instances, roof additions that are minimally visible from the public domain may be acceptable if they are set back behind the principal façade and roof form, and do not overwhelm or dominate the integrity of the existing building.

## Scale

**Problem:** Alterations and additions to period residential flat buildings should be sympathetically scaled to ensure that the new works do not visually dominate, compete with, or conceal the scale and proportion of the original building.

**Response:** Alterations and additions should respect, and take cues from, the proportions of major building elements including windows, doors, roof forms and verandas.

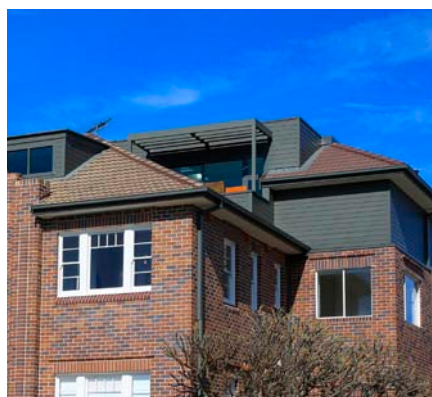
The scale of the proposed additions should reflect the prevailing streetscape scale and must not dominate the streetscape or public realm.

Setbacks to upper floor levels can provide a transition between adjacent buildings of different scales. Always consult council's DCP for guidance.

## Materials

**Problem:** Can contemporary materials and finishes be used in alterations and additions?

**Response:** Contemporary materials can be used for new works if their quality is commensurate with those of the existing building. Alterations and additions should not visually dominate or compete with an existing building. Existing materials should be used as a point of reference. The aim is to recognise the characteristics of existing materials, textures and colours, and re-interpret them.



*Alterations and additions*



*Character of the building compromised*



*Character and style of the building*

# Common Issues

## Character

**Problem:** Alterations and additions to older residential flat buildings must have regard to the architectural character and style of the original building and the streetscape.

**Response:** Alterations and additions should not mimic the form or details of the original building, but should be differentiated from the old. Alterations and additions should respect and reflect the features and characteristics of the existing building and the streetscape, particularly in terms of proportion and scale.

Small seamless additions, while not replicating the original design, can add new elements in either the same, or a closely related style. The difference between the old and new may be subtle, but it should be obvious.

Large-scale additions can add new elements in a contemporary and innovative manner, however they should be complimentary and sympathetic. The difference between the old and new may be obvious, but it should sit comfortably and harmoniously with the existing building and within the streetscape.

## Remember ...

- *Be proactive. Alterations and additions to residential flat buildings can often take a long time to arrange.*
- *All alterations and additions require careful planning and sensitivity to minimise the impact on the character and original fabric of older residential flat buildings and the streetscape.*
- *Hire qualified professionals with demonstrated experience in designing alterations and additions for older residential flat buildings.*
- *All alterations and additions to period residential flat buildings will require council approval. Depending on the extent and nature of the proposed alterations and additions, it may be advantageous to discuss the project with a council officer prior to preparing full and final development application documentation.*
- *Every project is different. A Pre-Development Application will enable applicants to obtain an opinion on a proposal and identify any issues or concerns that can be addressed before the development application is completed and lodged.*
- *Maintain comprehensive records of all applications, reports and quotations.*
- *Maintain a photographic record of any work carried out on the building.*





# INTER-WAR FLAT BUILDINGS:

# COLOUR SCHEMES

## Why are colour schemes important?

The colour schemes of Inter-War residential flat buildings can make an important contribution to the distinctive and attractive character of an area. Period residential buildings will usually look better in a period colour scheme that reflects the architectural style of the building.

Period residential flat buildings generally had relatively simple colour schemes; many buildings are face brick with only the timber joinery being painted. Unpainted brickwork must not be painted or rendered. A building's character can be irreversibly damaged by rendering or painting brick walls that were designed to be face brickwork.

## Five principles of building conservation and maintenance\*

1. Maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 36 Common Issues

### A fresh coat of paint

**Problem:** What paint should I use and what building elements can I paint?

**Response:** Paint finishes are a renewable protective surface coating that forms an important part of maintaining period buildings.

