

HERITAGE INCENTIVES POLICY

1.0 PURPOSE

The Heritage Incentives Policy establishes the governing framework for the provision of financial assistance by Canterbury-Bankstown Council (Council) to support the conservation and protection of listed heritage items in Canterbury-Bankstown Local Government Area (LGA).

2.0 SCOPE

This Policy applies to all heritage items listed in Schedule 5 of Bankstown Local Environmental Plan 2015 and Canterbury Local Environmental Plan 2012.

It does not apply to properties in a Heritage Conservation Area that are not heritage listed.

3.0 POLICY STATEMENT

Canterbury-Bankstown Council (Council) recognises that heritage items may need special care and attention to maintain their heritage values. As part of Council's commitment to promote a greater awareness, understanding and appreciation of heritage within the Canterbury-Bankstown LGA, Council has established a series of programs to provide financial assistance to lessen the burden to owners for conservation requirements. However, the routine maintenance and care of the property remains the responsibility of the property owner.

The Heritage Incentives Policy covers two main heritage programs:

- Heritage Grant Fund; and
- Development Application Fees waiver.

These supplement existing heritage services such as the Heritage Advisor Service and Minor Works Application process. For further details on these services, contact Council's Spatial Planning Unit on 9707 9000.

3.1 Heritage Grant Fund

The Heritage Grant Fund (the Fund) is a grant program for projects which involve conservation and /or repair of heritage items within the Canterbury-Bankstown LGA .

3.1.1 Level of Funding Available

The Fund provides grants of up to maximum of \$5,000 per property. Only one application per heritage item can be submitted per financial year.

For external maintenance works there is no requirement to provide matching funding.

For other works, grant funding is on a dollar for dollar basis but not exceeding 50% of the total cost of the approved works. This means for every dollar Council agrees to spend on a specific heritage project, the applicant must contribute equal or higher value. For instance, if the total cost of the project is \$10,000 and Council agrees to fund up to a value of \$5,000; the applicant must pay the balance of \$5,000.

In certain circumstances, Council may consider an increase in the maximum grant amount at its discretion.

3.1.2 How to apply for funding

A round of funding will occur each financial year, generally from February to April, but with this period being at Council's discretion. All owners of heritage listed properties will be advised in writing when the funding is open.

Council will collectively assess all applications received after the conclusion of the round of funding. All applicants will be advised in writing of the outcome of their application.

There will be an overall maximum amount of \$60,000 funding available each round. The amount may vary each funding round.

Requests for funding outside of this period will not be considered except in exceptional circumstances.

3.1.3 Assessment Criteria

The following matters will be taken into consideration by Council in assessing applications for funding:

- a) The applicants have demonstrated that they have the necessary finance to undertake the approved works;
- b) The applicants have taken responsibility for routine maintenance of their properties;
- c) The applicants have read and understood the terms and conditions stipulated in this Policy;
- d) The applicants have lodged a valid application form with all necessary background information for Council to process the application;
- e) The property is an identified heritage item within Canterbury-Bankstown LGA under Schedule 5 of Bankstown Local Environmental Plan 2015 and Canterbury Local Environmental Plan 2012; and
- f) Council is satisfied that the proposal will positively contribute to the heritage significance of the building or place.

Council will assess each application on its merits taking into account the above matters and project eligibility. An application may meet the assessment criteria but be unsuccessful in gaining funding depending on the number of applications received and the amount of grant funding available.

Council may also specifically identify and prioritise particular types of works for funding.

3.1.4 Eligible Projects

The types of projects that are eligible for funding are:

- a) Preparing heritage management strategies and/or studies on adaptive reuse;
- b) Conservation and restoration of heritage items;
- c) Repainting heritage buildings/items in approved heritage colour scheme;
- d) Repairing walls, verandahs, windows, roofs that are an integral part of heritage buildings;
- e) Repairing other elements which are characteristics of the heritage buildings/sites; and
- f) Installing a heritage plaque to promote significance of a heritage item.

Preference for funding will be given to properties which are recommended for long term conservation by heritage studies. There will be an emphasis on providing funding to individuals or organisations that do not have alternate sources of funding such as from the NSW Heritage Office which is available to state listed items.

