

Policy Register

Heritage Restoration Fund Policy

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Responsible Service Unit	- Integrated Planning
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This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).

New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.

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PURPOSE

This policy outlines the framework for the approval and awarding of funds from Council's Heritage Restoration Fund, to provide financial assistance to the residents of Manningham to restore, protect, conserve, manage and enhance their place of heritage and their significant trees and gardens.

POLICY STATEMENT

The Heritage Restoration Fund sits within Council's Small Grants Program. This policy ensures that applications applying for financial assistance under Council's Heritage Restoration Fund are assessed against all requirements of the policy and are treated equitably. Successful applicants will be awarded funds on a dollar-for-dollar basis to a maximum of \$3,000.00 by the Director of City Planning under delegated authority.

SCOPE OF POLICY

This policy applies to privately owned land that contains a heritage place. Restoration incentives are provided under two categories:

Buildings and Works

For the restoration or reconstruction works to a building, structure, and place. This category applies to land identified in the:

- Heritage Overlay.

Trees and Gardens

For the conservation and management works to protect or enhance trees and gardens. This may include pest treatment or the installation of permanent watering devices. This category applies to land identified in the:

- Heritage Overlay (if tree controls apply).
- Vegetation Protection Overlay (Schedule 5).

The following projects are not eligible to receive funds:

- Applications for retrospective works.
- Applications for projects on Crown land.
- New additions and extensions to a building unless the materials original to that building are used in construction.
- The removal of trees and vegetation including dead trees and vegetation.
- Interior works and alterations to a building unless the schedule to the Heritage Overlay identifies the heritage place as one where internal alteration controls apply.
- General maintenance works including (but not limited to) the cleaning of gutters, walls or paths, and the gardening and pruning of vegetation (unless the Schedule to the Heritage Overlay identifies the heritage place as one where tree controls apply).
- The purchase of new plants (unless they replace existing plants which form an important element of the garden).

RESPONSIBILITY

Director City Planning.

DEFINITIONS

Heritage place: means land identified with the Heritage Overlay (HO) and the Vegetation Protection Overlay, Schedule 5 (VPO5) under the Manningham Planning Scheme.

RELATED POLICIES

Manningham Council Plan 2021-2025.

SUPPORTING PROCEDURES

Making an Application

Applicants are recommended to discuss their proposal with Council officers. A preliminary discussion may help an applicant decide on the extent of works proposed to be completed and to ask any questions about the Heritage Restoration Fund.

Applications must be submitted with enough information to allow a thorough assessment of them to be made. As a minimum, the application should include the following: -

- A completed Application Form.
- A written description of the proposed works.
- Photographs of the existing building, structure or place, and trees and gardens.
- A plan of the proposed works, including a colour palette if painting is proposed.
- Itemised quotations, based on the following cost of works:
 - Under \$3,000: One quote.
 - Between \$3,000 & \$5,000: Two quotes.
 - Over \$5,000: Three quotes.

Quotations must be itemised and are mandatory for all applications. Failure to submit quotations may result in the application not being considered.

The closing date to lodge your application is provided in the letter of invitation. Applications received after the closing date, may, but are not guaranteed to be considered.

The Application Form may be downloaded from Council's website.

Applications are to be emailed to: csadmin@manningham.vic.gov.au

How are Applications Considered?

Applications will be considered under delegated authority by the Director of City Planning. Council officers will make a recommendation to the Director following the assessment of the applications. The assessment will include the consideration of the criteria and priority requirements of the Fund.

If an application is approved, the successful applicant will be notified of the amount of funding that has been approved for the proposed project. The approval may also contain conditions that must be complied with by the landowner. Conditions are included to ensure that the proposed works are carried out in an appropriate and sympathetic manner for heritage restoration and conservation purposes.

Sometimes a proposal that has been approved under the Fund will also require a planning permit to be obtained from Council before the approved works commence. This is a separate approval to the Fund. If the approved proposal requires a planning permit, a condition will be included in the approval under the Fund notifying this requirement.

An application that is refused will be provided reasons for that decision.

When Can a Claim be Made?

Funds will be paid following the satisfactory completion of the approved works.

Applicants can make a claim by submitting a completed Fund Claim Form with all documentation indicating that the approved works have been completed. This may include photographs, receipts of the completed works, and a statement from the contractor confirming that the works have been completed in accordance with their quotation. If necessary, an inspection will be carried out by Council officers to ensure the completion of works.

If the approved works have been completed to the satisfaction of Council, the funds will be paid into the bank account nominated in the Claim Form.

Funds must be claimed by the date stipulated in the letter of approval. No extension of time will be granted.

If approved works have not commenced, the funds will not be paid. If the works are only partially completed, or the total cost of the completed works is less than the amount specified in the application, Council may grant a lower amount than that originally approved.

Director of City Planning reserves the right to revoke any approved funding due to unsatisfactory works, failure to comply with the conditions of approval, the non-disclosure of information, or the submission of false and misleading information.

The Claim Form and all information demonstrating completion of your project is to be emailed to: csadmin@manningham.vic.gov.au

Allocation of Residual Funds

Should residual funds be available, the Director of City Planning may, upon recommendation from Council officers, allocate these funds as follows:

1. Where the allocation of funds was less than \$3,000, consideration can be given to increase the total awarding of funds up to \$3,000 in instances where the actual cost incurred exceeded the original quoted cost of the works.
2. For applications received after the closing date for lodging applications.

ACTION PLANS

To cause effect to the Heritage Restoration Fund the following actions will be undertaken by Council officers:

1. Owners and occupiers of Heritage Places will be invited in writing to apply for financial assistance under the Heritage Restoration Fund. Letters will include information on:
 - The categories available to apply under.
 - Where to download the application form, policy and claim form.
 - The requirement to provide quotes for the proposed works.
 - When and how applications will be assessed.
 - An advice that if the approved proposed work requires a planning permit, that they will be notified of this requirement.
 - The closing date and email address to make a submission.
 - The closing date and email address to lodge a claim.
 - Council officer contact details.
2. Update Council's website to include information about the Heritage Restoration Fund including links to the application form, policy and claim form.
3. Assess the applications received in accordance with the Heritage Restoration Policy and recommend to the Director of City Planning the applications for approval and allocation of funds for those projects, or the refusal of applications.
4. Following the decision of the Director of City Planning, notify the applicants of the decision.
5. Process claims for completed work when received.
6. Approximately two months from the claim date, remind the successful applicants who have not made a claim of the closing date to make a claim.

GUIDELINES

The following guidelines will be used in the assessment of applications:

1. Whether the application meets the eligibility requirements of the Fund.
2. The quality and completeness of the application, including the submission of the required number of quotations.
3. The heritage significance of the building, structure, place, tree, or garden.
4. Whether the proposed work accords with the historic conservation principles of the Burra Charter.
5. The type and urgency of works being applied for.
6. The community benefit that will be obtained from the works being completed.
7. The visibility of the heritage place and proposed works.
8. The availability of funds from alternative sources.
9. Whether projects approved under previous funding rounds have been completed.
10. Applications that did not receive funding under the previous year's Fund will be prioritised over those that did.
11. Applications for properties that are not included on the National or State heritage registers will be prioritised over properties that are on those registers.

Applications submitted before the closing date for lodging applications will be prioritised over late applications received, noting that late applications may not be considered.

RELATED LEGISLATION

Planning and Environment Act 1987.
Manningham Planning Scheme.

SUPPORTING RESEARCH AND ANALYSIS

None applicable.

