

## Aim of the Fund

The aim of the Local Heritage Fund (LHF) is to encourage appropriate conservation work for 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.
- BEFORE the works are undertaken the completed conservation work must have been approved either via a Development Application (DA) or a Heritage Minor Work application (HMW).

## Funding Available

Based on the cost of works to an individual heritage property, the maximum level of funding available is 25% of the total cost of the works and up to a maximum of \$3,300.

### Example 1 – Claiming the maximum amount for LHF:

**Carol completed the Paint of the exterior of her heritage dwelling.**

*The completed work costs are proven to be an amount of \$13,200. To determine eligible funding, Carol multiplies \$13,200 by 25% - this gives a possible grant funding of \$3,300.*

### Example 2 - Claiming the 25% amount for LHF:

**John has successfully replaced a "like for like" of the rotten timber front fencing on his property within the Conservation Area.**

*The completed work costs are proven to be an amount of \$3,200. To determine eligible funding, John multiplies \$3,200 by 25% - this will give a possible grant funding of \$800.00*

### Example 3 - Claiming the maximum amount for LHF, however, the application is NOT eligible:

**Martin completed the repairs on a corrugated metal steel roof by removing significant fabric and replacing it with a different material, he also completed integral repairs on the internal original lath and plaster ceiling. Martin's builder recommended replacing the metal gutters and downpipes with PVC which would impact the Conservation Area.**

*The completed work costs are proven to be an amount of \$33,200. To determine eligible funding, Martin multiplies \$33,200 by 25% - this gives a possible grant funding of \$8,300, the maximum level of funding is \$3,300, however, the owner applied in the previous two years, carried out unapproved works with non-compatible materials. Martin won't be eligible for the local heritage fund and in addition, he could be at risk of a building compliance investigation by regulatory service, a fine for illegal works, and a notice of intention for the rectification order.*

## Eligible Projects

- Funding is typically provided to assist the carrying out of Heritage Minor Works (typically maintenance) to heritage properties or properties within a conservation area but can also be provided for larger scale works related to a Development Application.
- To be eligible the owner must ensure the item is located within the City of Parramatta Local Government Area (LGA), and that property is either listed as a "heritage item" under Schedule 5 of the Local Environmental Plans (LEP) and or included within one of the Heritage Conservation Area identified within schedule 2 of the Local Environmental Plans.

- Council will require evidence that the **work represents value for money, contributes to the heritage value** and significance of the property, and has the required **Council approvals (DA or HMW) prior to any works being undertaken.**
- Once approval for the works is given, work needs to be carried out in accordance with conservation practice and by a tradesperson experienced in conservation work.
- Work must be completed prior to an LHF application being lodged, in the 2022/2023 financial year.
- An application for funds relating to an individual property must not exceed the **limit of one application lodged per two years.**
- 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, e.g., Repair of walls, verandahs, windows, or roof plumbing
- reinstate architectural features, e.g., reinstatement of timber frame windows
- lead to environmental improvements, e.g., reinstatement of front fences in a style
- appropriate for the architecture of the building
- enhance public amenity and are highly visible to the public, e.g., the replacement of a verandah
- are for projects which have high public accessibility, e.g., a local museum or church
- meet other major strategic objectives and complement broader conservation objectives, e.g., projects which implement key findings of heritage studies or projects
- have been undertaken by a non-profit organisation, e.g., a 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, e.g., lawn mowing, gutter cleaning, or carpet cleaning
- The purchase and installation of equipment such as solar energy efficient
- Floodlighting of heritage buildings

## Projects where work would not be typically funded

- 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.

## Lodging a Local Heritage Fund Application

Applications can be made at any time after the **eligible** and **approved** works are completed.

Fill in the [application form](#) making sure that you provide:

1. Clear evidence that the work has been carried out ("before and after" photos are ideal)
2. Evidence of the total cost of the works, such as receipts or invoices
3. 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.

Completed application forms with supporting information may be lodged by:

<p><b>Post:</b> Chief Executive Officer City of Parramatta Council P.O. Box 32 PARRAMATTA NSW 2124. Attention: <i>City Planning – Local Heritage Fund 2022/2023</i></p>	<p><b>E-mail:</b> <a href="mailto:council@cityofparramatta.nsw.gov.au">council@cityofparramatta.nsw.gov.au</a>  quoting in the subject line  <i>Application for Local Heritage Fund 2022/2023</i></p>
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If there are any queries on a project these should be discussed with an officer from Council's Land Use Planning Team on 9806 5093 or 9806 5730.

## Processing Applications

- Applications are initially assessed by Council officers, who will make a desktop assessment and if required, a site inspection (based on 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 the Heritage Advisory Committee meetings, the schedule of meetings may be subject to change due to unforeseen circumstances.
- 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 lesser merit, which still meet the criteria, will be deferred to the next meeting of the Committee that considers applications (and will be subject to the availability of funds).
- The Council's endorsement of the recommendations of the Heritage Advisory Committee is then sought at a meeting of the 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 works to heritage items and properties located within [heritage conservation areas](#) in the City of Parramatta Local Government Area. Unapproved works are not eligible for Local Heritage Fund applications. Any approval must be obtained before the commencement of any work/s.

A [Development Application \(DA\)](#) may be required. For certain types of heritage minor work, Council may give its approval without a development application being required, however, a [Heritage Minor Work \(HMW\)](#) application must be submitted via the [Council website](#).

Examples of heritage minor works 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.

A [Pre-lodgement Meeting](#) is strongly recommended before commencing any work 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 or the Heritage Conservation page of the City of Parramatta Council website [Heritage conservation | City of Parramatta \(nsw.gov.au\)](#).