3.1.5 Ineligible Projects

The types of works which are ineligible for funding are:

- a) New additions to heritage buildings which do not have heritage significance;
- b) Works associated with new internal fittings such as kitchens and bathrooms;
- c) Repairs to sections of heritage buildings which do not have heritage significance;
- d) Works that have already been completed without prior funding approval; and
- e) Any other works Council deems do not add value to the significance of the heritage property.

3.1.6 Applicant's Obligations

The applicant must provide the following information to Council to be eligible for funding:

- (a) A completed application form (please keep a copy for your records). Please note that the approval and signature of the owner/s is required if the applicant is not a legal owner of the subject property.
- (b) The application form must include:

Justification for the funding – Applicants need to demonstrate why their proposal is eligible for funding and how it assists conservation of the heritage item. Council's Library and the Bankstown or Canterbury Historical Society may have information which will be of assistance to you regarding historic photos / plans of heritage listed buildings to help identify the original fabric.

Quotes - For work costing less than \$10,000, a minimum of two itemised quotes must be supplied. For work costing greater than \$10,000, a minimum of three itemised quotes must be supplied. The applicant must nominate the preferred quote, with the reasons why that quote is preferred.

Works must be undertaken by a licensed tradesperson or company. It is the applicant's responsibility to ensure that all relevant insurances are up to date.

The Office of Environment and Heritage maintains a directory of conservation products and services. The link to this directory is:

<http://www.environment.nsw.gov.au/heritageapp/HeritageConservationDirectory.aspx>

Plans and sketches – These should be submitted to indicate the extent of works proposed.

- (c) The applicant must agree to provide a minimum of 50% of the cost of the project, except for external maintenance works where there is no requirement to provide matching funding. Funding is limited to a maximum amount of \$5,000 per property.
- (d) Confirm if the proposal requires lodging a Development Application (DA) with Council. A Duty Planner at Council's Customer Service Unit or our Heritage Advisor will be able to advise you of this requirement. If a DA is not required, then a heritage maintenance/minor works application must be submitted to and approved by Council.
- (e) The Application form and supporting information must be submitted to:

The General Manager
Canterbury-Bankstown Council
PO Box 8
BANKTOWN NSW 1885

Or emailed to: Council@cbc.city.nsw.gov.au

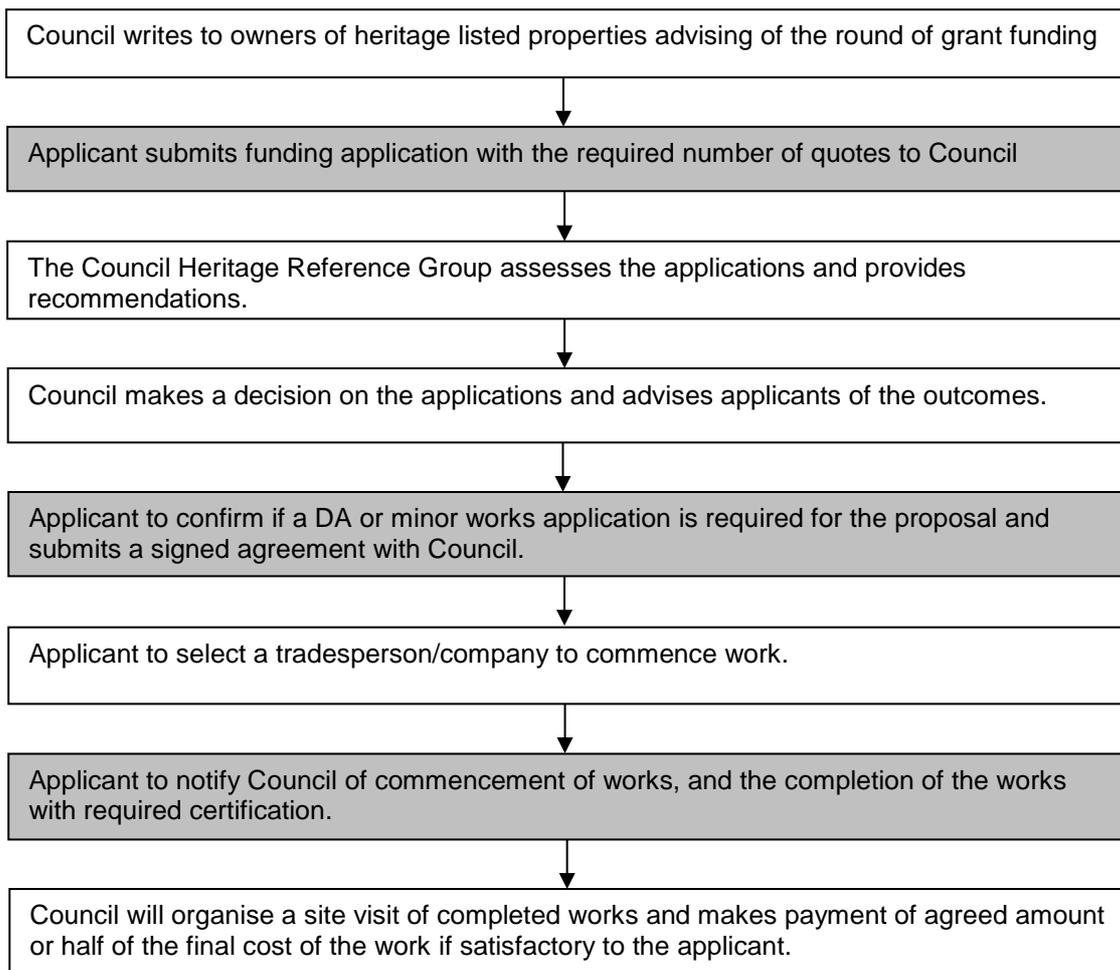
3.1.7 Conditions Applying to the Offer of the Fund

