

Guidelines for nominating a historic heritage place for evaluation

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Cover illustration: Te Muri cemetery. Photo by Robert Brassey.

Like many heritage places Te Muri has multiple values. The cemetery was a burial place for both local Māori and for settler families. It is the archaeological site of an earlier Māori village, and the pohutukawa tree is considered to be tapu.

These guidelines outline the requirements for nominating a historic heritage place for evaluation by Auckland Council and will assist you in completing and submitting the nomination form.

Nominating a place

Any person or organisation may nominate a place or group of places for evaluation by completing and submitting the nomination form.

Before you submit a nomination, please read these guidelines to check whether nomination is appropriate and to ensure that you complete the form correctly. You should only nominate a place if you consider it has significant heritage value.

- is protected by provisions in the plan to ensure its significance is not lost
- may be eligible for grants and other incentives.

Proposed Auckland Unitary Plan criteria for scheduling historic heritage places

The Proposed Auckland Unitary Plan sets out criteria for evaluating the significance of historic heritage and the level of significance required to be considered for inclusion in the heritage schedule. The criteria are:

Purpose of evaluation

The purpose of evaluation is to identify places of heritage significance. Significant places will be considered for potential inclusion in the historic heritage schedule of the Auckland Unitary Plan, or other appropriate management to protect the values of the place.

Nomination of a place does not automatically guarantee that it will be evaluated or considered for scheduling. Priority will be given to nominations that clearly identify the values associated with a place and the community to which it is significant, and are supported by relevant background information. Therefore you are encouraged to make a persuasive case for the significance of the place.

(a) Historical

The place reflects important or representative aspects of national, regional or local history, or is associated with an important event, person, group of people or idea or early period of settlement within the nation, region or locality

What is the historic heritage schedule?

The historic heritage schedule of the Proposed Auckland Unitary Plan is a list of significant heritage places in the Auckland region.

Inclusion of a place in the schedule means that the place:

- has been officially recognised by Auckland Council as being of significant heritage value to the people of Auckland

(b) Social

The place has a strong or special association with, or is held in high esteem by, a particular community or cultural group for its symbolic, spiritual, commemorative, traditional or other cultural value

(c) Mana whenua

The place has a strong or special association with, or is held in high esteem by, mana whenua for its symbolic, spiritual, commemorative, traditional or other cultural value.

d) Knowledge

The place has potential to provide knowledge through scientific or scholarly study or to contribute to an understanding of the cultural or natural history of the nation, region or locality.

(e) Technology

The place demonstrates technical accomplishment, innovation or achievement in its structure, construction, components or use of materials.

(f) Physical attributes

The place is a notable or representative example of a type, design or style, method of construction, craftsmanship or use of materials or the work of a notable architect, designer engineer or builder.

(g) Aesthetic

The place is notable or distinctive for its aesthetic, visual, or landmark qualities.

(h) Context

The place contributes to or is associated with a wider historical or cultural context, streetscape, townscape, landscape or setting.

To be considered eligible for inclusion in the schedule of the Auckland Unitary Plan, a place (or area) must be of overall considerable or exceptional significance. Category A places must be of significance to the Auckland region or to the nation.

Other factors such as integrity are also taken into account in the decision to recommend a place for scheduling. Sometimes scheduling is not the most appropriate way of protecting the values of a place. The final decision is made by the council after the views of the owner and any other affected parties have been considered.

What heritage places can be nominated?

Historic heritage places can include:

- archaeological sites and features
- buildings, structures, and monuments
- shipwrecks and underwater heritage
- groups of inter-related places, including cultural landscapes; townscapes, streetscapes and settlements
- gardens, trees and plantings
- places of historical or cultural importance including places of significance to mana whenua such as wāhi tapu (sacred places) and wāhi tūpuna (places of traditional importance or value).

We will not accept nominations for:

- any building, structure or other place less than 30 years old, other than in exceptional circumstances
- moveable or portable heritage such as vehicles, boats, furniture, or works of art that are not fixed in place. Abandoned objects that are non-mobile and form part of a wider heritage context or place (such as a steam boiler at a sawmill site) can be included in the nomination for that place
- any place that cannot be described in such a way as to sufficiently identify it.
- plaques or signs that do not have heritage value in their own right

Completing the nomination form

Before completing the form

Before you complete the nomination form you should check the heritage schedule in the relevant operative district or regional plan and Proposed Auckland Unitary Plan (available on the Auckland Council website) to ensure that the place is not already scheduled. You may submit a nomination supporting a change in category for a place that is already scheduled (e.g. from B to A).

Completing the form

You are encouraged to complete and submit the nomination form in electronic format.

You can download an electronic copy of the form from: www.aucklandcouncil.govt.nz/EN/newseventsculture/heritage/Pages/protectingourheritage.aspx

Section 1 (Contact details)

We need to be able to acknowledge receipt of your nomination, verify information if needed, and keep you informed. We cannot accept anonymous nominations.

