


Shoalhaven Local Heritage Assistance Fund Guidelines & Application

  www.shoalhaven.nsw.gov.au

 Shoalhaven
City Council

The State Government has recognised the value of local heritage by providing financial support through the NSW Heritage Grants Program - Local Heritage Places. Shoalhaven City Council has been successful in attaining a grant under this scheme, which it will match dollar for dollar, to run the Shoalhaven Local Heritage Assistance Fund. The fund offers small grants for local heritage projects as an incentive to assist heritage items listed in the Shoalhaven Local Environmental Plan (LEP) 2014 and other items of heritage significance. The grant amounts offered by the fund are merit based and successful applicants will be required to match the funding amount from their own finances (as a minimum). Please note that individual grants may range from a few hundred dollars to a maximum amount of \$5000.

INVITATION TO APPLY

Owners of heritage items or heritage related projects in Shoalhaven are invited to apply for assistance under the program and these guidelines have been prepared to assist in filling out the application form attached. Applications are only called for once each financial year and are only accepted within the advertised period.

ELIGIBLE PROJECTS

Local heritage projects which involve minor and/or maintenance works such as repair and conservation works and reinstatement of missing items on heritage buildings. For example, this may include: fences, verandas, roof cladding and guttering, decorative material, removal of unsympathetic additions including painting, decorating, revitalisation schemes, sympathetic signage, essential subsoil drainage, emergency repairs and weather proofing etc. Funding is also available for garden restoration and conservation management plans.

The program does not cover routine maintenance, the purchase of a building, the relocation of a building, new additions or unsympathetic works. Assistance will not be given where funding is reasonably available from another source, where substantial government assistance has previously been provided or where the applicant has yet to complete other assisted projects.

Please Note: Grants are not available for already completed projects.

ASSESSMENT CRITERIA

The following matters will be taken into account in assessing the priority of your application. Please note that it is not necessary for your project to meet all these criteria.

1. The applicant's ability to both technically and financially complete the project within a 5-6 month period.
2. The extent to which the applicant is financially contributing to the project (at least a matching amount).
3. Projects that clearly compliment broader conservation objectives, i.e. implement key functions of heritage studies and projects in heritage areas, e.g. Kangaroo Valley, Berry, Milton, Nowra.
4. Projects that encourage the conservation of other heritage items e.g. conservation plans.
5. Projects that will increase the heritage value of items in the community.
6. Projects that are highly visible to the public, e.g. re-instatement of a verandah in a main street location, heritage colour scheme.
7. Projects where public inspection may be possible during certain times of the year.
8. Projects where funding would not normally be provided e.g. heritage gardens.
9. Urgent projects which avert a threat to a heritage item.
10. Projects where conservation controls may have caused hardship to the owner.

TIME TO COMPLETE PROJECTS

Please note from the time of grant approval you will have 5-6 months to complete your project (all projects must be completed by end of March the following year). If it becomes clear during this period that the project cannot be commenced, Council must be notified so that allocated monies can be reassigned to other applicants. Payment of the grant will normally occur at the completion of the project however, staged payment may be possible where financial hardship can be demonstrated. Progress reports will be required during the period of construction.

WHAT YOU NEED TO DO

Once you have decided on the works you would like to complete, contact Shoalhaven City Council, Strategic Planning Group on (02) 4429 3426 to discuss your project, determine eligibility and other details of your project or receive help in completing the application form.

BACKGROUND RESEARCH

It will definitely assist your case if you can properly demonstrate why the works you are proposing are appropriate from a heritage point of view.

To do this you may need to do some research e.g. at Council, photographs may be found at local historical societies or the library or you can contact Council's Strategic Planning Section for assistance.

WORK TO BE CARRIED OUT

You then need to decide in detail what work you want to carry out. This should be outlined in a clear, item-by-item, job schedule for the proposed works.

QUOTES

Next, as with any work, you need to get quotes and it is suggested that you get at least two quotes that you would be happy to use for the work. Outline/itemise these costs alongside the schedule of work you have prepared.

PLANS AND SKETCHES

Depending on the size of the works, you may need these to attach plans/drawings/sketches to your application for funding.

PHOTOGRAPHS

Take photographs of the building/works prior to commencing the project including each elevation and close-ups of particular work. After the job is completed take further photographs from exactly the same location.

COMPLETE THE APPLICATION FORM

Complete the 2 attached application forms, keep a copy for your records, attach all documentation and post or email to Council by close of business **Friday 9 August 2019**

PO Box 42, NOWRA NSW 2541 or
Council@shoalhaven.nsw.gov.au

OTHER COUNCIL CONSENTS

Proposals involving major works to heritage items that require formal building and development consent from Council are generally not eligible for these grants. Further information on whether development consent is required and how to submit these applications can be obtained by contacting Council's Planning, Environment and Development Group.

