



**TATIARA DISTRICT COUNCIL**

# **LOCAL HERITAGE GRANT SCHEME GUIDELINES & POLICY**

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## WHAT IS THE HERITAGE GRANT SCHEME?

The Heritage Grant Scheme offers owners of Local Heritage Places and Contributory Items financial assistance through the partial funding of conservation and restoration works for their heritage properties.

The intention of the Grant Scheme is to provide owners of Local Heritage Places and Contributory Items with a source of partial funds that enables works to be undertaken in sympathy with the heritage values of the Local Heritage Places or Contributory Item, thereby preserving and enhancing its long-term heritage value.

## DEFINITIONS

**Heritage items** are items which are listed within TABLE Tat/7 Schedule of Local Heritage Places in Tatiara Council's Development Plan. They were listed in a Heritage Planning Amendment Report which was gazetted on 13 September 2007.

**Contributory items** are buildings, structures, sites, trees, places or settings which contribute to the heritage significance of a conservation area. A contributory item may have historic, aesthetic, social or scientific values, but will most typically have historic and/or aesthetic significance including streetscape value. They are listed in TABLE Tat/8 Schedule of Contributory Places in the Bordertown Historic (Conservation) Policy Area in Tatiara Council's Development Plan.

**"Building work"** means the erection, construction, underpinning, alteration of, addition to or demolition of any building or structure.

It includes:

- New buildings
- Alterations and extensions to existing buildings
- Garages, carports, toolsheds etc. greater in area than 10 m<sup>2</sup> and the building height being over 2.5 metres above natural ground level
- Pergolas if roofed (polycarbonate or steel)
- Swimming Pools

## HERITAGE ADVISORY SERVICE

In addition to the Heritage Grant Scheme, owners are also entitled to free professional heritage advice from Council's Heritage Adviser, currently Richard Woods.

Advice is available for a range of projects such as alterations and additions, restoration of stonework, verandahs, roofs and fencing, as well as general information on suitable materials, colours and construction techniques.

## HOW MUCH CAN BE APPLIED FOR?

Under the Scheme, owners of Local Heritage Places and Contributory Items (Bordertown Historic Conservation Policy Area) are eligible to apply for a grant of up

to 50% towards the cost of specified restoration projects, with a maximum grant amount of \$2,000.00 per application.

Eligible projects must have a minimum total expenditure of at least \$1,000.00.

Local Heritage Places have priority for funding allocation each round, Contributory Items are considered with the remaining funds available.

## ELIGIBILITY CRITERIA

The applicant/s must be the owner/s of a building listed as a Local Heritage Place or Contributory Item within the Tatiara District Council Development Plan (Tables Tat/7 & Tat/8).

In general the following projects will be considered:

- Structural works that will extend the life of a building;
- Reconstruction or restoration of the original details such as windows, verandahs and fences;
- Painting in sympathetic colours;
- Repair or replacement of roofing, guttering and drainage; or
- Removal of inappropriate alterations or additions (eg verandah infill, aluminium windows etc)
- Conservation works to the exterior of the building, including those that restore, conserve, enhance or reinstate heritage features to the front façade, walls, verandah, windows and/or roof of the building.
- Re-pointing or repair of stonework;
- Removal of non-original paint and/or plaster;
- Salt damp restoration;
- Fencing, involving reinstatement or repair of original fencing.

Please note: Internal works will only be considered where deemed essential to the structural stability of the building.

## WHAT DOESN'T THE GRANT SCHEME COVER?

Applications for the following works cannot be considered:

- recipients of the maximum grant amount within the past two (2) years;
- buildings owned or leased by a Council or Government Agency;
- conservation work with a value of less than \$1,000.00;
- work already commenced or previously completed;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability of the building);
- external features such as fencing (unless it involves reinstatement or repair of the original fabric);
- the purchase of a building or site;
- construction of additions or outbuildings;
- relocation of a heritage building.

## WILL I ALSO REQUIRE DEVELOPMENT APPROVAL FROM THE COUNCIL?

For both Local Heritage Places and Contributory Items, the Development Act 1993 requires that Development Approval is obtained for various modifications to buildings.

For further information on whether a Development Approval is required, please contact Council's Director Development and Environmental Services.

## APPLICATION DETAILS

To apply for funding, owners of Local Heritage Places and Contributory Items need to complete the Heritage Grant Scheme Application Form.

Copies of the application form are available from the Council's website [www.tatiara.sa.gov.au](http://www.tatiara.sa.gov.au) or by phoning Council on (08) 8752 1044.

As part of completing the application form, all applicants will need to provide the following documentation:

- a full description of the work proposed to be undertaken including the scope, plans and specifications of the work;
- an estimated cost of works including, if the cost is less than \$5,000, one (1) written quote is required, if the cost is more than \$5,000 two (2) written quotations from reputable builders or suppliers;
- a recent photo of the relevant part of the Local Heritage Place or Contributory Item building prior to commencement of the proposed building work.

## WHEN CAN APPLICATIONS BE MADE?

Funding rounds will open in July and close on August 31st. If funds are still available a second round will open in October.

## ASSESSMENT CRITERIA

Assessment is primarily based on the contribution the project will make to the long-term conservation of the Local Heritage Place or Contributory Item with preference given to projects that:

- contribute to making a positive appearance to the streetscape – usually comprising the front and side wall returns of the building;
- degree of visibility to the public restore or support significant heritage elements of a building;
- extent of previous funding ability to complete the project with an appropriate timeframe.

## HOW ARE APPLICATIONS ASSESSED?

All eligible applications are assessed by Council Officers and Council's Heritage Advisor.

