

HERITAGE BUILDING GRANTS PROGRAM GUIDELINES

GUIDELINE ADMINISTRATION

Dates	Guideline approved 22/02/2022 (Version 2) This Guideline is effective upon its approval. Guideline is due for review 3 years from approval
Approved by	Council's Executive Team 22/02/2022 (Version 2)
Exhibition Period	N/A
Policy Owner	Manager Strategic Planning
Related Documents	N/A
Appendices	N/A
References & Legislation	<i>Georges River Local Environmental Plan 2021</i>
Document Identifier	Doc #: D23/41363
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW <i>State Records Act 1998</i> , Georges River Council's Corporate Records Policy and adopted internal procedures.

1. PROGRAM OBJECTIVES

The Heritage Building Grants Program provides financial support to help conserve heritage listed buildings or initiate a heritage project.

These works are generally limited to small conservation projects or extraordinary maintenance works. Where works are supported, Council will fund up to 50% of the cost of a project (up to a maximum value of \$10,000).

2. ELIGIBILITY CRITERIA

In assessing applications, priority will be given to those projects that involve minor external works such as:

- Tuck-pointing/repointing of brickwork;
- External painting in traditional heritage colour schemes;
- Reconstruction of original elements such as roof and timber trimmings;
- Restoration/repair of windows; and
- Repair of tessellated floor tiles (where visually dominant).

All proposed works are to meet the objectives of Clause 5.10(3) (a) of the *Georges River LEP 2021*. The Heritage Building Grants Program offers assistance to applicants who are proposing to undertake external works of a minor nature to their heritage item.

The following will not be considered for funding:

- Repairs to non-original fabric or additions;
- Internal alterations or new internal fittings for kitchens or bathrooms;
- Interior decorating;
- New buildings and external additions;
- Routine maintenance (i.e. roof cleaning, lawn mowing, gutter cleaning, or carpet cleaning);
- Floodlighting of heritage buildings;
- Retrospective works that were undertaken more than 12 months ago (i.e. works being completed more than 12 months prior to applying for a building grant) will not be supported;
- If the property is owned or controlled by any Government authority;
- Heritage buildings the subject of State and Federal heritage assistance;
- Any works that have been previously and/or are currently subject to a 'Stop Work Order'; and
- Any works that are currently subject to a Development Application that is still under assessment.

3. APPLICATION PROCESS

The program will be open for applications for a total period of four weeks (dates will be specified in a letter sent to all owners). At the time of applying, all applicants are required to provide the following documentation:

- A completed Application Form;
- At least two (2) quotes of proposed works to be prepared by a suitably qualified tradesperson;
- Photographs of the property in its current state; and
- A completed Exemption from requiring Development Consent Form or evidence of approval (approved exemption letter or development consent).

Applications are to be submitted via SmartyGrants which is a cloud-based grants administration software that provides an easy way for grant seekers to complete their applications form online. More information will be released with the letters to residents at the time of the program opening for applications.

Please note that Council will still give residents the option to fill a hard copy form if they don't have access to a computer.

4. ASSESSMENT CRITERIA

All applications for a heritage building grant are assessed against the following criteria:

- Whether all documents have been provided;
- Whether the property is a Heritage Item pursuant to Schedule 5 of the *Georges River LEP 2021*; and
- Whether the proposed works comply with Council's eligibility criteria above in Section 2 of this Guideline.

5. ASSESSMENT PROCESS

All applications will be reviewed by the Council's Heritage Building Grants Working Group, which consists of the following:

- Manager Strategic Planning;
- Strategic Planner (Heritage); and
- Council's Heritage Advisor.

Applications that meet the eligibility criteria are prioritised and sent for approval to the Heritage Building Grants Working Group. A site inspection by members of the Heritage Building Grants Working Group may be required at Council's discretion.

The recommendations of the Heritage Building Grants Working Group will be reviewed by the Director, Environment and Planning, before being reported to Council. The final recommendation will be endorsed at a Council meeting.

After the list of approved applicants has been endorsed by Council, letters of offer will be sent to successful applicants and unsuccessful applicants will be advised.

Please note that payment will be made to successful applicants only when the approved work is completed to Council's satisfaction.

6. CONDITIONS OF GRANT

The grant offer is to be accepted by the applicant by the date specified on their letter of offer, unless stated otherwise.

Works are not permitted to commence until the works have been approved under the *Development Consent Requirement Exemption Form* and an approval letter issued by the Council or development consent has been received.

Council officers are to be notified when works are to be commenced.

All approved restoration works are to be completed by the end of financial year (30 June) unless stated otherwise by Council. If the works have not been completed by the end of the financial year, the grant offer will lapse.

7. PROCESS TO ASSESS COMPLETED WORKS

Once works are complete, the successful applicant is to contact Council with the following documentation:

- A tax invoice from the tradesperson, outlining all works undertaken;
- A receipt of payment; and
- Photographs of the newly completed works.

A site inspection may be required, at the discretion of Council's Heritage Building Grants Working Group.

8. WHAT STEPS WILL BE TAKEN BY COUNCIL SHOULD THE COMPLETED WORKS NOT COMPLY WITH THE CONDITIONS OF GRANT?

Should the works not comply with what was agreed to when the grant was offered to the applicant, the grant will not be reimbursed.

Any works that were not approved via the *Development Consent Requirement Exemption Form* or development consent will be classed as unauthorised works, and the applicant will be requested to revert the works back to what was there previously.

Should the applicant fail to meet this request, the matter will be forwarded over to Council's Compliance department.

9. PAYMENT OF GRANT

The reimbursement of funding will be issued via EFT.

RESPONSIBILITIES

Position	Responsibility
Councillors	<ul style="list-style-type: none">To endorse successful and unsuccessful heritage building grant applications in accordance with this Guideline
General Manager	<ul style="list-style-type: none">Implement Council resolutions relating to this Guideline
Director Environment and Planning	<ul style="list-style-type: none">Provide a contact for Councillor enquiries
Manager Strategic Planning	<ul style="list-style-type: none">Adhere to the GuidelinesProvide a point of contact about the meaning and application of the GuidelineUpdate the Guideline as necessaryEnsure compliance with the Guideline
Staff	<ul style="list-style-type: none">Adhere to the Guideline

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
1.0	New Heritage Grants Program Guideline adopted by Council's Executive Team	Manager Strategic Planning	17/11/2020 – 22/2/2022
2.0	Amended Heritage Grants Program Guideline adopted by Council's Executive Team	Manager Strategic Planning	22/2/2022 – 16/03/2023
2.1	Amended name of program to Heritage Building Grants to distinguish from other heritage grants	Manager Strategic Planning	16/03/2023 - ongoing