



City of Charles Sturt

Heritage Conservation Program Guidelines

What is the Heritage Conservation Program?

The City of Charles Sturt contains many buildings and structures of heritage value. These places provide important connections to our historic and cultural identity and contribute to the character of our neighbourhoods.

A Heritage Conservation Program has been introduced by Council to assist and encourage property owners in the City of Charles Sturt to conserve and retain places of local and historical significance. The Program recognises that there is a community interest and benefit in the retention and conservation of the City's historical built form and provides support and financial assistance to enable this.

The Heritage Conservation Program also recognises the important role Regulated and Significant trees (as defined by the *Planning, Development and Infrastructure Act 2016*) play in contributing to the character of the City and provides financial assistance to assist in their ongoing maintenance

The Program is offered to property owners of:

- Local Heritage Places as identified in the South Australian Planning and Design Code within the City of Charles Sturt; and
- Properties identified as Representative Buildings within the Historic Area Overlay as identified in the South Australian Planning and Design Code within the City of Charles Sturt.

(Note: Previously identified as Contributory Items in the former Charles Sturt Council Development Plan, consolidated 13 February 2020)

- Regulated and Significant trees (as defined by the *Planning, Development and Infrastructure Act 2016*)
- Trees that would otherwise meet the definition of Regulated and Significant trees (as defined by the *Planning, Development and Infrastructure Act 2016* – refer below) but are exempt under the Regulations.

Regulated trees

A regulated tree has:

- *a single trunk with a circumference of 2 metres or more - when measured 1 metre above natural ground level.*
- *multiple trunks with a total circumference of 2 metres or more and an average circumference of 625 millimetres or more – when measured at 1 metre above natural ground level.*

Significant trees

A significant tree has:

- *a single trunk with a circumference of 3 metres or more measured at a point 1 metre above natural ground level*
- *multiple trunks with a total circumference of 3 metres or more and an average circumference of 625 millimetres or more when measured 1 metre above natural ground level.*

What does the Program offer?

1. Heritage Advisory Service

The role of the Heritage Advisory Service is to provide free professional architectural advice to property owners of Local Heritage Places and Representative Buildings proposing to undertake building, maintenance, conservation or restoration work, as well as advice on possible funding sources and assistance with development applications.

2. Heritage and Regulated Trees Conservation Grants Program

Who can apply?

The Heritage Conservation Grants program provides financial assistance for conservation and restoration works and applies to property owners of:

- 1 Local Heritage Places
- 2 Representative Buildings
- 3 Regulated and Significant tree (s) as defined by the *Planning, Development and Infrastructure Act 2016* within the City of Charles Sturt which require tree maintenance pruning
or
- 4 Property owners of tree(s) which require tree maintenance pruning that would otherwise meet the definition of Regulated and Significant tree(s) (as defined by the *Planning, Development and Infrastructure Act 2016*) but are exempt under the Regulations.

How much funding is available?

The Heritage Conservation Grants Program is open year-round **until funding for current financial year has been allocated (including funds committed and/or paid following completion of conservations works)**. Depending on the demand for assistance and funds available each financial year, applicants can receive a grant of up to:

Local Heritage Places

- Up to 50% of the total cost of a single grant application for conservation work (**based on the lowest quote**) up to a maximum of \$2,000.

Representative Buildings

- Up to 50% of the total cost of a single grant application for conservation work (**based on the lowest quote**) up to a maximum of \$2,000.

For tree maintenance pruning of Regulated or Significant Trees or trees that would otherwise meet the definition of Regulated and Significant tree(s) (as defined by the *Planning, Development and Infrastructure Act 2016*) but are exempt under the Regulations.

- Up to 50% of the total cost of a single grant application for tree maintenance pruning (**based on the lowest quote**) up to a maximum of \$1,000.

Note: The total value of the conservation work to be undertaken on a Local Heritage Place or a Representative Building must be greater than \$1000 and greater than \$500 for the maintenance of a Regulated or Significant tree.

What kind of work is eligible for grant funding?

In general, the following projects are eligible for funding for the maintenance, conservation or restoration work to Local Heritage Places or Representative Buildings.

- structural repairs;
- works to the building exterior that restore, conserve, enhance or reinstate identified heritage features or elements of the building fabric listed to be retained, including:
 - >re-pointing or repair of stonework;
 - >removal of non-original paint and/or plaster;
 - >salt damp restoration.
- front fencing where the proposed works are, in the opinion of Council, reinstating or conserving original features or is of a traditional style consistent with the character of the built form.

In general, the following projects are eligible for funding for the Significant Trees:

- Maintenance pruning;

Note: Persons undertaking the maintenance pruning must undertake the works in accordance with the recommendations of a technical expert.

Note: In accordance with Regulation 117 of the Development Regulations 2008, the person providing an expert or technical report for the purposes of advice on the maintenance pruning of a Regulated tree or Significant tree must have a Certificate V in Horticulture (Arboriculture) or a comparable or higher qualification.

What will not be funded?

General

- Works which have been completed or commenced prior to seeking funding approval are not eligible for funding.
- Local Heritage Places, Representative Buildings or Regulated and Significant trees that have previously received their maximum available funding are not eligible to apply for funds for a period of 24 months from the date that the maximum amount of funding was received.
- State Heritage properties are not eligible as a separate grants scheme is administered by the State Government (for further information please contact the Department for Environment and Heritage).

