

PLANNING & DEVELOPMENT SERVICES – GENERAL POLICIES

CITY OF BAYSWATER HERITAGE FUND

POLICY NO. TP-P 6.3

PURPOSE/OBJECTIVE

To assist with the maintenance, conservation and improvement of heritage buildings contained within the City's Heritage List.

POWERS

- Clause 2.6 of Town Planning Scheme No 24
- Clause 3.1 of Town Planning Scheme No 23

INTRODUCTION

The City of Bayswater has set aside funds with the intention that they will be used for the maintenance and improvement of heritage listed buildings. These funds are available for both residential and commercial properties.

POLICY

Eligibility

1. Projects that involve the repair or maintenance of heritage buildings are eligible to apply to access the City's Heritage Fund. Each project must meet the following criteria to be eligible for funding consideration:
 - a) The subject building must be more than 50 years old and must be contained on the City's Heritage List of Heritage Places within the area of Town Planning Scheme No. 23 and/or 24;
 - b) The subject property has not received any funding from the City's Heritage fund in the previous five years.
 - c) The nature of the works must comprise of one or more of the works listed in Section 2, below.

Permitted works

2. The following works are eligible for funding:
 - a) The painting or repainting of appropriate surfaces on the outside of the building. This does not include painting over previously unpainted exposed brickwork or other materials;
 - b) Appropriate restoration works, building conservation works, veranda reconstruction, repair of walls and windows and the improvement of roof drainage;
 - c) Shopfront restoration for commercial premises;
 - d) Other works approved by Council as part of an overall heritage conservation or improvement program.

Works not included in the fund.

3. The following works are not subject to the Heritage Fund:
 - a) Internal fixtures and fittings;
 - b) Landscaping and or fencing;
 - c) Works involving the demolition of a site;
 - d) Signage, unless approved as part of an overall heritage conservation or improvement program;
 - e) New additions, extensions or redevelopments; and
 - f) In kind contributions.

Level of Funding Available

4. The following funding is available from the City and is exclusive of any applicable GST:
 - a) Residential buildings: up to \$4000 per property but not exceeding 50% of the total cost of approved work.
 - b) Non-residential buildings: up to \$4000 per property but not exceeding 50% of the total cost of approved work.

5. Administrative Matters

- a) Funding applications shall be made on the appropriate Application Forms.
- b) Funding applications can be submitted at any time and will be assessed on their merits.
- c) Applications received after the expenditure of the funds allocated in a financial year, will be held over until the following financial year.
- d) The amount of funding available will be reviewed each year as part of the preparation of the City's Budget.
- e) The funding shall only be used for the approved uses and at the approved property.
- f) Each property is entitled to one grant per five year period.
- g) Works that have commenced prior to receiving funding approval will not be eligible for funding.
- h) 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.
- i) Where funding is approved and not acquitted within a financial year, that funding shall be carried into the following financial year.

Conditions

6. Any funding approval will be subject to the following conditions:
 - a) The applicant must accept the offer of funding within not more than two months from 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.
 - b) 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.
 - c) The applicant must immediately advise the City of any changes to financial resources and arrangements in relation to the project.
 - d) Claims for payment should be supplied in letter form and should clearly outline what work was carried out, by whom, and include photographs of the works undertaken, full documentation of all expenses and how much is being claimed. Attach original of any bills. Claims for payment can only be made once all works are completed.
 - e) The applicant must provide brief progress reports as requested.
 - f) The applicant agrees that funding may be reviewed or revoked at any time under any one or more of the following circumstances:
 - (i) Unsatisfactory Work;
 - (ii) Failure to meet time schedule constraints;
 - (iii) Failure to provide progress reports if requested;
 - (iv) Failure to allow inspections of the works being undertaken;
 - (v) Non-disclosure or provision of misleading or false information; and
 - (vi) Non-compliance with any other condition contained within the Policy and/or grant agreement.
 - g) The applicant agrees that it is solely the applicant's responsibility to ensure compliance with any taxation liability and or regulations under Federal or State legislation.
 - h) The applicant agrees to repay immediately the full grant, if the Owner sells or transfers the Place or any part of it within 24 months of the practical completion of the Works unless the City of Bayswater otherwise agrees
 - i) 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.
 - j) The applicant agrees to take all reasonable measures to protect in perpetuity the item for which this assistance is granted.
 - k) The applicant agrees to acknowledge the funding assistance in any form required and approved by the City of Bayswater
 - l) Any other conditions that the City of Bayswater considers necessary.

7. Approval Process

When making a funding application, the applicant must:

- Submit a completed Funding Application Form, including all required information; and
- Demonstrate that the works will assist in the ongoing maintenance, improvement or conservation of the place.

Upon receipt of a funding application, the City's Planning staff will assess the application. The assessment will involve a site inspection and desktop assessment to assess the suitability of the proposed works, and a review of any colour schemes. The proposed works will also be assessed against any Conservation Plan or report in relation to the subject property.

