

Recommendation of the Executive Director and assessment of cultural heritage significance under Part 3 of the *Heritage Act 2017*



Name	Norman Lodge
Location	1225 Nepean Highway, Mt Eliza, Mornington Peninsula Shire
Date Registered	9 October 1974
VHR Number	VHR H0321
VHR Category	Registered Place
Hermes Number	856



Norman Lodge

EXECUTIVE DIRECTOR RECOMMENDATION TO THE HERITAGE COUNCIL:

That the Heritage Council amends the existing registration of VHR H0321 in accordance with s.62 of the *Heritage Act 2017* by:

1. Including additional land under s.49(1)(d)(i) and (ii).
2. Determining categories of works or activities which may be carried out in relation to Norman Lodge for which a permit is not required (permit exemptions), under s.49(3).

STEVEN AVERY
Executive Director

Recommendation Date: 16 March 2020

Advertising Period: 20 March 2020 – 18 May 2020

This recommendation report has been issued by the Executive Director, Heritage Victoria under s.37 of the *Heritage Act 2017*.

REASONS FOR REGISTRATION IN 1974

The State level historic and architectural cultural heritage significance of Norman Lodge was recognised in 1974 by its inclusion in the Register of Historic Buildings (VHR H0321). Norman Lodge was registered for its importance as a largely intact nineteenth century seaside estate, its association with prominent Melbourne businessmen of the nineteenth and twentieth centuries, and for the Gothic Revival style main house.

AMENDMENT APPLICATION MADE ON 6 JANUARY 2020

On 6 January 2020 the Executive Director made and accepted an application to amend the registration of Norman Lodge (VHR H0321) by including additional land and permit exemptions. The predecessors to the Heritage Act only allowed buildings, not land to be included in registrations. The Executive Director, Heritage Victoria is now systematically reviewing early registrations and amending as required to conform with the *Heritage Act 2017*.

AMENDMENT RECOMMENDATION REASONS

The Executive Director recommends that the Heritage Council amend this registration in accordance with s.62 of the *Heritage Act 2017* because under s.32(1) of the Act he considers that—

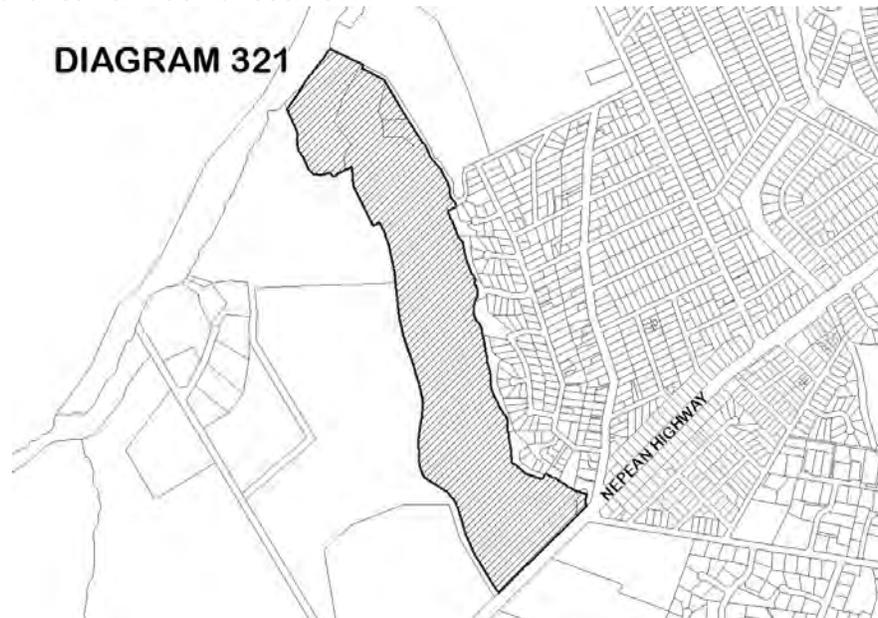
- a) the State-level cultural heritage significance of the place would be substantially less if the land or any part of the proposed land for inclusion in the Register was developed;
- b) the proposed land for inclusion in the Register is important to the protection or conservation of the place or contributes to the understanding of the place.

