

# Guidelines for Applicants

## Local Heritage Assistance Fund 2019/2020

### Minor Improvements/Conservation Works to Heritage Listed Properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce.

#### Background

Hawkesbury City Council and the NSW Government are jointly funding the Hawkesbury Local Heritage Assistance Fund 2019 – 2020 which is targeted at minor improvements/conservation works to heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce.

The Hawkesbury Local Heritage Assistance Fund for 2019 – 2020 recognises the importance of conserving, protecting and caring for heritage listed buildings within these Macquarie Towns.

#### Eligibility

Owners or managers of heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce are eligible to apply for the Hawkesbury Local Heritage Assistance Fund 2019 – 2020 which provides dollar for dollar grant funding of up to \$2,000 for minor improvements/conservation works to heritage listed properties.

Grant applications are required to be supported by appropriate land owners consent.

#### Priorities for Funding Allocation

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Funding will be assessed on a case by case basis and be allocated to projects which seek to undertake minor improvements/conservation works to heritage listed properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce.

Funding will be available to successful applicants to undertake minor improvements/conservation works or general maintenance works to heritage listed properties, including for example the following that do not require formal development approval from Council:

- resealing/treating timber;

- replacing broken windows;
- re-roofing in matching materials and colours
- replacing down pipes/gutters
- repairing stone/brick works
- repointing brickwork

General maintenance works including any works of a minor nature (e.g. repainting of surfaces) that do not require formal approval from Council are identified in Table 1 – Development/Work not requiring consent in Council's Chapter 10 Heritage Conservation, Part C General Guidelines of Hawkesbury Development Control Plan 2002 (the DCP). This DCP Chapter can be accessed via:

<https://www.hawkesbury.nsw.gov.au/media/files/building-and-development/development-guides/dcp/Heritage-Conservation-Chapter-December-2013.pdf>

Priorities for funding will be allocated as follows:

1. Works to protect building fabric from deterioration (eg. mitigate impacts from moisture, salt, weather, corrosion or general wear)
2. Removal of minor structures or works to heritage items that are considered to be unsympathetic. (eg. inappropriate fittings or other structures attached to the façade of buildings)
3. Reinstatement of minor historic features or fittings to a building that may have been damaged removed or replaced. (ie. Lighting, fencing, doors)
4. Miscellaneous building façade improvements (eg. painting of buildings, rendering, specialised cleaning or site maintenance)

## Amount of Funding Available

Funding will be offered to successful applicants on a dollar for dollar basis (\$1 of grant funding for each \$1 of private funding). The maximum funding available for any one applicant/property is \$2,000 (including GST).

## How to make an application – Five step process

### 1. Background Research

Before applying, applicants should have a good understanding of how to undertake minor improvements/conservation works to heritage buildings/properties. Council's Heritage Advisor is available for free heritage conservation advice by appointment. An appointment may be booked by contacting the Council's Development Services Support Officer on (02) 4560 4542 or [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

In addition, the NSW Heritage Office has published a good source of information "*How to carry out work on heritage buildings and sites*" located on the Office of Environment & Heritage's website: <http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/infocarryoutwork.pdf>

The above publications are considered to be good sources of information when applying for grant funding and sets standards expected to be followed when carrying any works to conserve historic properties.

Other sources of information include:

- Council's Heritage Advisor and Planning Officers
- Council's website [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au)
- Local Studies Collection - Hawkesbury Library
- Hawkesbury Regional Museum
- Old photographs, newspapers or oral history interviews

All minor improvement/conservation works must be carried out by qualified, experienced and skilled tradespersons. The Office of Environment and Heritage website has a list of specialist tradespersons under the *Conservation Products and Services Directory* which can be used to help find specialist trades and can be accessed using the following link:

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

Applicants should describe what works are proposed to be undertaken to conserve the building/property. The application should be supported by adequate plans, photographs/images and documentation that describes:

- the building elements/components or features which are proposed to be managed or corrected
- the nature of works and solutions proposed to be carried out
- methodology used in carrying out these works
- contact details and qualifications of the tradespersons who will carry out the proposed works/services.

Applicants should prepare an application based on expert advice and discuss with experienced, skilled and specialised tradespersons who will be undertaking the works. Council Officers and Council's Heritage Advisor are also able to assist with direction on methods for conservation works and completion of the funding application.