Local Heritage Places and Representative Buildings

- routine maintenance, such as painting except for Local Heritage Places reinstating traditional colour schemes;
- electrical or plumbing work (unless it relates directly to improving the building's structural soundness or public appearance);
- internal works (unless required for structural stability or conservation of the building);
- installation of security devices;
- construction of additions or outbuildings;
- external features such as landscaping;
- buildings owned or leased by a Council or Government Agency;
- relocation or purchase of a building or site.

Regulated or Significant Trees

- costs associated with the proposed removal of a Regulated or Significant tree;
- costs associated with seeking advice from an expert arborist and/or professional engineer.

How are applications assessed?

Assessment is primarily based on the contribution that the project will make to the long-term conservation of the property or tree, with higher priority given to:

- projects that contribute significantly to streetscape character (usually comprising the front and side wall returns of a building);
- projects that restore or support significant heritage elements of a building or seek to conserve a Regulated or Significant tree through maintenance pruning;
- Local Heritage Places, Representative Buildings and Regulated or Significant trees that have not previously received funding under this Program.

Applications are assessed by Council's staff consisting of Council's Heritage Advisor, Policy Planner, Building Surveyor or Arboriculture Officer. A report is presented to Council's City Services Committee for a recommendation to Council.

How do I apply?

Calls for applications are made regularly throughout the year by way of advertisements through Council's website and **is dependent on budget availability**. To apply for funding, property owners need to complete a Conservation Grant Application form available on Council's website at www.charlessturt.sa.gov.au

All applicants need to provide the following documentation:

- a full description of the work proposed to be undertaken including the scope, plans and specifications;
- an estimated cost of works **including two (2) written quotations from reputable builders, suppliers and tree-pruners** (Note. The quotations for maintenance tree pruning must be based on the advice of an arborist as detailed above under the heading of "What kind of work is eligible for grant funding?". Applicants must also provide written justification to Council if only one quote is provided with the application.
- the expert advice and recommendations must be presented with the grant application;
- recent photos of the relevant part of the building involving the proposed conservation work or Regulated or Significant trees prior to commencement of the proposed tree maintenance pruning.

What happens if my application is successful?

Following assessment and a decision by Council, applicants will be notified of the outcome of their application in writing. Projects that have been successful in receiving funding can commence once notification has been received and any necessary Development Approval has been granted.

Grant Approval Conditions

The following grant approval conditions apply:

- **All conservation work should be completed by the end of financial year in which the grant approval notification was provided otherwise funds may be forfeited unless the applicant requests in writing an extension of time which is granted by Council in writing.**
- **Grant funding is dependent on budget availability** and Council funds may sometimes not be available until the new financial year for some completed works.
- Grants are available only for the maintenance pruning to a Regulated or Significant tree, conservation and restoration of Local Heritage Places or Representative Buildings to conserve original elements or reinstate the original appearance of the built form and the maintenance and management of Regulated or Significant trees.
- All conservation work funded by a Council grant must be undertaken by suitably qualified and licensed contractors. Funding is not available for the removal of Regulated or Significant trees or for inappropriate lopping, pruning or “tree damaging activity” as defined by the Development Act 1993.
- Approval for grant funding does not confer any other form of approval (including Development Approval);
- Applicants are required to seek all other necessary approvals prior to the commencement of works (advice about the extent of development controls can be sought from Council’s Planning and Development Unit);
- All works must be paid for in full to suitably qualified contractors and a receipt must be obtained and copies provided to Council to enable reimbursement of the approved amount from the City of Charles Sturt;
- Photos of the completed works must also be submitted to Council;
- Quality assurance is the responsibility of the applicant/property owner;
- The City of Charles Sturt will not warrant the workmanship or other qualities of the work as a result of an inspection or visit undertaken as part of the grant approval process;
- Conservation grants will be provided only while conservation funds remain in the budget allocated by Council for the relevant financial year.

Grant Publicity Conditions

The following grant publicity conditions apply:

- The City of Charles Sturt retains the right to photograph or video (or similar) the building prior to work, while the work is in progress, and at completion, for administration and promotional purposes.
- The successful grant applicant must contact Council when the work is about to commence.
- While the work is in progress a sign promoting Council's Heritage Conservation Grants Program not exceeding 400mm by 800mm and overall not higher than 1500mm may be installed by Council at Council's cost, in a location to be reasonably determined by the General Manager City Services.
- The sign will be removed by Council when the applicant has contacted Council advising of the completion of works and provided the necessary details to seek the payment of the grant fund.

How is the grant paid?

Payment of the grant is by reimbursement at the completion of the conservation work or maintenance pruning of a Regulated or Significant tree.

Applicants must notify Council in writing when the work is completed and provide copies of receipts to show proof of payment. An assessment of the completed conservation work will be undertaken to confirm its satisfactory completion. Council will then reimburse the agreed amount in accordance with the agreed guidelines.

If successful and upon agreement of all other terms and conditions, Council will pay the committed grant fund via EFT to your nominated bank account.

3. Development Application Lodgement Fee Concessions

As an additional incentive to owners of Local Heritage Places or Representative Buildings, Development Application lodgement fees for appropriate restoration/conservation work to listed properties will be waived. Building fees and any other fees associated with Development Applications, including notification fees, will not be waived, and are, therefore, still payable.

Further Information

For further information in relation to the Heritage Conservation Program please contact the City of Charles Sturt on 8408 1111 or email council@charlessturt.sa.gov.au