WHO ARE THE TRADITIONAL OWNERS/REGISTERED ABORIGINAL PARTY FOR THIS PLACE?

The Registered Aboriginal Party for the land on which Norman Lodge is located is the Bunurong Land Council Aboriginal Corporation.

RECOMMENDED EXTENT OF REGISTRATION

All of the place shown hatched on Diagram 321 encompassing Lots 1, 2 and 3 and Reserve 1 on Subdivision Plan 609858P and Lot 1 on Title Plan 956479V.



The extent of registration of Norman Lodge in the Victorian Heritage Register affects the whole place shown on Diagram 321 including the land, all buildings (including the exteriors and interiors), roads, trees, landscape elements and other features.

The recommended extent is the same as the nominated extent.

AERIAL PHOTO SHOWING RECOMMENDED EXTENT



Current Name: Norman Lodge
VHR number: VHR H0321
Hermes number: 856

RATIONALE FOR EXTENT

The proposed extent of registration includes the remaining key buildings of Norman Lodge (the main residence, hall, carriage house, men's quarters, staff cottage and associated outbuilding, prefabricated weatherboard 'Honeymoon Cottage' and gatekeeper's cottage). It also encompasses the land upon which the buildings are located which includes trees, pathways and a driveway contemporary with the main house's construction, and a rare example of a strolling garden. This land is important to the protection and conservation of Norman Lodge as a seaside estate which has remained relatively intact since the 1860s.

Inclusion of the subdivided portions at 3 and 5 Albatross Avenue (Lots 2 and 3 on Subdivision Plan 609858P) is considered necessary due to their proximity to the 1863 residence and outbuildings. The reserve land at 3A Albatross Avenue (Reserve 1 on Subdivision Plan 609858P) is included to retain Norman Lodge's historical association with the beachfront. The portion of undeveloped land at 1225a Nepean Highway (Lot 1 on Title Plan 956479V) is included to create a natural boundary for the proposed extent of registration.

The additional land and buildings proposed for inclusion in Norman Lodge are significant as they demonstrate a largely intact example of one of several bayside estates constructed in the 1860s as summer retreats for Melbourne's businessmen.

CHANGE OF HERITAGE CATEGORY

No change of category.

CHANGE OF NAME

No change of name.

BACKGROUND

WHAT IS AT THE PLACE?

Norman Lodge is located at 1225 Nepean Highway, Mount Eliza. It is a long, semi-rural property bordered by Nepean Highway to the south and reserve land to the north. Its eastern boundary is defined by Gunyong Creek and Albatross Avenue, and its western end by the property boundary of Pinecliff Freedman Racing. Norman Lodge comprises a Gothic Revival style main house, gatekeeper's cottage, carriage house, men's quarters, staff cottage and associated outbuilding (all c. 1863), chapel (formerly known as the 'hall', date unspecified), and prefabricated 'Honeymoon Cottage' (1946). It also comprises a driveway and strolling garden which date to the time of the main house's construction.

WHAT IS THE HISTORY OF THE PLACE?

Norman Lodge – formerly known as Manyung – was established on approximately 290 acres of land purchased by pastoralist Richard Grice. Grice bought the land in 1860 and by 1863 had erected a Gothic Revival style, two-storey house along with a gatekeeper's cottage, carriage house, men's quarters and staff cottage. After the Grice estate was sold in 1907, the place went through a series of ownerships during which alterations were made to the original buildings and new buildings were erected. The place was held under private ownership and renamed Amesfield Park in 1910-1921, then purchased by Thomas and Alice Baker who reinstated the name 'Manyung'. From 1938 Manyung operated as Westray Hall Guest House before it was bought by Norman Myer in 1946 and named 'Norman Lodge'. A series of demolition, refurbishment and landscaping works commenced at Norman Lodge in 2006 resulting in the demolition of the stables and guest wing adjacent to the main residence.

