



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 owners of Local Heritage Places and Contributory Items to conserve and retain these places of local significance. The scheme recognises that there is a community interest in the retention and conservation of privately owned heritage places and contributory items 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 *Development Act 1993*) play in contributing to the character of the City, and provides financial assistance to assist in their ongoing maintenance.

What does the Program offer?

The City of Charles Sturt Heritage Conservation Program offers the following:

1. Heritage Advisory Service.
2. Heritage Conservation Grants program for the maintenance of contributory and local heritage buildings and for the maintenance of regulated and significant trees.
3. Development Application lodgement fee concessions.

1. Heritage Advisory Service

The role of the Heritage Advisory Service is to provide professional architectural advice to owners of local heritage places and contributory items proposing to undertake building, maintenance, conservation or restoration work, as well as advice on possible funding sources and assistance with development applications.

This free service is offered to owners of Local Heritage Places and Contributory Items in the City of Charles Sturt.

2. Heritage Conservation Grants program

The Heritage Conservation Grants program applies to property owners of local heritage places, contributory items and regulated and significant trees (as defined in the *Development Act 1993*) in the City of Charles Sturt.

The program provides financial assistance for conservation and restoration works to local heritage places and contributory items as well as to regulated and significant trees which require maintenance pruning.

Who can apply?

Applicant/s must be a property owner(s) of a:

- building or site listed as a Local Heritage Place or a Contributory Item in Charles Sturt Council Development Plan;
- regulated or significant tree as defined by the *Development Act 1993* and located within the City of Charles Sturt.

How much funding is available?

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 costs of a single grant application up to a maximum of **\$2000**.

Contributory Items

Up to 50% of the total costs of a single grant application up to a maximum of **\$2000**.

Significant Trees/Regulated Trees

Up to 50% of the total costs of a single grant application up to a maximum of **\$500**.

Note: The total value of the conservation work to be undertaken on a local heritage place or contributory item must be greater than \$1000, and greater than \$500 for the maintenance of a 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 and Contributory Items:

- 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 Regulated and Significant Trees:

- Maintenance pruning;

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

Note: In accordance with Regulation 117 of the Development Regulations 2008, the person providing an expert 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 eligible for grant funding?

General

- Works which have been completed or commenced prior to seeking funding approval are not eligible for funding.
- Local Heritage Places, Contributory Items or Regulated and Significant Trees that have previously received their maximum available funding are not eligible to apply for a grant for a period of 24 months from the date that the maximum amount of funding was received.
- State Heritage properties are not eligible. Please contact the Department for Environment and Heritage to inquire about separate grants schemes administered by the State Government for State Heritage properties.

Local Heritage Places and Contributory Items

- 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;
- rear fencing and side fencing behind the building frontage;
- buildings owned or leased by a Council or Government Agency;
- relocation or purchase of a building or site.

Regulated and 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 retain and conserve a regulated or significant tree through maintenance pruning;
- local heritage places, contributory items and regulated or significant trees that have not previously received funding under this program.

Applications are assessed by Council staff, including Council's Heritage Advisor, Policy Planner, Building Surveyor or Arboriculture Officer.

How do I apply?

Calls for applications are made regularly throughout the year by way of advertisements and articles in Councils communications or in the local media. To apply for funding, property owners need to complete a Conservation Grant Application form available at Council's Civic Centre or on its 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 a suitably qualified 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 local heritage place, contributory item or regulated or significant trees prior to commencement of the proposed work.

What happens if my application is successful?

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

Grant Approval Conditions

The following grant approval conditions will apply:

- all conservation work should be completed by the end of the financial year in which 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;
- grants are available only for the maintenance pruning to a regulated or significant tree, conservation and restoration of local heritage places or contributory items to conserve original elements or reinstate the original appearance of the built form;
- 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 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 that apply to Local Heritage Places and Contributory Items can be obtained from Council’s Planning staff);
- all works must be paid for in full to suitably qualified contractors and a receipt must be obtained and copies provided to Council (as proof of payment) to enable reimbursement of the approved amount from the City of Charles Sturt;

- photos of the completed works must be submitted to Council;
- quality assurance is the responsibility of the building 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 or their delegate in consultation with the owner.
- 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 when the work is completed and provide copies of receipts and proof of payment. An inspection of work will be undertaken by either Council staff, a suitably qualified heritage expert on behalf of Council, or Council's Arboriculture Officer. Council will then reimburse the agreed amount in accordance with the agreed guidelines.

3. Development Application Lodgement Fee Concessions

As an additional incentive to owners of Local Heritage Places and Contributory Items, Development Application lodgement fees for appropriate restoration / conservation work to listed properties will be waived. Building application 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