Older residential brick buildings were designed to 'breathe' and many were traditionally left unpainted, or finished with coatings that allowed moisture to permeate through the exterior walls if they became damp.

Some modern paints act as a barrier and can exacerbate rising damp issues or trap water within masonry walls and cause damage to significant fabric. When repainting period buildings, it is important to ensure that new coats of paint will not damage important building fabric.

Existing face brick buildings, and unpainted stone, French polished, varnished or waxed timber surfaces should not be painted but maintained and refurbished to match their original surface finish. New coats of paint should reflect the qualities of traditional paints such as gloss finishes for timber joinery and low sheen finishes on masonry surfaces.

Use of proprietary paint systems, such as Murobond or Porters Paints, should be explored with the aid of a paint expert independent of any paint supplier.

*See Fact Sheet 2 for more information.*

### Council approval

**Problem:** Do I need council approval to paint my building?

**Response:** Painting a period residential flat building that is heritage listed or located within a heritage conservation area will require a Heritage Exemption Certificate or development approval. Contact council for assistance in determining whether or not approval is required.

### New colour schemes

**Problem:** There is insufficient evidence of an original colour scheme.

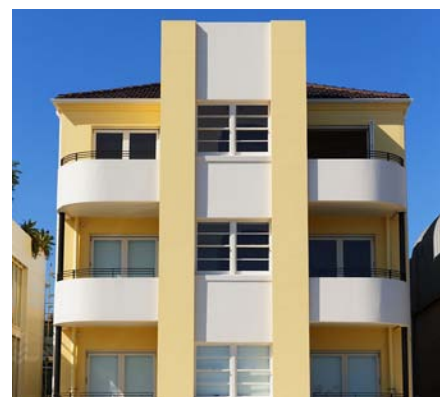
**Response:** If there is insufficient evidence of an original colour scheme, a new colour scheme and/or more contemporary interpretations of traditional colour schemes sympathetic to the architectural style of a building can be successful if carefully considered.

Only 'off whites' should be used on period residential flat buildings; stark white should be avoided. When working with period residential flat buildings, a cautious approach should be applied to ensure an appropriate colour scheme is selected and that significant fabric is not damaged during the works.

Devising a colour scheme can be fun but may become a divisive issue among residents. A neutral expert can be of great assistance in determining a colour scheme.



Color Scheme



Lurline

# Common Issues

## Traditional colour schemes

**Problem:** What is the most suitable colour scheme to paint my building?

**Response:** Reconstructing and maintaining a sympathetic colour scheme is fundamental to protecting the character of period residential flat buildings and the streetscape. Early colour schemes often survive under layers of modern paint and provide important historic evidence of a building's past. Previous colour schemes can be determined or researched in several ways.

Original colours may exist under gutters, house numbers or timber cladding for example. Paint scrapings can be collected and examined using a microscope; ensure scrapings are collected from areas that have been protected from the elements. Scrapings may reveal the different colours the building has been painted over time and paint suppliers can match these colours.

Old photographs, the social pages of old newspapers, books on restoration or colour schemes, both old and new, may provide helpful information. Even black and white photographs can be used to show where darker and lighter colours were used on a building.

A heritage consultant with expertise in early colour schemes can provide valuable advice, especially on larger detailed residential flat buildings.

## Remember ...

- *Be proactive. In marine environments paint finishes deteriorate more quickly than in other areas. If repainting does not occur in a timely manner timber and steel elements of a building will deteriorate rapidly.*
- *Colour change due to fading is a natural and expected form of paint degradation. In marine environments, paint will fade more quickly than otherwise expected. Factor in colour fading when selecting paint colours and specify paints that are UV resistant.*
- *Proper preparation and painting requires reputable tradespeople and good supervision.*
- *Before commissioning the services of a painter you should:*
  - *Request a summary of relevant experience including examples of work to other older residential flat buildings.*
  - *Inspect examples of the painter's work.*
  - *Obtain references from previous clients.*
  - *Check that all licenses and insurances are current.*
  - *Obtain a detailed quotation and scope of works including a list of materials to be used.*
  - *Only appoint a painter when you are satisfied of their suitability to supply the services required.*





# INTER-WAR FLAT BUILDINGS: ALTERING SHOPFRONTS

## Why making changes to shopfronts requires special attention

Many Inter-War buildings have retail shopfronts at street level. As well as being important in their own right, such shopfronts often impart important characteristics to the building and the street in which they are located.