STATEMENT OF SIGNIFICANCE

WHAT IS SIGNIFICANT?

Norman Lodge including all buildings (interior and exterior); the Gothic revival style main house, gatekeeper's cottage, carriage house, men's quarters, chapel (formerly the hall), staff cottage and associated outbuilding, prefabricated weatherboard house, and garden and landscape features; the estate's driveway, garden paths and strolling garden. The buildings at 3 and 5 Albatross Avenue are not significant.

HOW IS IT SIGNIFICANT?

Norman Lodge satisfies the following criteria for inclusion in the Victorian Heritage Register:

- Criterion A: Importance to the course, or pattern, of Victoria's cultural history.
- Criterion D: Importance in demonstrating the principal characteristics of a class of cultural places and objects.

WHY IS IT SIGNIFICANT?

Norman Lodge is of historical significance as an intact example of one of several bayside estates constructed in the 1860s as summer retreats for Melbourne's businessmen. It is one of the few of these estates which was not substantially subdivided during the mid-twentieth century, when maintenance of these properties became difficult for individual families. (Criterion A)

Norman Lodge is of historical significance for its association with several important Melbourne businessmen in the nineteenth and twentieth centuries including Richard Grice, Thomas Baker and Norman Myer. Grice became a principal pastoralist in the colony within a few years of his arrival in Australia in 1839, and his mercantile house became one of the oldest and foremost in Australia. Thomas Baker was a photographic scientist, philanthropist and founder of the Australian branch of the Kodak film company and established the Thomas and Alice Baker Institute of Medical Research. Norman Myer, a nephew of Sidney Myer, became the chairman and managing director of Myer Emporium Ltd. in 1938. (Criterion A)

Norman Lodge is also of historical significance for its association with philanthropic ideals espoused by some companies in the early twentieth century, exemplified in the property's use by Myer employees. Norman Lodge is historically significant for its function as a holiday and convalescent home for Myer employees; as such it holds importance for past Myer employees, their families and holidaymakers to the Mornington Peninsula. (Criterion A)

Norman Lodge demonstrates the principal characteristics of a large Gothic Revival style house in a garden setting with outbuildings. The main house is a notable example of the Gothic Revival style. It remains largely intact and retains its distinctive carved timber verandah detailing. Norman Lodge is also notable for its collection of outbuildings and ancillary structures, especially the Gothic Revival style gatehouse and prefabricated weatherboard cottage. (Criterion D)

The place is also significant for the retention of original garden and landscape elements, which provide both a setting for the heritage buildings and evidence of the original landscape planning. These elements include Monterey Cypress trees which may be contemporary with the construction of the main house, a rare example of a strolling garden, a long driveway connecting the gatekeeper's cottage with the main house and original pedestrian pathways. (Criterion D)

INTRODUCTION TO PERMIT EXEMPTIONS

Preamble

The purpose of this information is to assist owners and other interested parties when considering or making decisions regarding works to a registered place. It is recommended that any proposed works be discussed with an officer of Heritage Victoria prior to making a permit application. Discussing proposed works will assist in answering questions the owner may have and aid any decisions regarding works to the place.

The extent of registration of Norman Lodge in the Victorian Heritage Register affects the whole place shown on Diagram 321 including the land, buildings (exteriors and interiors), roads, trees, landscape elements and other features. Under the *Heritage Act 2017* a person must not remove or demolish, damage or despoil, develop or alter or excavate, relocate or disturb the position of any part of a registered place or object without approval. It is acknowledged, however, that alterations and other works may be required to keep places and objects in good repair and adapt them for use into the future.

If a person wishes to undertake works or activities in relation to a registered place or registered object, they must apply to the Executive Director, Heritage Victoria for a permit. The purpose of a permit is to enable appropriate change to a place and to effectively manage adverse impacts on the cultural heritage significance of a place as a consequence of change. If an owner is uncertain whether a heritage permit is required, it is recommended that Heritage Victoria be contacted.

