



Guidelines

Aim of the Fund

The aim of the Local Heritage Fund is to encourage appropriate conservation work to privately owned heritage properties in the City of Parramatta Local Government Area.

Principles

The principles that inform these guidelines are:

- Heritage properties are of ongoing value to the community and worthy of preservation.
- The preservation of heritage properties benefits both owners and the community and financial support by Council for conservation work is appropriate and desirable, and
- The process for submitting and assessing grant proposals must be efficient, equitable and timely.

Funding Available

Based on cost of works to an individual heritage property, the maximum level of funding available is 1 dollar for every four dollars (25%) with a maximum of \$3,300.

For example, owners of a heritage property are planning to paint the exterior of their dwelling. The works will cost \$11,500. To determine eligible funding, multiply \$11,500 by 25% - that gives a figure of possible grant funding of \$2,875.

Eligible Projects

- Funding is typically provided to assist the carrying out of minor works to heritage properties, but can also be provided for larger scale works.
- The property must be listed as a "heritage item" or included within a Heritage Conservation Area identified within relevant Local Environmental Plans and located within the City of Parramatta Local Government Area.
- Council will require evidence that the work represents value for money, contributes to the heritage value of the property and has the required Council approvals.
- Work needs to be carried out in accordance with conservation practice and preferably by a tradesperson experienced in conservation work.
- Work must be completed, prior to an application being lodged, in the 2018/2019 financial year.

1. An application for funds relating to an individual property must not exceed the limit of one application lodged per two years. Where more than one application is lodged it will be considered as a lower priority.
- It is emphasised that the assessment of grant applications will be against the assessment criteria and budget availability.

Assessment criteria

In assessing applications priority will be given to those projects that:

- result in sympathetic repairs to the historic fabric of the building, eg. Repair of walls, verandas, windows or roof plumbing
- reinstate architectural features, eg. reinstatement of timber frame windows
- lead to environmental improvements, eg. reinstatement of front fences in a style appropriate for the architecture of the building
- enhance public amenity and are highly visible to the public, eg. the replacement of a verandah
- are for projects which have high public accessibility, eg. a local museum or church
- meet other major strategic objectives and complement broader conservation objectives, eg. projects which implement key findings of heritage studies or projects
- have been undertaken by a non-profit organisation, eg. community group or church
- are for properties of significant conservation value, if located within conservation areas.

Projects Typically Funded

- External painting and building repairs
- Replacement roofs, guttering and repair
- Termite control
- Treatment for rising damp
- Replacement and repair of front fences
- Landscaping work of heritage or conservation value
- Repairs to the interior of a building that are necessary to maintain its heritage integrity
- Building work that ensures public safety and prevents structural failure or damage to the heritage fabric

Projects Not Typically Funded

- Internal alterations or new internal fittings for kitchens or bathrooms
- Interior decorating
- New buildings and external additions
- Routine maintenance, example lawn mowing, gutter cleaning, or carpet cleaning
- The purchase of equipment
- Floodlighting of heritage buildings
- Property owned or controlled by any government body authority
- Property owners receiving State and Federal heritage assistance will generally not be eligible to apply for funding. There may be a case for funding for items on the State Heritage Register where the owner has funding difficulties and where a grant will assist in conserving an important item

Making an Application

Applications can be made at any time.

Fill in the application form making sure that you provide:

- Clear evidence that the work has been carried out (“before and after” photos are ideal)
- Evidence of the total cost of the works, such as receipts or invoices
- Evidence that the work has the appropriate approval (if necessary) from Council.

The Application form needs to be signed by the owner of the property, and funds will only be provided for the owner.

If there are any queries on a project these should be discussed with an officer from Council.

Completed application forms with supporting information may be lodged by:

Post: Chief Executive Officer
Attention: Land Use Planning – Heritage Fund
City Strategy Unit
City of Parramatta Council
P.O. Box 32
PARRAMATTA NSW 2124.

E-mail: council@parracity.nsw.gov.au quoting *Application for Local Heritage Fund* in the subject line

Processing Applications

- Applications are initially assessed by Council officers, who will make a site inspection and consider the completeness and clarity of information provided.
- Applications are then submitted to Council's Heritage Advisory Committee where the below process will be followed:
 - Applications will be reported to one of three meetings –October, February and April meetings of the Heritage Advisory Committee.
 - Applications will be prioritised to ensure that those with the most merit can be approved under a set budget for each meeting. Applications that do not satisfy the criteria will not be approved.
 - Those applications with a lesser merit, but which still meet the criteria, will be deferred to the next meeting of the Committee that considers applications (and will be subject to availability of funds).
- Council's endorsement of the recommendations of the Heritage Advisory Committee is then sought at a meeting of Council.
- Payment will then be made to successful applicants and unsuccessful applicants will be advised.

Council approval

Owners need to ensure that they receive all appropriate approvals from Council in relation to changes and work to heritage items and properties within heritage conservation areas. A development application (DA) may be required.

For certain types of minor work Council may give its approval without a development application being required. Examples include replacing roof guttering, a new fence or repainting a house in a new colour scheme. For this type of work, the Council will need to be advised in writing of the proposal, and if it is acceptable, Council will write back giving approval for the work.

Minor maintenance work and most interior works that do not affect the structure of the building will generally not require consent. However, it is strongly recommended that you contact Council's Heritage Advisor before commencing to clarify if you require approval or not.

Further information

Further information can be sought from Council's Land Use Planning Team on 9806 5093 or 9806 5730.