

# PARRAMATTA CITY COUNCIL LOCAL HERITAGE FUND 2006/2007

## Guidelines

### Aim of the Fund

The aim of the Local Heritage Fund is to encourage appropriate conservation work to privately owned heritage items in Parramatta.

### Eligible Projects

- Funding is typically provided to assist the carrying out of minor works to heritage items, but can also be provided for the planning of larger scale works.
- The property must be listed as a “heritage item” in Parramatta Local Environmental Plan 1996 (Heritage and Conservation) or in the Parramatta Regional Environmental Plan (REP).
- Work needs to be carried out in accordance with good conservation practice, and preferably by a tradesperson experienced in conservation work.
- Council will require evidence that the cost of the work represents good value for money. More than one quote should be sought for the work if possible.
- Council will require evidence that the work has been carried out and of the final cost of the work.
- Work must be carried out in the 2006/2007 financial year.
- Funds are generally not available for internal alterations or internal fittings such as new kitchens and bathrooms.
- Funds are not available for property owned or controlled by any government body or authority.

### Available Funds

A maximum of \$2500 is available for each project. However, grants will generally be limited to: \$1,000 for applications up to \$5,000 in value; \$2,000 for applications between \$5,000 to \$20,000 in value; and \$2,500 for applications over \$20,000 in value.

The amount provided by the fund needs to be matched on a dollar-for-dollar basis by the owner. For example, if \$2500 is provided by the fund, the owner must also contribute at least \$2500. “In-kind” contributions by the owner may also be considered.

### Assessment criteria

In assessing projects consideration will be given to whether they:

- 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
- and have been undertaken by a non-profit organisation, .eg community group or church.

## **Making an Application**

Applications are accepted either for work that has already been carried out or work that is planned. Your chances of receiving assistance are greater if you make your application before carrying out the work.

### **For work that has already been carried out**

If you have already carried out the work, you simply need to 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.

### **For work that is planned**

If you wish to make an application prior to commencing work, you need to complete the application form, describing accurately the work that is proposed, and when it will be carried out. Council may ask for more information in some cases, such as proposed colour schemes for painting work.

If there are no problems, you will receive written advice from Council that your application has been accepted in principle. You may then proceed with the work. Council will provide funds on completion of the work, subject to Council being satisfied with the end result.

Note that if work is not carried out in the time agreed, then the funds may be relocated.

## **Other Requirements**

Owners need to ensure that they receive all appropriate approvals from Council in relation to the proposed work. A development application (DA), or written approval for minor work may be required. If you are not sure whether a DA or other approval is required, you need to contact Council's heritage planner.

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

In addition, to meet Council's accounting requirements a **Statement by a Supplier** form (for residential property owners) should be completed, or ABN number (for business applicants) supplied. The form is available on request.

Application forms should be sent to Land Use and Transport Planning, Outcomes and Development Group, Parramatta City Council, P.O. Box 32, Parramatta NSW 2124.

## **Timing**

Applications can be received at any time. They are assessed by Council officers and then submitted for the recommendation of the Heritage and Advisory Committee, which meets every two months. Applications are then submitted to Council for approval.

## **Further information**

Further information can be sought from Council's Outcomes and Development Group on 9806 5093



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## Application Form

Address of Property: .....

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Name of Owner: .....

Contact phone nos. .... (h) ..... (w)

Description of Work:

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Work was/will be completed by: ..... (date)

Total cost of work: \$.....

Amount of funding sought: \$.....

ABN number (for business applicants only) is: .....

Statement by a Supplier form (for residential property owners) is attached: ..... (state yes)

Signature of Owner

.....

Date: .....