Changes to shopfronts in Inter-War flat buildings must be carefully considered and should include the retention of original significant features including signage, glazing pattern, location of doors, tiling and awnings.

Changes to the shopfront should respect the original form, scale and detailing of the building and should not compromise the integrity and consistency of the building or streetscape

## Five principles of building conservation and maintenance\*

1. Maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



### Signage

**Problem:** Inappropriate signage can detract from the character of the building.

**Response:** Inter-War flat buildings with ground floor shopfronts must observe Council's signage guidelines. The guidelines aim to control visual clutter and ensure that the character of the building and amenity of the streetscape is not adversely impacted by inappropriately scaled or located signage.

Signs must not conceal, obscure or damage original building fabric and sign designs should respect the architectural identity and style of the Inter-War flat building and the general character of the area.

The installation of signage should be restricted to below the awning. Signage may be suspended below the awning or fixed to the fascia of the awning. The installation of signage above an awning must be

limited to areas originally designed to accommodate signage. If no awning exists, signage should be kept below the height of awnings on adjacent buildings.

The restoration of original signs and the use of traditional designs are encouraged.

The installation of animated or flashing signs is not permitted under the controls of the Development Control Plan (E2 Advertising and Signage, Section 6.0 (d)).

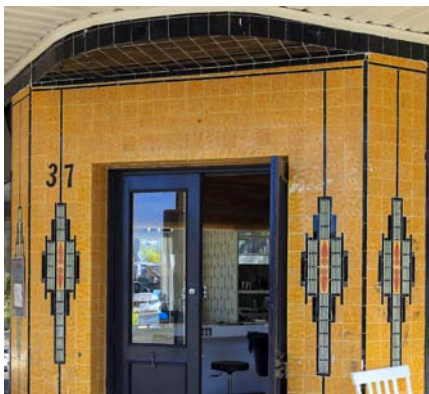
A planning application is required for any new or altered signage.

### Access

**Problem:** The Disability Discrimination Act (DDA) is a Commonwealth Act that makes it illegal to discriminate against an individual on the basis of a disability.

**Response:** Shops in Inter-War buildings must be accessible to everyone, including people with mobility or sensory impairments, the elderly, parents with small children and anyone who has a temporary disability as a result of illness or injury. "Access" is widely interpreted to include access to and within a building or site, access to all facilities and services, and to any information. The intention is to provide a barrier free environment for all visitors.

Owners and managers of buildings should commit to creating a situation in which access is achieved. The original design and construction of Inter-War buildings may in some instances prevent full



*Color Scheme*



*Lurline*



*Character and style of the building*

compliance with the provisions of the DDA, as altering original built fabric can adversely affect the significance of a building or is simply impossible to achieve.

With consideration of the concepts of “unjustifiable hardship” and “feasible alternatives”, owners and managers must make an application to Council to alter the existing access into a shop. Where significant original building fabric remains intact, access options that should be explored include the utilisation of an alternate public access point; the use of a temporary ramp; the installation of a lightweight permanent ramp; or controlled public access.

The Fire, Access and Services Advisory Panel (FASAP) are an expert panel that provides advice on access, services, fire safety, and occupational health issues. FASAP can assist building owners to achieve acceptable compliance with modern building standards, while retaining the heritage significance of places. An access consultant should be part of any consultation team approaching FASAP.

### Commercial viability

**Problem:** Making shopfronts commercially operable, while protecting important buildings and streetscapes.

**Response:** Shopfronts play an important role in a store’s merchandising and advertising strategy to attract customers, increase business and enliven a streetscape. Consequently, shopfronts are often the building element that has been repeatedly altered in Inter-War buildings.