To make an appointment with Council's Heritage Advisor for free heritage advice, contact Council's Development Services Support Officer on (02) 4560 4542 or [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

### 3. Obtain Quotes

Applicants must include **at least two quotes** from qualified, experienced and skilled tradespersons for the proposed works. The tradespeople selected to undertake the work are to be nominated, as well as the reasons why they have been chosen.

### 4. Completion of the Application Form

Complete the Hawkesbury Local Heritage Assistance Fund 2019 – 2020 Application Form and lodge it with Council, together with the required documentation (plans, sketches, photographs, at least two quotes and other relevant information). Applicants should keep a copy of the completed Application Form and any associated documentation.

#### Application forms are available:

- In person: Hawkesbury City Council's Customer Service Unit
- By phone: Senior Strategic Land Use Planner (02) 4560 4546
- Via email: [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)
- Online: [www.hawkesbury.nsw.gov.au](http://www.hawkesbury.nsw.gov.au)

### 5. Application Deadline

Applications are now open until **Friday, 16 August 2019**. Please make sure your completed application along with the required documentation is lodged with your application.

## Checklist

- Complete the Application Form for the *Hawkesbury Local Heritage Assistance Fund 2019 – 2020 - Minor Improvement/Conservation Works to Heritage Listed Properties within the Macquarie Towns of Windsor, Richmond, Pitt Town and Wilberforce*.
- Attach **at least three photographs** showing why the proposed works for the heritage listed building are needed.
- Attach any drawings, sketches or any other relevant documentation describing the proposed works.
- Attach at least two written quotes prepared by qualified, experienced and skilled tradespersons and their contact details.

## Assessment Criteria

Applications will be assessed by a panel comprised of Council's Heritage Advisor and Council Officers. The criteria used to assess applications will include the following:

- the eligibility of the subject property
- the applicant's eligibility for assistance
- the applicant's ability to demonstrate technical and financial responsibility in relation to the project and demonstrated ability to complete the project within six months from the date of funding confirmation
- the degree to which the applicant is financially contributing to the project given the limitations of the funding available
- the ability for projects to demonstrate heritage value to the community
- projects which are highly visible to the public
- the availability of funding under the Hawkesbury Local Heritage Incentive Fund 2019/2020
- Consistency of the proposed works with these guidelines and the general maintenance works identified in Table 1 – Development/Work not requiring consent in Council's Chapter 10 Heritage Conservation, Part C General Guidelines of the DCP.

Priority will be given to properties that are not listed on the State Heritage Register, are not currently receiving funding or have not received recent funding from the NSW Office of Environment Heritage.

Following assessment of the applications against the relevant criteria, a report recommending approval of grants for the selected grant applications will be

forwarded to Council for its consideration in accordance with Section 356 of the *Local Government Act 1993*. All applicants will be notified of the outcome of their application.

If successful, applicants will be required to enter into a "Plain English Agreement" with Council. This agreement includes such matters as identification of the proposed works, funding arrangements, promotion agreements and completion dates. Details will be made available to successful applicants. The names of successful applicants, project details and amount of funding approved by Council will be made public.

## Timing of your Project

Successful applicants will be given six months to complete the project from the date of funding confirmation.

## Claim for Payment

On successful completion of your project, you are requested to contact Council to arrange a joint site inspection by Council's Heritage Advisor and Council Officers to ensure that the completed work has been carried out in accordance with the signed Plain English Agreement. After the site inspection, you will be advised to forward a Claim for Payment to Council.

If complete and satisfactory, a cheque to the value of the Council's approved grant will be forwarded to the applicant or the agreed funding amount will be transferred into an account nominated by the applicant. For successful applicants, a Claim for Payment must be lodged with Council by **Friday 17 April 2020**.

## Further Information

For more information about managing a heritage-listed place, please use the following link:  
<http://www.environment.nsw.gov.au/Heritage/conservation/index.htm>

- Further information in relation to the Hawkesbury Local Heritage Assistance Fund 2019 – 2020 may be obtained by contacting Karu Wijayasinghe, Senior Strategic Land Use Planner on (02) 4560 4546 or [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)



This document contains important information. If you do not understand it, contact the Telephone Interpreter Service on 131 450.



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July 2019