



South Australian Heritage Council

Procedure: Confirmation or removal of provisional entry in the South Australian Heritage Register

Purpose

To provide guidance for making recommendations to the South Australian Heritage Council (Council) in relation to confirmation or removal of provisional entries in the South Australian Heritage Register (Register).

Context

Section 18 of the *Heritage Places Act 1993*: Submissions and confirmation or removal of entries.

Scope

This procedure relates to places that have been provisionally entered in the Register and require confirmation or removal following the three-month period for written representations.

Procedure

Under section 17 (4) (provisional entry) of the *Heritage Places Act 1993*, the Council is required to give written notice to the owner and the public and invite written submissions on whether the entry should be confirmed within three months of the notice.

If no written submissions on the provisional entry of the place are received within the three-month statutory period, departmental staff supporting the Council will provide a report with its advice and recommendation on the confirmation or removal of the entry. The Council will consider the advice and recommendation at its first listing meeting after the period for written submissions closes.

If the Council has received written submissions on the provisional entry of the place within the three-month period, departmental staff supporting the Council will prepare a report summarising and providing professional advice on the representations received. The report will use the section 16 criteria for listing under of the *Heritage Places Act 1993* as its framework and will give recommendations for the Council's consideration.

The report to Council will include details of owner consultation.

Persons who have made written submissions within the statutory three-month period and seek to make oral representations before the Council are to be given an opportunity to do so before the Council considers the confirmation or removal of the place as per s18(2).

Persons that are not the owner or their representative providing an oral representation will be afforded five minutes to address the Council.

The owners or their representative providing an oral representation will be afforded up to 10 minutes. A further 5 minutes may be requested, that includes the grounds on why an extension is needed, at least 24 hours before the Council meeting commences. The additional time will only be granted as an exception. Approval for additional time is at the discretion of the Chair who may consult with the Council in making the decision.

At the time of oral representation, the Council will not consider any supplementary written material that is tabled on the day of the meeting. Materials supporting a representation may be considered, if provided at least 24 hours prior to the Council meeting, and on approval of the Chairperson.

Associated Documents and References

- Guideline: Confirmation or removal of provisional entry in the South Australian Heritage Register
- Policy: Description or Notes for State Heritage Places
- Guidelines: Summary of State Heritage Place
- Pro forma: Summary of State Heritage Place

Approved by	SA Heritage Council	Date Approved	26 June 2025
Responsible Unit	Heritage SA	Review Date	June 2028