Permits are required for anything which alters the place or object, unless a **permit exemption** is granted. Permit exemptions usually cover routine maintenance and upkeep issues faced by owners as well as minor works or works to the elements of the place or object that are not significant. They may include appropriate works that are specified in a conservation management plan. Permit exemptions can be granted at the time of registration (under s.38 of the *Heritage Act*) or after registration (under s.92 of the *Heritage Act*). It should be noted that the addition of new buildings to the registered place, as well as alterations to the interior and exterior of existing buildings requires a permit, unless a specific permit exemption is granted.

Disrepair of registered place or registered object

Under s.152 of the Act, the owner of a registered place or registered object must not allow that place or object to fall into disrepair.

Failure to maintain registered place or registered object

Under s.153 of the Act, the owner of a registered place or registered object must not fail to maintain that place or object to the extent that its conservation is threatened.

Conservation management plans

It is recommended that a Conservation Management Plan is developed to manage the place in a manner which respects its cultural heritage significance.

Aboriginal cultural heritage

If works are proposed which have the potential to disturb or have an impact on Aboriginal cultural heritage it is necessary to contact Aboriginal Victoria to ascertain any requirements under the *Aboriginal Heritage Act 2006*. If any Aboriginal cultural heritage is discovered or exposed at any time it is necessary to immediately contact Aboriginal Victoria to ascertain requirements under the *Aboriginal Heritage Act 2006*.

Other approvals

Please be aware that approval from other authorities (such as local government) may be required to undertake works.

Archaeology

Any works that may affect historical archaeological features, deposits or artefacts at the place is likely to require a permit, permit exemption or consent. Advice should be sought from the Archaeology Team at Heritage Victoria.

Cultural heritage significance

Overview of significance

The cultural heritage significance of Norman Lodge lies in the history and architecture of the place as evidenced through its relative intactness as a nineteenth century seaside estate, its association with several important Melbourne businessmen, its retention of original landscape and garden elements, and the Gothic Revival style main house.

General Conditions

Under s.38 of the Heritage Act 2017 the Executive Director may include in his recommendation categories of works or activities which may be carried out in relation to the place or object without the need for a permit under Part 5 of the Act. The Executive Director must not make a recommendation for any categories of works or activities if he considers that the works or activities may harm the cultural heritage significance of the place or object. The following permit exemptions are not considered to cause harm to the cultural heritage significance of Norman Lodge and other buildings.

General Condition 1

All exempted alterations are to be planned and carried out in a manner which prevents damage to the fabric of the registered place or object.

General Condition 2

Should it become apparent during further inspection or the carrying out of works that original or previously hidden or inaccessible details of the place or object are revealed which relate to the significance of the place or object, then the exemption covering such works shall cease and Heritage Victoria shall be notified as soon as possible.

General Condition 3

All works should ideally be informed by a Conservation Management Plan prepared for the place. The Executive Director is not bound by any Conservation Management Plan, and permits still must be obtained for works suggested in any Conservation Management Plan.

General Condition 4

Nothing in this determination prevents the Heritage Council from amending or rescinding all or any of the permit exemptions.

General Condition 5

Nothing in this determination exempts owners or their agents from the responsibility to seek relevant planning or building permits from the relevant responsible authority, where applicable.

Specific Permit Exemptions

General – Main Residence

- Minor repairs and maintenance which replaces like with like. Repairs and maintenance must maximise protection and retention of fabric and include the conservation of existing details or elements. Any repairs and maintenance must not exacerbate the decay of fabric due to chemical incompatibility of new materials, obscure fabric or limit access to such fabric for future maintenance.