To facilitate the ongoing commercial viability of retail premises, contemporary design that is sympathetic and compatible with the rest of the building in scale, character, materials, colour and texture is generally permissible in cases where original shopfronts have been replaced in the past.

Shopfront designs must not dominate or detract from the significant building fabric above the awning.

### Remember ...

- *A thorough investigation of the existing shopfront should be undertaken to determine what works can be undertaken without unacceptably impacting original building fabric.*
- *A qualified heritage consultant can provide advice concerning potential changes to a shopfront. They can determine what solutions best fit the shopfront in terms of its construction, materials and the extent of internal decoration.*
- *The retention of original shopfront glazing, tiles, highlights and ingoes\* should form the basis of any new use.*
- *Check with the building’s strata manager to determine who is responsible for specific changes, and where necessary, obtain approval from the strata manager before carrying out works.*
- *Check with council to determine what approvals may be necessary.*
- *Hire experienced tradespeople with demonstrated experience in altering shopfronts in older residential flat buildings.*

*\* Ingo: the wall face at the point where it turns to form a door or window.*





# INTER-WAR FLAT BUILDINGS:

# ARRANGING WORKS

## Why arranging maintenance, repairs and upgrades to your building is important

Period residential flat buildings require regular maintenance and repairs to retain their character and value, and prevent minor damage and deterioration from becoming major problems.

Regular inspections and maintenance is the most cost effective and practical way to protect important building fabric.

A Cyclical Maintenance Program will enable an owners corporation (formally known as the body corporate) to prioritise repairs, maintenance, upgrades and renovations and budget for future works.

## Five principles of building conservation and maintenance\*

1. Maintain original building fabric and decorative elements.
2. Use traditional techniques and materials where possible.
3. Use appropriately experienced and skilled contractors.
4. Do only what is necessary.
5. Differentiate new work from old. The difference may be quite subtle.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 44 Common Issues

### Where to start

**Problem:** Administering maintenance, repairs, upgrades and renovations is a continuous process.

**Response:** Arranging for work to be performed to residential flat buildings can often take a long time; works need to be identified; funds need to be allocated to the project; quotations need to be obtained and assessed; professionals and/or tradespeople need to be commissioned; and where necessary, council approvals need to be obtained.

One of the best ways to save on costs when preparing to undertake works to a residential flat building is to ensure that the right advice is obtained from the outset. Experienced consultants understand the pitfalls of dealing with period buildings and are able to employ a broad approach when proposing suitable solutions.

Council has in-house heritage experts that can provide general advice to help building owners with how to approach work on heritage buildings. The heritage experts can provide heritage advice over the phone or can provide heritage advice at face-to-face meetings.

A qualified heritage consultant can provide advice concerning potential building repairs, maintenance, upgrades and renovations. They can determine what solutions best fit the building in terms of its construction, materials and the extent of internal decoration.

### Organising upgrades and renovations

**Problem:** Who organises and pays for maintenance, repairs, upgrades and renovations to a period building?

**Response:** It is usually the owners corporation that is responsible for the repair and ongoing maintenance of common property; individual owners must repair everything inside the airspace of their lot (unit), including internal walls, carpet, fixtures and paint.

Check with the building's strata manager to determine who is responsible for specific maintenance or repairs, and where necessary, obtain approval from the strata manager before carrying out works.

The owners corporation must be notified if the renovations require a building or planning permit.

### Planning approval

**Problem:** Before renovations or building upgrades are made to a period building it must be determined whether or not planning approval is required.

**Response:** If heritage provisions affect a property, planning approval will be required. Some forms of work to heritage buildings may be undertaken with a Heritage Exemption Certificate. Examples include internal painting, bathroom and kitchen renovations that do not include changes to the configuration of rooms or windows and the replacement of external doors and windows with identical units. Council advice and assistance should always be sought when determining what approvals may be necessary.

### Funding

**Problem:** Maintenance, repairs, upgrades and renovations can be costly. Who pays?

**Response:** The owners corporation collects regular payments from each of the individual lot owners to pay for the upkeep and maintenance of common property. An administrative fund covers the day-to-day recurrent building expenses such as insurance and cleaning. A sinking fund covers future funding needs, to provide for the painting of the building, replacement of items such as hot water heaters, and the repair of the fabric of the building as such need arises.

