



# GUIDELINES FOR APPLICANTS

## Hawkesbury Local Heritage Assistance Fund 2023/2024

### 1. Background

The Hawkesbury Local Heritage Assistance Fund 2023/2024 is jointly funded by Hawkesbury City Council, and Heritage NSW. The Program recognises the importance of conserving, protecting and caring for heritage listed properties within the Hawkesbury Local Government Area.

Effective maintenance/conservation of heritage buildings/properties is the key to ensuring longevity, and well-maintained heritage buildings/properties retain their originality and heritage significance for longer periods.

The main emphasis of the Local Heritage Assistance Fund 2023/2024 is to provide funding assistance for minor maintenance/conservation works to heritage listed properties within the Hawkesbury Local Government Area.

### 2. Eligibility

Owners or managers of local heritage listed properties within the Hawkesbury Local Government Area are eligible to apply for the Hawkesbury Local Heritage Assistance Fund 2023/2024.

The property should be listed as a heritage item or located within a heritage conservation area identified in Schedule 5 Environmental Heritage of the Hawkesbury Local Environmental Plan 2012.

Properties that are listed on the State Heritage Register, and currently receiving funding or have received recent funding from Heritage NSW may not be supported.

Properties that have received funding from Council's Local Heritage Assistance Fund during the last three years may not be supported.

Applications are required to be supported by appropriate property owners consent.

### 3. Priorities for Funding

Funding Applications will be assessed on their merits, and priority will be given to works that are minor maintenance/conservation works, and to local heritage properties that have not received funding from Council's Local Heritage Assistance Fund during the last three years.

### 4. What are Minor Maintenance/Conservation Works?

Minor improvements/conservation works to heritage listed properties that do not require formal development approval from Council include:

- 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 that do not require formal approval from Council are identified in Table 1 – Development/Work not requiring consent in Council’s Development Control Plan 2002:

[hawkesbury.nsw.gov.au/\\_data/assets/pdf\\_file/0020/61337/Heritage-Conservation-Chapter-December-2013.pdf](http://hawkesbury.nsw.gov.au/_data/assets/pdf_file/0020/61337/Heritage-Conservation-Chapter-December-2013.pdf)

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

[heritage.nsw.gov.au/search-for-heritage/conservation-product-or-service](http://heritage.nsw.gov.au/search-for-heritage/conservation-product-or-service)

## 5. Available Funding

Funding is 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).

## 6. How to Make an Application

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 Council’s Senior Heritage Officer on (02) 4560 4444 or email [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

Heritage NSW has published a useful guide, ‘How to carry out work on heritage buildings and sites’:

[heritage.nsw.gov.au/assets/Uploads/a-z-publications/g-i/How-to-carry-out-work-on-heritage-buildings-and-sites.pdf](http://heritage.nsw.gov.au/assets/Uploads/a-z-publications/g-i/How-to-carry-out-work-on-heritage-buildings-and-sites.pdf)

Other sources of information include:

- Local Studies Collection – Hawkesbury Library
- Hawkesbury Regional Museum
- Old photographs, newspapers or oral history interviews.

Applicants should clearly describe what works are proposed to be undertaken to conserve the building/property.

The application should be supported by plans, photographs/images and documentation that describes:

- The building elements/components or features proposed to be managed or corrected
- Current condition of the building elements/components or features that need minor maintenance works
- The nature of works and proposed solutions 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.

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 Application Form.

## 7. Completion of Application Form

Complete the Hawkesbury Local Heritage Assistance Fund 2023/2024 Application Form and lodge it with Council, together with all required documentation (plans, sketches, photographs, quote and other relevant information referred to in the Checklist included in the Application Form).

Applicants must include a quote from a qualified, experienced and skilled tradesperson for the proposed works.

Please provide at least three quality photos/images in JPG format showing the current conditions of the building/property with the application. The photos/images need to clearly show the area or element(s) that need minor maintenance/conservation works.

Applicants are encouraged to view the following link to understand how to take quality photos and photo monitoring of Heritage Projects.

[heritage.nsw.gov.au/assets/heritage-projects-guide-to-photo-monitoring-180525.pdf](http://heritage.nsw.gov.au/assets/heritage-projects-guide-to-photo-monitoring-180525.pdf)

Application Forms are available:

- Online: [hawkesbury.nsw.gov.au](https://hawkesbury.nsw.gov.au)
- Phone: Senior Heritage Officer  
(02) 4560 4444
- Email: [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)

## 8. Applications Due Date

Applications are open until Friday, 8 September 2023.

## 9. Assessment Criteria

Applications will be assessed by a panel comprised of Council's Heritage Advisor and Council Officers against the following criteria:

- Eligibility of the subject property
- Applicants ability to demonstrate technical and financial responsibility in relation to the project, and ability to complete the project by 12 April 2024
- Degree to which the applicant is financially contributing to the project given the funding available
- Ability for the project to demonstrate heritage value to the community
- Whether the project is highly visible to the public
- Availability of funding under the Hawkesbury Local Heritage Assistance Fund 2023/2024
- Consistency of the proposed works with these guidelines, and Table 1 – Development/Work not requiring consent in Council's Chapter 10 Heritage Conservation of the Hawkesbury Development Control Plan 2002
- Whether or not the property has received funding from previous state or local programs in the last three years.

Following assessment of the applications against these criteria, a report recommending approval of grants for the selected grant applications will be forwarded to Council for its consideration. All applicants will be notified in writing of the outcome of their application.

## 10. Plain English Agreement

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 relevant deadlines. Details of successful projects will be included within Council's promotional material associated with the Program.

## 11. Timing of the Project

Successful applicants will have until 12 April 2024 to complete approved projects.

## 12. Claim for Payment

On completion of your project you will be 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'.

If the works are complete and satisfactory you will be advised to forward a Claim for Payment. The approved funding will be transferred into an account nominated by the applicant, or alternatively a cheque to the value of the approved funding will be forwarded to the applicant. For successful applicants, a Claim for Payment must be lodged with Council by 12 April 2024.

## 13. Further Information

Further information about managing a heritage listed place can be viewed at:

[environment.nsw.gov.au/Heritage/conservation/index.html](https://environment.nsw.gov.au/Heritage/conservation/index.html)

For further information or queries in relation to the Hawkesbury Local Heritage Assistance Fund 2022/2023, please contact Council's Senior Heritage Officer on (02) 4560 4444 or email [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)