- Repair to or removal of items such as air conditioners, pipe work, ducting, wiring, antennae and aerials.
- Works or activities, including emergency stabilisation, necessary to secure safety in an emergency where a structure or part of a structure has been irreparably damaged or destabilised and poses a safety risk to its users or the public. Note: The Executive Director, Heritage Victoria, must be notified within seven days of the commencement of these works or activities.
- Painting of previously painted surfaces in the same colour, finish and product type provided that preparation or painting does not remove earlier paint finishes or schemes. Note: This exemption does not apply to decorative finishes or unpainted, oiled or varnished surfaces.
- Cleaning including the removal of surface deposits or graffiti by the use of low-pressure water (less than 300 psi at the surface being cleaned) and neutral detergents and mild brushing and scrubbing with plastic not wire brushes.

Interiors – Main Residence

- Works to maintain or refurbish post-1960s fit-outs in bathrooms, kitchens and laundries, including installing new appliances, retiling and the like.
- Painting of previously painted surfaces in the same colour, finish and product type provided that preparation or painting does not remove earlier paint finishes or schemes. Note: This exemption does not apply to decorative finishes or unpainted, oiled or varnished surfaces.
- Removal or replacement of post-1960s carpets and/or flexible floor coverings.
- Removal or alteration of post-1960s built-in furniture.
- Installation, removal or replacement of electrical wiring in the same position. If wiring is currently exposed, it should remain exposed. If it is fully concealed it should remain fully concealed.
- Removal or replacement of post-1960s light switches or power outlets.
- Repair and maintenance of existing lift including mechanisms and associated elements.
- Removal or replacement of devices for the hanging of wall mounted artworks in existing locations.
- Maintenance, repair and replacement of post-1960s light fixtures, tracks and the like.
- Removal or replacement of smoke and fire detectors, alarms and the like, of the same size and in existing locations.
- Repair, removal or replacement of existing ducted, hydronic or concealed radiant type heating provided that the central plant is concealed, and that the work is done in a manner which does not alter original building fabric.
- Installation of plant within the roof space, providing that it does not impact on the external appearance of the building or involve structural changes.
- Installation, removal or replacement of bulk insulation in the roof space.
- All internal alterations to the ground floor conservatory which do not alter its external appearance.

Landscape/ outdoor areas

- The processes of gardening including mowing, pruning, mulching, bedding displays, removal of dead shrubs, planting and replanting of garden beds, disease and weed control and maintenance to care for existing plants.
- Management and maintenance of trees including formative and remedial pruning, removal of deadwood and pest and disease control. Works to trees identified in the Conservation Management Plan are to be undertaken by a qualified arborist.
- Removal or pruning of dead or dangerous trees to maintain safety. The Executive Director is to be provided with an arborist's report on removal of trees identified in the Conservation Management Plan within 21 days.
- Replanting the same species to replace removed or lost plants or trees.
- Planting to conserve the significant landscape character, plant collections and planting themes.

- Removal of tree seedlings and suckers but excluding herbicide use.
- Removal or replacement of water tanks in existing locations and of the same size.
- Repair and maintenance of existing hard landscaping including paving, footpaths and roadways where fabric, design, scale, form and method of fixing is repaired or replaced like for like.
- Maintenance, repair and replacement of existing services such as plumbing, electrical cabling, surveillance systems, pipes, fire services and watering/drainage systems which do not involve changes in location or scale, or additional trenching. Existing lawns, gardens and hard landscaping, including paving, footpaths and roadways are to be returned to the original configuration on the completion of works.
- Removal of noxious weeds.
- Installation of physical barriers or traps to enable vegetation protection and management of possums and vermin.
- The installation and/or erection of temporary elements such as shelters, marquees and tents associated with short term events provided they are not attached to buildings or other structures for a maximum period of 14 days after which time they must be removed.
- Maintenance and repair of covered walkway adjacent to the main residence and chapel (formerly the Hall).

Working agricultural properties

- The continuation of existing agricultural practices in paddocks including management of livestock, fencing, grazing cultivation, cropping and other processes necessary for usual agricultural operation.