MINOR/MAINTENANCE WORKS TO HERITAGE ITEMS (under Clause 5.10 (3) of Shoalhaven LEP 2014)

You will also need to complete an application form for Minor & Maintenance Works to Heritage Items (without development consent) to notify Council of your proposed works. Your proposal will be assessed and Council will notify you in writing, before any work is carried out, that the work is of a minor nature or is for the maintenance of a heritage item and will not adversely affect the heritage significance of the item. **This form is attached and should be returned with your documentation.**

PRIVACY NOTIFICATION

This information is being collected by Shoalhaven City Council and is required for the administration of the Local Heritage Assistance Grant Funding Program. Without this information Council will not be able to process your application. The information provided will be included in a Council report which is a publicly available document. The applicant may at any time apply to Council for access or amendment of the information.

APPLICATION CLOSING DATE:

FRIDAY 9 AUGUST 2019

Local Heritage Assistance Fund Grant Application



www.shoalhaven.nsw.gov.au

Shoalhaven
City Council

APPLICANT(S)

Name(s):		
Postal Address:		
Phone:	(H)	(M)
Email:		

PROPERTY DESCRIPTION

Lot//DP or SP	
Unit/Street No and Street	
Suburb/Town	

THE PROPOSAL

Describe the proposed works to be undertaken		
Present Use of the Property (e.g. Residence, Church)		
Heritage Item No. (in Schedule 5 of SLEP 2014)		
Project Funding (Note maximum amount sought must be matched dollar for dollar by applicant)	Total Project Cost	Amount you are seeking (up to \$5,000 maximum)

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION	TICK
Two quotes for the cost to carry out the works	
Tradesmen Qualifications*	
Plans/Sketches/Drawings of the proposed works	
Photographs of existing site/structure & area subject to proposed works	
Any relevant product samples or specifications of finished materials/colours	
Historical background of the property *	
Application Form (under Clause 5.10 (3) of SLEP 2014) for Minor Works & Maintenance to Heritage Items	

(* These may not be required for all applications)

OWNER(S) CONSENT (if different to Applicant)

I/We the undersigned, being the owner(s) of the land to which this application relates, hereby consent to the making of this application. I/We also consent to Shoalhaven City Council and NSW Office of Environment & Heritage using any or all of the photographs and information submitted with this application.

Name of ALL Owner(s):

Signature/s of ALL Owner(s):

APPLICANT(S) CONSENT

I/We the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the Local Heritage Assistance Fund to carry out works described in this application on the land specified in this application. I/We also consent to Shoalhaven City Council and NSW Office of Environment & Heritage using any or all of the photographs and information submitted with this application.

Signature/s of ALL applicant(s):

DATE:

Do you need assistance in completing this form or require more information?

Please contact Tanya Walker on 4429 3426 or at council@shoalhaven.nsw.gov.au

Submitting your application: Email your completed application form, and attached images and other information to Council@shoalhaven.nsw.gov.au **by close of business Friday 9 AUGUST 2019.**

Or Post your completed application form, and attached images and other information, to Shoalhaven City Council, PO Box 42, NOWRA, NSW 2541 **by close of business Friday 9 AUGUST 2019.**

PLEASE DO NOT POST AND EMAIL YOUR APPLICATION

Application Form – Minor Works & Maintenance to Heritage Items



www.shoalhaven.nsw.gov.au

Shoalhaven
City Council

This form is a request under Clause 5.10 (3) of the Shoalhaven Local Environmental Plan 2014 for the written authorisation to undertake minor works and/or maintenance to a heritage item or a place within a heritage conservation area without development consent.

Your application must be assessed and approval granted in writing before you can proceed with your proposed activity/works. If Council declines to grant an exemption, a Development Application must be lodged for the proposed works.

What works can be granted an exemption?

Clause 5.10 (3)(a)(i) and (ii) of the Shoalhaven LEP 2014 state that the relevant works can only be carried out without development consent when:

(a) the applicant has notified the consent authority of the proposed development and the consent authority has advised the applicant in writing before any work is carried out that it is satisfied that the proposed development:

(i) is of a minor nature or is for the maintenance of the heritage item, Aboriginal object, Aboriginal place of heritage significance or archaeological site or a building, work, relic, tree or place within the heritage conservation area, and

(ii) would not adversely affect the heritage significance of the heritage item, Aboriginal object, Aboriginal place, archaeological site or heritage conservation area

APPLICANT	
Name:	
Address:	
Phone:	
Email:	

NAME OF ALL OWNER(S)

SIGNATURE OF ALL OWNER(S)

PROPERTY DESCRIPTION	
Lot//DP or SP	
Unit/Street No and Street	
Suburb/Town	

HERITAGE LISTING DETAILS		
Is the site a heritage item listed in Shoalhaven LEP 2014?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site located within a heritage conservation area (HCA) listed in Shoalhaven LEP 2014?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DESCRIBE PROPOSED WORK IN DETAIL

HAVE YOU DISCUSSED YOUR PROPOSAL WITH COUNCIL?		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Appointment Date:

SUPPORTING DOCUMENTS: Please attach the following documents to support your application

1. Plans, sections and elevations
2. Photographs.
3. Samples of materials, finishes and colours
4. Details of the area affected by the development
5. Pictures of any structures or elements to be demolished.

APPLICANT(S) CONSENT
SIGNATURE:
DATE:

City Administrative Centre – Bridge Road, Nowra, NSW, Australia, 2541
Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