## NOTIFICATION

Shortly following approval, successful applicant/s are notified of the outcome (in writing).

Work can only commence where any necessary Development Approval has also been granted by the Council.

Unsuccessful applicants are also advised (in writing) stating the reason/s for not providing the subsidy.

## APPROVAL CONDITIONS

The following approval conditions apply:

- approval for grant funding does not confer any other form of approval;
- applicants are required to seek all other necessary approvals prior to commencement of works.
- all work must be completed within 12 months of receiving notification of the grant approval;
- all works must be paid for in full to the builder/supplier and a receipt must be obtained to enable reimbursement of the approved amount from the Council;
- no guarantee of workmanship or other quality control can be inferred from any grant approval given, or
- any inspection/visit by Council staff undertaken as part of the grant approval process;
- Council retains the right to photograph the building prior to work, while work is in progress and/or at completion, for administration or promotional purposes.

## PAYMENT OF THE GRANT

To receive the grant subsidy, applicants must notify the Council when the work is complete and provide copies of receipts. At this time, an inspection of the works will be arranged and payment made in full, where works have been completed according to agreed specifications.

Please note: Where GST is applicable, applicants will need to provide the Council with a tax invoice for the agreed amount of the grant. (Please refer to the application form for further details).

## DEVELOPMENT FEE CONCESSIONS

As an additional incentive to owners of Local Heritage Places and Contributory Items the lodgment fee will be waived for Development Applications.

## RECORD OF AMENDMENTS

Date	Revision No.	Details
12/08/2008	Rev 00	Policy Adopted by Council
10/02/2009	Rev 01	Increase in maximum grant available and minimum total expenditure allowed. ( <i>Council resolution no. 20</i> )
13/08/2013	Rev: 02	Policy Reviewed and Adopted by Council
8/05/2018	Rev: 02	Policy Reviewed and Adopted by Council

**LOCAL HERITAGE GRANT SCHEME**

**Application Form**

**APPLICANT DETAILS:**

Name of Applicant: \_\_\_\_\_  
(Must be the Property Owner)

Applicant's Address: Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_ (e) \_\_\_\_\_

Telephone: (h) \_\_\_\_\_ (b) \_\_\_\_\_ (m) \_\_\_\_\_

Local Heritage Place: \_\_\_\_\_ Contributory Item: \_\_\_\_\_

**ADDRESS OF LOCAL HERITAGE PLACE/CONTRIBUTORY ITEM WHERE PROPOSED WORK WILL BE UNDERTAKEN:**

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Certificate of Title Reference: Volume: \_\_\_\_\_ Folio: \_\_\_\_\_

**DETAILED DESCRIPTION OF THE PROPOSED CONSERVATION WORK:**

*(attach photographs, supporting documentation and plans including any relevant approvals if already received)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Cost of Conservation Work for which funding is sought: \_\_\_\_\_  
(Must exceed \$1,000 to be eligible)

*(Attach two competitive quotes (if cost is above \$5,000) from appropriate contractors or suppliers)*

Amount Quote 1: \_\_\_\_\_ Amount Quote 2: \_\_\_\_\_

Preferred quote supplied by: \_\_\_\_\_

Local Heritage Place Grant funds sought: \$ \_\_\_\_\_  
(maximum of 50% of value, to maximum grant amount of \$2,000)

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

*(Note: Development Approval may be required) (Must be completed within 12 months)*

Have you previously received any heritage funding for this property, or are you currently seeking funding from another source?  YES  NO

If yes, please give details of the source, amount and the year the funding was received/sought.

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***Please note this form has 3 pages***

Are there any special circumstances relating to the building or the owner which may be relevant to support this application for grant funding?

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**GST AND HOW THIS AFFECTS YOUR GRANT**

In accordance with the GST legislation, grants paid by the Tatiara District Council to individuals or organisations registered for GST, are subject to GST. To ensure that you are not disadvantaged by the effects of the GST, the Council will increase your grant by the amount of GST, provided that a tax invoice is provided prior to receipt of grant funds.

If you are not registered for GST, there is no requirement to forward any portion of the grant to the Australian Taxation Office. However, a Statement of Supplier Form will need to be completed prior to receiving grant funds.

Are you registered for GST?  YES  NO

If yes, please provide your ABN #: \_\_\_\_\_

If no, please complete an Australian Tax Office Statement by a Supplier – Reason for not Quoting an ABN form, which is available from the Council.

***Please Note:*** *Relevant development approvals (if applicable) must be obtained by the applicant and all works completed within 12 months from the date of offer of the Heritage Grant.*

Please read carefully the guidelines of the Heritage Grant Scheme to ensure you have enclosed all requested information.

Please sign, date and forward your application to the Tatiara District Council next round of grant applications.

**CHECKLIST:**

Have you:

- Enclosed at least one (*if cost is below \$5,000*), or two separate quotes (*if cost is above \$5,000*), clearly indicating your preferred contractor?
- Enclosed photographs?
- Provided a full description of works proposed including scope, plans and specifications of the works?

**Note:** *Applications cannot be assessed without the above information and documents*

I/We have read and understood the conditions of the grant as specified in the guidelines, and hereby agree to be bound by them. I/We certify that the information given by me/us is true and correct, and that no other relevant information which may affect this application has been omitted or withheld.

**Signature of Owner(s)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Office Use Only</u>	
Confirmed LHP/CI	<input type="checkbox"/>
Date Received:	..... / ..... / .....
Submission Closing Date:	..... / ..... / .....
Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date	..... / ..... / .....
Amount:	\$ _____

**Date:**                    ..... / ..... / .....