Chapel (formerly the Hall)

All the general and interiors permits for the main residence plus:

- All repair and maintenance works within the envelope of the building which do not alter its external appearance or alter the presentation of the timber roof trusses.

Carriage House (also referred to as the Garage)

All the general and interiors permits for the main residence plus:

- All repair and maintenance works within the envelope of the building which do not alter its external appearance or alter the presentation of the timber roof trusses.

Men's Quarters

All the general and interiors permit exemptions for the main residence plus:

- All repair and maintenance works within the envelope of the building which do not alter its internal layout or external appearance.

Staff Cottage and associated outbuilding

All the general permit exemptions for the main residence plus:

- All repair and maintenance works within the envelopes of the buildings which do not alter their internal layout or external appearance.

Honeymoon Cottage (prefabricated weatherboard house)

All the general permit exemptions for the main residence plus:

- All repair and maintenance works within the envelope of Honeymoon Cottage which do not alter the external appearance of the building.

Gatekeeper's Cottage

All the general permit exemptions for the main residence plus:

- All repair and maintenance works within the envelope of the cottage which do not alter the external appearance of the building.

Garage to the north of the Gatekeeper's Cottage and farm shed to the east of the main residence

- All repair and maintenance works to the exterior of the building and all internal alterations which do not alter the external appearance of the building.
- Demolition of post-1960s garage.

3 and 5 Albatross Avenue

- All repair and maintenance works and internal alteration to the residences and garages, providing that the external appearance of the buildings are unaltered.
- All repair and maintenance works to the gardens, pathways and other landscape elements within the property boundaries.
- Demolition of the residences and garages.

ATTACHMENT 1

EXISTING REGISTRATION DETAILS

EXISTING CATEGORY OF REGISTRATION

Heritage place

EXISTING EXTENT OF REGISTRATION

No. 321. Norman Lodge, No. 1225 Nepean Highway, Mt. Eliza [*Victoria Government Gazette* No. 100, Wednesday, October 9 1974, p. 3650]

No extent diagram accompanies this registration.

Existing Statement of Significance

What is significant?

Norman Lodge, Mornington was constructed in c.1863 for pastoralist and businessman, Richard Grice, possibly to designs by Francis Gillett. About 290 acres of coastal land were purchased by William Robertson at the first land sales in 1854, and this was subsequently bought by Grice in 1860. It was here that he established his seaside property, known as Manyung. The house was one of a number of large residences established by Melbourne gentlemen, especially from the 1860s, on the cliffs between Frankston and Mornington.

Manyung had various owners in the early twentieth century including Thomas Baker, a photographic scientist, who acquired the property in about 1919. Baker gave four acres of land to the YMCA in about 1926, and Camp Manyung was established at the southern end of the site. In 1947 the property was bought by Norman Myer, the chairman and managing director of Myer Emporium Ltd., for the use of his staff for holidays and as a convalescent home.

The property at Norman Lodge comprises a large two storey rendered house, designed in a Gothic Revival style, a gatehouse in a similar style, stables, the original house (built by 1862) and a prefabricated building erected for Myer as a holiday house. The main house is a highly asymmetrical composition with steep slate gable roofs; a balustraded, quoined tower over the main southern entrance, with triple lancet windows and an arcaded corbel table; and a two storey castellated bay window on the east facade. A single storey verandah, which encircles three sides of the main building, has depressed pointed arches and a frieze with quatrefoil patterning.

Extensive single storey additions have been made to the rear of the house and other alterations have occurred, especially when the property was acquired by Norman Myer in the 1940s. This includes the construction of a holiday house, described as a prefabricated Swiss house of concrete construction with steel floor joists. It is highly probable that this was a prefabricated Myer House, a number of which were constructed by the Commonwealth Aircraft Corporation and marketed by the Myer Emporium during the world-wide shortage of housing following the Second World War.

How is it significant?

Norman Lodge is of historical and architectural significance to the State of Victoria.

Why is it significant?

