

HERITAGE
GUIDELINES

LOCAL HERITAGE ASSISTANCE FUND

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Background

The heritage of the City of Canada Bay contributes to the unique character of the local area. As well as a large number of notable distinctive buildings, parklands and gardens, the area has many attractive streetscapes of period houses. The City of Canada Bay has over 500 listed heritage items and 20 heritage conservation areas. Our heritage gives us a sense of living history and provides a physical link to the work and way of life of earlier generations. It enriches our lives and helps us to understand who we are today.

Council is committed to the conservation of local built heritage, and to further assist owners, Council has established a Local Heritage Assistance Fund. The Local Heritage Assistance Fund will provide financial assistance to private owners of heritage items or contributory buildings within a heritage conservation area for 'small' heritage conservation projects.

Aims of the fund

- To encourage work on heritage items and in heritage conservation areas within the City of Canada Bay
- To assist in reconstruction of missing details to heritage items and encourage conservation work that enhances the public domain within the City of Canada Bay
- To engender greater interest and awareness for conservation of heritage sites within the City of Canada Bay
- To promote a positive community attitude towards heritage conservation within the City of Canada Bay.

Eligible projects

To be eligible the project must:

- Involve work on a heritage item or a contributory building within a heritage conservation area as identified within the Canada Bay Local Environmental Plan 2013 and Canada Bay Development Control Plan
- Applications should generally be made for work carried out in the current financial year or within four months after the completion of works
- Works that contribute to presentation of an item to the general public will be given a priority
- Council will require evidence that the work has been carried out and paid for, and of the final cost of the 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
- Work needs to be carried out in accordance with good conservation practice, preferably by tradespersons experienced in conservation work.

Development approval for proposed works

It may be that an application for Maintenance and Minor works is required for the proposed work. In this case a Maintenance and Minor Works Application should be made in order to receive written advice from Council as to whether development consent is required or not. If you have any queries please phone Council's Heritage Officer on 9911 6555.

Projects not funded

Funding will generally not be provided for the following projects:

- Where assistance is reasonably available from another source;
- Where substantial assistance has been previously provided or where the applicant has yet to complete other assisted projects;
- The purchase of a building, site or moveable item;
- New additions to a heritage building (including new internal fittings such as new kitchens or bathrooms);
- Relocation of a heritage building or work on a relocated building;
- Work on a government-owned building still being used for a government purpose; and
- Purchase of tools and plant; and
- Works associated with a DA; and

- Work which does not enhance the heritage values of the place.

Level of funding available

Council approves budget for the Heritage Assistance Fund for each financial year. Grants to individual properties are generally given on a dollar-for-dollar basis (i.e. the amount provided by the fund must not exceed the amount spent by the owner) – with grants limited to:

- Up to 50% of amount spent for applications up to \$3,000 in value;
- Up to \$3,000 maximum for applications over \$3,000 in value

Note that Funding is discussed by Council's Heritage Advisor and the Strategic Planning Team who may, at their discretion, decide either to support, to support in part, or to not support, any particular application.

For example, if \$1,000 is spent by the owner, the Council may decide to grant any amount between \$0- \$500, up to 50% of expenditure. If \$3,000 is spent by the owner, the Council may decide to grant any amount between \$0 - \$3,000. "In-kind" contributions by the owner are not considered.

Please note that the total amount of funding available is limited so Council will not be able to fund all eligible projects.

Assessment criteria

In assessing applications, consideration will be given to whether the projects:

- Are sympathetic repairs of historic built fabric;
- Reinststate previously lost architectural features;
- Lead to improvement in a style appropriate for the architecture of the building;
- Enhance public amenity and are highly visible to the public;
- Are for projects which have high public accessibility, e.g. Local museum or church;
- Have been undertaken by a non-profit organisation, community group or church;
- Are for works to properties of heritage value (if located within conservation areas)

Timing of projects

Applications can be received at any time. They are processed by Council officers and then submitted for the recommendation of the Heritage Advisor and Strategic Planning Team.

What you need to do

Background research

It will assist your case if you can properly demonstrate why the work you propose is appropriate from a heritage point of view. The Local Studies Librarian at Five Dock Library may be able to assist with photographs. The heritage advisor may also have some suggestions to follow up.

Contact Council's Heritage Advisor

It is suggested that you set down the work you propose to do and then contact Council's Heritage Advisor to discuss the eligibility and other details of your project. This service is provided free of charge. The Advisor will be able to assist you in making an application. If the project is too large the Advisor may suggest you get the services of a conservation architect for the project.

To make an appointment with the Heritage Advisor or make any other enquiries please phone 9911 6555.

Plans and Sketches

Depending on the size of the job you may need these to attach to your application for funding.

Photographs

In order for applications to be considered, it is essential that **before and after the works** colour photographs are provided (either email to council@canadabay.nsw.gov.au or burn on a CD and forward to Council).

Fill in the application form

Ensure that the application form has been completely filled out, and all corresponding attachments are included.

Application forms can be obtained from Council's Customer Service Centre, 1A Marlborough Street Drummoyne between 8.30am and 4.30pm or downloaded from Council's web site at www.canadabay.nsw.gov.au. The applicant is the person arranging and paying for the project. If the applicant is not the owner, the owner's consent must be given to the application. Forms can be dropped in at Council or mailed to The General Manager, City of Canada Bay Council, Locked Bag 1470, Drummoyne NSW 1470 or emailed to council@canadabay.nsw.gov.au.

What happens next?

- Each application is received by Council staff
- Applicants are notified if successful or not
- Council's Heritage Advisor will visit sites to inspect and approve funding
- A report on the years Heritage Assistance Fund program is prepared for the NSW Office of Environment and Heritage.

All applications and supporting material will be retained by the City of Canada Bay Council and may be used for promotional and other purposes at the discretion of Council.