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**Discipline**  
**Engineering Standard – NSW**

**Category**  
**Services**

**Title**  
**Compilation of Historical Records of Buildings Scheduled for Demolition**

**Reference Number**  
**EYP 01 – (RIC Standard: G 2650)**

**Document Control**

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## **About This Standard**

This circular sets out the procedure to be observed in the compilation and storage of historical records of buildings scheduled for demolition.

## Document History

**Primary Source** – RIC Standard G 2650 Version 2.0

### List of Amendments –

ISSUE	DATE	CLAUSE	DESCRIPTION
1.1	31/08/2004		Reformatting to ARTC Standard
1.2	09/03/2005	Disclaimer	Minor editorial change Document reformatted

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## 1. Scope

This circular sets out the procedure to be observed in the compilation and storage of historical records of buildings scheduled for demolition.

## 2. General

When approval has been obtained from the Railway Heritage Committee for the demolition of a building, a record is to be compiled of the building before demolition. The scope of the recording will vary according to the relative heritage importance of the building. The records will be deposited in the Railway Archives.

The records are to be compiled according to the heritage category assigned to the building by the Railway Heritage Committee on the Heritage Certificate.

For buildings in Heritage Categories 1 and 2 arrangements will be made by the Regional Property Manager for the compilation of the records by suitably qualified persons.

For buildings in Heritage Categories 3 and 4 the compilation of records will generally be the responsibility of the Manager.

For all categories the Manager is to supply the Regional Property Manager with any relevant information that is available such as drawings, photographs and historical details of the building.

The Regional Property Manager will be responsible for the final compilation of the records and deposit in the Railway Archives.

The recording is in compliance with Section 170 of the Heritage Act 1977 (as amended 1987).

## 3. Heritage significance categories

### 3.1. Category 1 - Items of exceptional Heritage significance

The dossier is to include:

- photographs:
  - all elevations, interior and exterior with scale photographic rule, in both black and white and colour.
  - all elevation photographs at right angles.
  - interior photographs of every space.
  - of all details
  - photogrammetric pairs, professionally prepared, of major elevations (minimum 4).
  - completed railway asset information sheet

- site plan including measured floor plan with all dimensions shown
- location plan showing all associated structures and features
- schedule of site details and associated items
- schedule of finishes used
- schedule of interior details
- report on historical research and copies of relevant documentation
- copies of original design drawings if available
- report of inspection made during demolition (to reveal otherwise unknown structural features)

### **3.2. Category 2 - Items of High Heritage Significance**

The dossier is to contain:

- photographs:
  - all elevations, interior and exterior with photographic rule scale
  - elevation photographs should be at right angles to building
  - of all details
  - (35mm film, probably two rolls, 36 exposures)
- completed railway asset information sheet
- site plan including floor plan with all dimensions shown
- location plan showing all associated structures and features
- schedule of site details and associated items
- schedule of finishes used
- schedule of interior details
- copies of original design drawings if available

### **3.3. Category 3 - Items of some Heritage Significance**

The dossier is to contain:

- photographs:
  - all elevations, interior and exterior
  - details

- (35mm film, one roll, 36 exposures)
- completed railway asset information sheet
- site plan including floor plan with all dimensions
- location plan
- copies of original design drawings if available

#### **3.4. Category 4 - Items of Little or No Heritage Significance**

No additional recording of these items is required, other than that carried out as part of the assessment procedure as outlined in EYP 03 item 5. The dossier is to contain:

- photographs:
- a completed railway asset information sheet
- a site plan