Current Name: Norman Lodge

VHR number: VHR H0321

Hermes number: 856

Norman Lodge is of historical significance as an intact estate constructed by a Melbourne businessman in a popular bayside location in the 1860s. The stretch of land between Frankston and Mornington became established very early after land sales in 1854, as a summer retreat for Melbourne gentlemen. Norman Lodge was one of a number of estates developed in the latter half of the nineteenth century, some of which were subsequently subdivided by the mid-20th century due to the difficulty of maintenance by individual families. These included Beleura, Earimil and Nyora. Others were passed to various organisations for their use, for example Sunnyside, which became the Morningstar Boys Training Farm run by the Franciscan Fathers from 1932, and Moondah, which became Hotel Manyung and later the Australian Administrative Staff College in 1957 (later the Australian Management College). Norman Lodge has been retained as an entire estate, illustrative of those established in the nineteenth century.

Norman Lodge is of historical significance due to its association with a number of important Melbourne figures in the nineteenth and twentieth centuries. Richard Grice, the original occupant, was a pastoralist, businessman, philanthropist and churchman, and a principal pastoralist in the colony within a few years of his arrival in Australia in 1839. In addition to this, his mercantile house became one of the oldest and foremost in Australia. A subsequent owner, Thomas Baker, was a photographic scientist and philanthropist, who was the founder of the Australian branch of the Kodak film company and established the Thomas and Alice Baker Institute of Medical Research. Subsequently, Norman Myer, businessman, purchased the property. As a nephew of Sidney Myer, Norman became the chairman and managing director of Myer Emporium Ltd. in 1938.

Norman Lodge is of historical significance for its association with philanthropic ideals espoused by some companies in the early twentieth century, exemplified in Camp Manyung and the property's use by Myer employees.

Norman Lodge is of architectural significance as a large house designed in a distinctive Gothic Revival style. Despite later additions, particularly to the rear, it remains largely intact externally and retains distinctive verandah detailing. The adjacent property to the south, Sunnyside, was owned by Francis Gillett and reportedly designed by him in 1867, also in a Gothic Revival style.

Norman Lodge is architecturally significant for its collection of buildings on the property, in particular a Gothic Revival gatehouse, stables and coach house, the original house (an eight-roomed house in the 1862 valuation) and a prefabricated house. The nearby property, Moondah, developed to the north of Manyung in 1890 by Richard Grice's son James, also retains a gatehouse designed in the Gothic Revival style. Together they form a significant pair of distinctive gatehouses.

Existing Permit Exemptions

General Conditions

1. All exempted alterations are to be planned and carried out in a manner which prevents damage to the fabric of the registered place or object.
2. Should it become apparent during further inspection or the carrying out of works that original or previously hidden or inaccessible details of the place or object are revealed which relate to the significance of the place or object, then the exemption covering such works shall cease and Heritage Victoria shall be notified as soon as possible. Note: All archaeological places have the potential to contain significant sub-surface artefacts and other remains. In most cases it will be necessary to obtain approval from the Executive Director, Heritage Victoria before the undertaking any works that have a significant sub-surface component.

3. If there is a conservation policy and plan all works shall be in accordance with it. Note: A Conservation Management Plan or a Heritage Action Plan provides guidance for the management of the heritage values associated with the site. It may not be necessary to obtain a heritage permit for certain works specified in the management plan.
4. Nothing in this determination prevents the Executive Director from amending or rescinding all or any of the permit exemptions.
5. Nothing in this determination exempts owners or their agents from the responsibility to seek relevant planning or building permits from the responsible authorities where applicable.

Minor Works

Note: Any Minor Works that in the opinion of the Executive Director will not adversely affect the heritage significance of the place may be exempt from the permit requirements of the Heritage Act. A person proposing to undertake minor works must submit a proposal to the Executive Director. If the Executive Director is satisfied that the proposed works will not adversely affect the heritage values of the site, the applicant may be exempted from the requirement to obtain a heritage permit. If an applicant is uncertain whether a heritage permit is required, it is recommended that the permits co-ordinator be contacted.