



# Local Heritage Fund Terms & Conditions Agreement

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

Assistance with works to buildings listed on the City's Scheme Heritage List or located within the Heritage Precinct.

The City of Bayswater has approved financial assistance to the recipient to help conserve or restore a place of cultural heritage significance.

## Particulars

### Recipient

Landowner's name:

Postal Address:

Phone:

Email:

Applicant name (if not the owner):

Postal Address (if different from above):

Phone

Email:

### Place

Property Address:

Local Heritage Place No:

Grant Amount: \$

### Approved Works

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## CONDITIONS OF THE AGREEMENT

You, the applicant, by entering into this agreement, agree with the following conditions:

- The applicant must accept the offer of funding within two months of the date of offer. The applicant must agree that the works funded and undertaken are in accordance with those outlined in the agreement. The acceptance of the offer must be in writing.
- The applicant is required to submit a schedule of work and details of whom is to carry out the work, if not submitted as part of the application.
- The property owner must obtain all necessary planning and building licence/approvals required to carry out the works.
- The applicant must immediately advise the City of any changes to financial resources and arrangements in relation to the project.
- Works should be completed within 12 months of the funding being approved.
  - Where this is not possible, the applicant must advise the City in writing an extension for a further 12 months will be based upon the merits of the works and requested extension of time. No extensions beyond a 24 month period shall be approved.
  - Where funding is approved and not acquitted within a financial year, that funding shall be carried into the following financial year.
- The property owner must contact the City of Bayswater on completion of the project to organise a site inspection by one of the City's Officers.
- The applicant must provide brief progress reports as requested.
- The City will not pay the building/contractor directly. The applicant is required to pay the builder/contractor directly and provide proof of expenditure of the funds to the City. The City will then reimburse the applicant for the approved conservation works. Proof of expenditure must be submitted to the City of Bayswater no later than 28 days after the completion of works and shall include:
  - Invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works.
  - Proof of payment by the applicant i.e. a receipt; and
  - Photographs of the completed works.
- The applicant agrees that funding may be reviewed or revoked at any time under any one or more of the following circumstances:
  - Unsatisfactory Work.
  - Failure to meet time schedule constraints.
  - Failure to provide progress reports, if requested.
  - Failure to allow inspections of the works being undertaken.
  - Non-disclosure or provision of misleading or false information; and
  - Non-compliance with any other condition contained within the Policy.
- The applicant agrees that it is solely the applicant's responsibility to ensure you comply with any taxation liability and or regulations under Federal or State legislation.
- The applicant agrees to repay immediately the full grant, if the Owner sells or transfers the Place or any part of it within 12 months of the practical completion of the Works unless the City of Bayswater otherwise agrees.

- The applicant agrees that all work must be carried out in a manner consistent with appropriate conservation practice and in accordance with generally accepted sound financial practice.
- The applicant agrees to take all reasonable measures to protect in perpetuity the item for which this assistance is granted.
- The applicant agrees to acknowledge the funding assistance in any form required and approved by the City of Bayswater
- Any other conditions that the City of Bayswater considers necessary.

### **SPECIAL CONDITIONS**

The following special conditions apply to this agreement:

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Have there been any changes to the proposed financial arrangement (quote) and/or scope of works as outlined in the Heritage Grant Application form?

- No
- Yes (please provide explicit detail)

### **Acceptance By The Recipient**

The City of Bayswater has approved financial assistance to the recipient to help conserve or restore a place of cultural heritage significance.

In accepting this assistance, I/we, the applicant(s), hereby agree to the above terms and conditions and accept this offer of assistance.

I/we \_\_\_\_\_ being the landowners of the heritage listed place located at \_\_\_\_\_ accept the allocation of funds for the property and have read and agreed that I/we will abide by the conditions of funding outlined below.

Executed as a Deed by:

..... Date: .....

Signature of Owner(s)

..... Date: .....

Signature of Witness