An owners corporation must establish a ten-year sinking fund plan. The plan allows the owners corporation to prioritise repairs and maintenance and budget for future works. If additional funds are required, a motion must be put to a general meeting to raise additional levies to cover the cost of the work.

Each year, an executive committee of the owners corporation is elected to oversee the running of the building by the Strata Manager and to engage outside contractors and consultants as they are required. For substantial repairs, significant additions, changes or upgrades to common property, the executive committee of the owners corporation will convene meetings so that individual owners can participate in the decision making process. This is usually triggered by the need to raise additional funds.

Individual owners can propose works to the common areas

## Common Issues

of a building at an owners corporation meeting. The lot owner must ensure that the matter to be raised at the meeting is listed on the meeting agenda. The owners corporation must reasonably consider all owners' correspondence.

Once a motion has been passed to investigate or undertake specific works, the executive committee of the owners corporation can establish sub-committees to deal with organising and managing the project.

An executive committee of the owners corporation, or sub-committee established to coordinate a project, might decide that it is prudent to engage a consultant to assist in the process of gaining pertinent approvals and/or carrying out the works. This process requires the relevant committee to:

- Identify the project's objectives, critical issues and program;
- Define a time frame and establish a project brief;
- Determine the qualifications, mandatory criteria in experience, capability and terms of engagement before inviting consultants to submit a fee proposal;
- Prepare a document outlining the above so that it can be distributed to all prospective consultants;
- Invite suitable consultants to inspect the property and submit a fee proposal;

- Evaluate the proposals against the initial project objectives;
- Invite the preferred consultant to participate in further discussions to develop a fuller understanding of the project requirements;
- Confirm the consultant's suitability; and
- Execute an agreement with the consultant, having regard to the legal limitations of the sub-committee.

### Finding a contractor

**Problem:** How do I find a contractor specialised in working with period residential flat buildings?

**Response:** You can search the NSW Office of Environment & Heritage conservation products and services directory to view a listing of contractors specialising in heritage work.

<http://www.environment.nsw.gov.au/heritageapp/HeritageConservationDirectory.aspx>

Always check a contractor's suitability against the project requirements; ask for references; check their qualifications, membership/s and accreditation; and ask to see examples of relevant previous work.

Carry out a licence check through the Department of Fair Trading. You can access background information about your choice of contractor, both current and historical.

### Remember ...

- *Be proactive. Arranging for work to be performed to residential flat buildings can often take a long time. It is important to undertake regular inspections so that areas requiring attention can be identified and included in a Cyclical Maintenance Program. This will enable an owners corporation (formally known as the body corporate) to prioritise repairs, maintenance, upgrades and renovations, as well as budget for, and obtain the necessary approvals for future works.*
- *It is important to identify what is important about your building before planning any kind of work to it. Building works to period residential flat buildings should not adversely affect important building features or original fabric.*
- *Where the proposed work involves minor repair and maintenance, a building approval is generally not required. Building owners should always check with Waverley Council before commencing work, as the nature and scale of the works may require an approval.*
- *Get the right advice. Experienced consultants understand the pitfalls of dealing with older buildings and understand the approval and building process.*
- *Maintain comprehensive records of all applications, reports and quotations.*
- *Maintain a file of information sheets such as this one.*
- *Keep a maintenance logbook and a photographic record of any work carried out on the building.*



## 10



# INTER-WAR FLAT BUILDINGS:

## OBTAINING PERMISSION TO CARRY OUT WORK

### Why obtaining permission to carry out works is important

The consequences of carrying out illegal building works are significant and may involve substantial fines, so don't risk it!

All building work requires development approval, unless an exemption exists for the proposed work. Where the work involves simple repair and maintenance, a building approval is generally not required; like-for-like repair work, such as the replacement of damaged roof materials does not require formal approval.

One of the best ways to save on costs and time when preparing to undertake works to a period residential flat building is to ensure that the right advice is obtained from the outset.

If you intend to carry out building works, speak to the staff at Waverley Council, or other building professionals who can tell you about any issues that might affect the building. Experienced consultants can provide advice with regard to the type of approval required to carry out works.

\* According to *The Burra Charter*, a document that outlines the basic principles and procedures to be followed in the conservation of heritage places in Australia.



## 48 Steps to Obtaining Approval

### Step 1

Determine the extent and nature of the proposed works.

### Step 2

Review Waverley Council's Planning Enquiry System

<http://www.eservices.waverley.nsw.gov.au/Common/Common/Terms.aspx>

and/or

Part C Exempt, Complying, Advertised and Notified Development of the Waverley Development Control Plan 2010 to determine whether planning approval is required or if the works are considered Exempt Development or Complying Development.

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0018/3456/Part\\_C2.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0018/3456/Part_C2.pdf)

### Step 3

Review the pertinent application form and checklist on Waverley Council's website to ascertain what supporting documentation is required to be prepared and submitted for approval.

#### Exempt Development

This is for minor works that do not require development consent.

#### Complying Development

A complying development is required for small-scale works that do not qualify as Exempt Development. The submission of an application form and supporting documentation is required. See the Application for a Complying Development Certificate.

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0013/3514/CDC\\_application.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0013/3514/CDC_application.pdf)

#### Heritage Exemption Certificate

If the proposed work is to a heritage listed building or a building within a heritage conservation area and the proposed works will not have an impact on the significance of the heritage conservation area or the heritage listed item, a Heritage Exemption Certificate may be issued. This means that a development application may not need to be lodged for approval of the works. This should be checked with Council's heritage officer and where advised, a request for an exemption must be made in writing and approved by Waverley Council.

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0003/54327/Heritage\\_Exemption\\_Certificate\\_Application\\_Form.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0003/54327/Heritage_Exemption_Certificate_Application_Form.pdf)

#### Development requiring approval

Development that is not an exempt or complying development requires a Development Application (DA). See the Waverley Council Development Application Checklist and the Development Application (Part A & Part B)

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0012/15123/Development\\_Application\\_Checklist\\_Aug\\_2014.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0012/15123/Development_Application_Checklist_Aug_2014.pdf)

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0005/3596/Development\\_Application\\_Parts\\_A\\_and\\_B\\_Oct\\_2012.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0005/3596/Development_Application_Parts_A_and_B_Oct_2012.pdf)

### Step 4

Depending on the extent and nature of the proposed works, it may be advantageous to discuss the project with a council officer prior to preparing full and final application documentation. A Pre-Development Application will enable applicants to obtain an opinion on a proposal and identify any issues and concerns that can be addressed before the development application is completed and lodged. See the Pre Development Application Form.

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0014/3524/Pre\\_DA\\_Form\\_Apr\\_2015.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0014/3524/Pre_DA_Form_Apr_2015.pdf)

## Steps to Obtaining Approval

### Step 5

Prepare the required documentation, complete the application forms and submit the application to Waverley Council.

Employing a conservation specialist who is trained and experienced in working with older residential flat buildings is recommended. Conservation specialists can provide invaluable advice and are able to guide the process to ensure that the character and value of the older residential flat building is retained.

### Step 6

After a Development Application is approved, a Construction Certificate will need to be obtained prior to the commencement of the works. The Notice of Determination issued by Waverley Council will outline the documents to be submitted in order to obtain a Construction Certificate. In addition to the documentation, there will be fees, levies, and a damage deposit that need to be paid.

Construction Certificates can be obtained from Waverley Council or a Private Certifier.

[http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0012/3612/CCInformation.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0012/3612/CCInformation.pdf)

### Step 7

Commence the building works, ensuring that all work is carried out in accordance with the approved Construction Certificate plans and the conditions of the development consent.