All determinations of Council in relation to the allocation of grant monies are final. Where an application is successful, the applicant will be required to enter an agreement with Council indicating their acceptance of the conditions outlined in that agreement. These conditions include, but are not limited to, the following matters:

- (a) Council must approve all scheduled work prior to commencement;
- (b) The approved work must be completed in the specified timeframe outlined in the agreement. Generally, the grant is valid until the 1st of June of the financial year after which it was granted. Grant money not claimed by this date will no longer be available; and
- (c) The applicant must write to Council to notify the commencement of the approved works.

- (d) Works must be carried out in accordance with good conservation practice, and preferably by a tradesperson or company experienced in conservation works. Council does not take responsibility for ongoing maintenance of the completed works in future.
- (e) Payment of grant monies will be made to the applicant only upon completion of works and at the request of the applicant. To receive payment of the grant, Council will require certification from the tradesperson/company that the work has been completed in accordance with relevant standards, and a tax invoice for the final cost of the work. If the tax invoice is less than the original quote, then Council will only pay on the basis of the lesser amount. Council will arrange a site visit to inspect the completed works prior to payment.
- (g) Any overrun of cost is not the responsibility of Council and extra monies will not be granted.

3.1.8 Flow Chart of the Summary of the Processes Involved



3.2 Development Application Fees Waiver

Council will consider the waiving of development application fees for heritage items and draft heritage items. Application eligibility criteria is as follows:

- In all instances, the waiver is at the discretion of Council;
- Includes non-residential buildings only where conservation of the original building is being achieved;
- The development complies with Council's DCP controls or recognised heritage criteria, and does not propose demolition of the original building fabric; and
- Does not apply to new independent structures or buildings proposed on the property.

Waiving of notification and advertising fees will also occur where DA fees are waived.

4.0 RELATED RESOURCES

4.1 Legislation

- *Local Government Act 1993* (NSW)
- *Environmental Planning and Assessment Act 1979* (NSW)
- *Environmental Planning and Assessment Regulation 2000* (NSW)

4.2 Associated Documents

- Schedule of Fees and Charges
- Heritage Maintenance/Minor Works Application form
- Bankstown Local Environmental Plan 2015
- Canterbury Local Environmental Plan 2012

4.3 Definitions

Heritage Item

A building, work, place, relic, tree, object or archaeological site the location and nature of which is described in Schedule 5 of the Bankstown Local Environmental Plan 2015 or Canterbury Local Environmental Plan 2012.

Draft Heritage Item

A building, work, archeological site, tree, place or aboriginal object identified as a heritage item in a local environmental plan that has been subject to community consultation, other than an item that was consulted on before 1 March 2006, but has not been included in a plan before 27 February 2009.

5.0 POLICY OWNER

Manager Spatial Planning

6.0 AUTHORISATION

Adopted by Canterbury-Bankstown Council on 25 September 2018.