Section 2 (Address)

We need to know where the place is. If it doesn't have a street address, you can provide the legal description or grid reference (using NZ Transverse Mercator coordinates). You can access these through the council's GIS viewer: maps.aucklandcouncil.govt.nz/aucklandcouncilviewer/

Legal description: use the 'identify' button on the toolbars on the right of the screen

Grid reference: go to Tools/capture map coordinates.

Section 3 (Owner/occupier)

Complete this section if you have access to this information.

Section 5 (Description)

You should include a summary of the history of the place and attach or include any relevant background information or bibliographic references that will assist us in understanding the place.

Section 6 (Threats)

It is useful to identify known threats to a place, because this will assist in prioritising nominations.

Further assistance

If you need assistance with the form, please contact the council's Heritage Information Management team on 09 301 0101 or by email at Heritage@aucklandcouncil.govt.nz

Please complete the form in as much detail as possible.

Frequently asked questions

Can I provide information in confidence?

Generally not. Evaluation of Auckland's heritage is a public process. All members of the public, including the owner of a heritage place or item, are entitled to access all information held by the council on a property. Councils are only required to restrict access to sensitive information about places of significance to tangata whenua as this is a statutory requirement under the Resource Management Act 1991. All other information relating to a property is public information, and is therefore available to members of the public upon request. If you have concerns about providing information that is or may be sensitive or subject to copyright, you can discuss this with staff in the council's Heritage Unit before providing the information.

What about my personal details?

Auckland Council has a responsibility to comply with the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987. There is a general presumption within this legislation that all information provided to, and held by council as public records, is public information and is subject to disclosure upon request unless there are reasons why it should not be disclosed. These reasons include where disclosure of the information would compromise the safety of an individual, or where it would impede proper maintenance of the law. If you have concerns, you should refer to the relevant acts, and seek independent advice.

What if I don't have the time or knowledge to provide all the information you require?

The more supporting evidence you can provide the better. Nominations that lack sufficient information may be assigned a low priority. You could approach your local board, historical society or other community group to assist with the nomination or to make it on your behalf.

Why can't the council evaluate all nominated places?

The process of evaluating heritage places requires specialised personnel and resources. As well as public nominations, the council identifies potentially significant places through Historic Heritage Area Surveys and targeted/thematic research. All nominations receive an initial appraisal. Those that are unlikely to meet the significance thresholds or lack sufficient information will be assigned a low priority or may not proceed. In some cases places that are nominated have previously been evaluated, so unless new information becomes available they will not be re-evaluated.

How does the nomination process relate to the notification of the Proposed Unitary Plan?

The Proposed Auckland Unitary Plan was notified on 30 September 2013. Public submissions on the proposed plan close on 28 February 2014. You can nominate a place for addition to the heritage schedule during or after the submission period. If you wish to nominate a place during the submission period you should also make a submission on the proposed plan in support of your nomination and include the nomination with your submission. Nominations received after the close of the submission period will not be considered as part of the hearings process.

What happens if a place meets the threshold and is eligible for scheduling?

Eligibility for scheduling does not automatically result in a place being protected.

The next step is to consider if scheduling is the most appropriate way of managing the place. Other factors that need to be considered include whether scheduling would allow reasonable use of the place into the

future, and whether consents have been granted for the place.

There is a planning process that must then be followed before a place can be scheduled. Through this process, the owner and any other person with an interest in the place will have an opportunity to submit for or against the proposal before a final decision is made.

After the Auckland Unitary Plan is substantively operative, additional places recommended for scheduling will be added by way of a variation or plan change.

Where does special character fit into this process?

Areas or groups of places that do not meet the criteria and thresholds for inclusion in the heritage schedule will be considered against the Proposed Auckland Unitary Plan criteria for special character areas. Character areas are subject to a different set of planning controls designed primarily to retain the traditional character of early streetscapes.

What is the best format for sending information to the council?

Electronic files are preferred. Original photographs or documents should be scanned or copied. If you have large files (over 10MB) send them in parts or convert them to smaller file sizes (e.g. by converting them to pdf files) or copy them onto a CD.

Doesn't the pre-1944 demolition overlay under the Proposed Auckland Unitary Plan provide protection?

It provides interim control over the demolition, removal or substantial alteration of most pre-1944 buildings. It does not control the full range of activities that can detract from the heritage value of a place, and does not apply to later buildings, those outside main centres of development, or where special character overlays apply. The control triggers an evaluation process that must be resolved within tight consent processing timeframes. Council staff rely heavily on pre-existing information about a property, including nominations, when making preliminary judgements on potential heritage significance.

▶ For more information: phone 09 301 0101
or visit www.aucklandcouncil.govt.nz