### Remember ...

- *Be proactive. Arranging for work to be performed to residential flat buildings can often take a long time. It is important to undertake regular inspections so that areas requiring attention can be identified and included in a Cyclic Maintenance Program. This will enable an owners corporation (formally known as the body corporate) to prioritise repairs, maintenance, upgrades and renovations and obtain the necessary approvals for future works.*
- *Hire qualified professionals with demonstrated experience in maintaining, repairing and upgrading period residential flat buildings.*
- *Maintain comprehensive records of all applications, reports and quotations.*
- *Maintain a photographic record of any work carried out on the building.*







# MORE INFORMATION

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## Web

- The Office of Environment & Heritage, Maintenance Series <http://www.environment.nsw.gov.au/Heritage/publications/#P-R>
- Sydney Architecture <http://www.sydneymarchitecture.com/STYLES/search-style.htm>
- The Office of Environment & Heritage, Conservation product or service <http://www.environment.nsw.gov.au/heritageapp/eritageConservationDirectory.aspx>
- NSW Fair Trading, Strata Schemes: Repairs and Maintenance [http://www.fairtrading.nsw.gov.au/ftw/Tenants\\_and\\_home\\_owners/Strata\\_schemes/Repairs\\_and\\_maintenance](http://www.fairtrading.nsw.gov.au/ftw/Tenants_and_home_owners/Strata_schemes/Repairs_and_maintenance)
- Australian Window Association (AWA) <http://www.awa.org.au/industry-sectors/timber-sector>
- NSW Fair Trading, Dealing with hazardous materials [http://www.fairtrading.nsw.gov.au/ftw/Tenants\\_and\\_home\\_owners/Home\\_building\\_and\\_renovating/The\\_building\\_process/Dealing\\_with\\_hazardous\\_materials.page](http://www.fairtrading.nsw.gov.au/ftw/Tenants_and_home_owners/Home_building_and_renovating/The_building_process/Dealing_with_hazardous_materials.page)
- The Office of Environment & Heritage, Fire, access and services <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/maintenance81fireheritage.pdfh>
- The Office of Environment & Heritage, Maintenance Series: Fire and Heritage <http://www.environment.nsw.gov.au/Heritage/conservation/fireaccessservices.htm>
- Fire & Rescue NSW, Building Fire Safety <http://www.fire.nsw.gov.au/page.php?id=9012>
- The Office of Environment & Heritage, Altering Heritage Assets <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/hmaltering.pdf>
- Disability Discrimination Act 1992 <https://www.legislation.gov.au/Details/C2014C00013>
- The Office of Environment & Heritage, Looking After the Shop <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/alotinstorech5.pdf>
- Waverley Council, Waverley Development Control Plan 2010: E2 Advertising and Signage [http://www.waverley.nsw.gov.au/data/assets/pdf\\_file/0015/3462/Part\\_E2.pdf](http://www.waverley.nsw.gov.au/data/assets/pdf_file/0015/3462/Part_E2.pdf)
- Strata Schemes Management Act 1996 <http://www.legislation.nsw.gov.au/#/view/act/1996/138/Fchap2%2Fpart3%2Fdiv1>
- The Office of Environment & Heritage, Maintenance Series: Preparing a maintenance plan <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/maintenance11preparingplan.pdf>
- Government Architect's Office, 'Noah's Backpackers, Bondi Beach, Heritage Assessment', Draft 28 May 2008
- Jill Roe (ed), Twentieth Century Sydney, 'Studies in Urban and Social History', Hale and Iremonger, 1980
- Lewis Berger and Sons, 'Counter Reference Book', 1923
- Lewis Berger and Sons, 'Counter Reference Book', 1930s
- Peter Shaw, 'Art Deco Napier', Art Deco Trust, 2008

## Studies

- Australian Museum, 'Aboriginal workshops on the Coast of New South Wales', Australian Museum, 1975
- Perumal Murphy Wu, 'Waverley Heritage Study Volume 2.' Built Heritage Report, 1993
- Register of the National Estate
- Robertson and Hindmarsh, 'Housing in New South Wales Between the Wars.' Volume 1, National Trust of Australia (NSW), 1996

## Council Records

- Council Building Register files
- Collection of digital copies of Deposited Plans
- Collection of digital copies of Building Register drawings

## Other

- Art Deco Trust, 'The Colours of Napier. The Colourful Buildings of The Art Deco City', Art Deco Trust, Napier, New Zealand





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