A report will be prepared and presented to Council. That report will include an officer's recommendation on the appropriateness of providing funding for that particular application. The recommendation may also provide additional conditions to those contained within this Policy. Applicants are able to make a presentation or deputation in support of their application.

Where an application is successful, the applicant will be required to enter into an agreement with the Council indicating acceptance of the conditions outlined in that agreement.

Upon completion of the works, the applicant must notify the City in writing that the works have been completed. The City will conduct an inspection to ensure that the works have been satisfactorily completed, prior to the grant being issued.

Delegation of Authority:

Date Adopted

24 October 2006

Date Amended

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APPLICATION FOR HERITAGE FUNDING
City of Bayswater Heritage Fund

Assistance with Works to Buildings included in the City of Bayswater Heritage List.

A well-detailed and supported application will assist the City of Bayswater with the determination of the suitability and eligibility of your request. Please attach additional pages if required.

CONTACT DETAILS

Land owner's name: _____

Applicant's (if not the owner) and/or company's name: _____

(Please note: If the applicant is a company, please indicate a contact person)

Title/position: _____

Address: _____

Telephone number:(____) _____

Facsimile number:(____) _____

NOT FOR PROFIT ORGANISATION DETAILS (if applicable)

3. Are you incorporated? Yes No
4. How long has your company/group existed? _____
5. How many members do you have? N/A

Active:	
Non-active:	

What are the aims and objectives of your organisation?

7. What would happen to your assets if your organisation was disbanded?
(refer to your Constitution if necessary)
- _____

TAX INFORMATION

8. Are you registered for the GST? Yes No
9. What is your ABN? _____

If you have quoted your ABN, please go to question 12.

10. If you do not have an ABN, are you exempt from income tax?

Yes No

If you ticked 'Yes' to question 10, please provide a separate written-signed statement attesting to that fact.

11. Is the purpose of the grant private or domestic in nature or related to a hobby?

Yes No

YOUR PROJECT

12. What will the City of Bayswater grant be used for?

13. What will be the total cost of the project excluding GST? \$ _____

14. Requested City of Bayswater contribution (excluding GST): \$ _____

15. Is there a deadline for approval of this grant? Yes No

If so, what is the deadline? _____

16. Is there a Conservation Plan prepared for the building? Yes No

17. What other works are considered important/urgent?

YOUR FUNDRAISING

What activities have you undertaken to financially support your project?

19. How much money will your organisation be contributing (exclusive of GST)?
\$ _____

20. List all other organisations approached for assistance for this project and detail their response:

APPLICANT'S ACKNOWLEDGMENT

21. How would you publicise any assistance given by the City of Bayswater?

22. Do you have a newsletter? Yes No

If so, how often is it published? _____

APPLICANT'S SIGNATURE

I /we, the undersigned, being the applicant(s) nominated in this application, hereby apply for financial assistance under the City of Bayswater Heritage Fund Year _____ to carry out works described in this application on the land specified in this application.

Signature(s)

Capacity

Date

Signature(s)

Capacity

Date

SUPPORTING DOCUMENTATION

Please attach a copy of the following:

- A letter signed by yourself, the land owner and/or your organisation's secretary or chairperson authorising this application for funding.
- A project summary which includes:
 - A project description (include plans or drawings if appropriate);
 - Photographs (the building from the street and the part of the building where the works are proposed).
 - Rationale for the project;
 - Project priorities;
 - Methods of monitoring the progress of the project; and
 - Timelines for completion of the project.
- Quotations or cost estimates that support your grant request.
- If you are a not for profit, charity or community organisation, please attach a copy of the following:
 - Your organisation's current bank and treasurer's statements;
 - Your organisation's last audited annual financial statement; and
 - Your organisation's Certificate of Incorporation.

*You will be advised in writing of the outcome of your funding application.
Thank you for your accurate and detailed disclosure.*



TERMS AND CONDITIONS AGREEMENT CITY OF BAYSWATER HERITAGE FUND

Assistance with Works to Buildings Listed on the Municipal Inventory of Heritage Places or Located within a Heritage Precinct

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

1. PARTICULARS

Recipient

Land owner's name: _____

Postal _____ Address: _____

Applicant's (if not the owner) name: _____

Postal _____ Address: _____

Telephone: _____ Facsimile: _____

Place:

Address _____ of _____ place: _____

Inventory place number: _____

Grant Amount (excl GST): \$ _____

Approved Works:

2. CONDITIONS OF THE AGREEMENT

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

- a) The applicant must accept the offer of funding within two month 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 acceptable of the offer must be in writing.
- b) 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.
- c) The applicant must immediately advise the City of any changes to financial resources and arrangements in relation to the project.

4. ACCEPTANCE BY THE RECIPIENT

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

Executed as a Deed by:

Signature of Owner(s):
Date:

Signature of Witness:
Date: