

BUILT HERITAGE INCENTIVE FUND APPLICATION FORM



OUR GOALS:

The structural integrity of heritage buildings is paramount and Hutt City recognises the importance of the need to **offer some financial assistance to owners of all heritage buildings**, protect, retain and conserve the heritage recognised in their heritage buildings.

The purpose of the Built Heritage Incentive Fund is to provide grants to help with conserving, restoring and protecting Hutt City's heritage buildings. The key objectives of the fund are to assist Hutt City to:

- Protect the structural integrity of heritage buildings
- Demonstrate and promote heritage values in the City
- Recognise, protect and conserve buildings and structures of heritage significance
- Protect and conserve buildings significant to tangata whenua

CRITERIA - PRIORITY WILL BE GIVEN TO PROJECTS THAT:

- 1 Make a positive contribution to achieving the Council's Strategic Outcomes as listed in the Council's LTCCP and is in Hutt City.¹
- 2 Either relate to a building registered by the Historic Places Trust **OR** relate to buildings listed in the District Plan or to buildings identified by a Hutt City approved registered heritage advisor as contributing to a heritage area
- 3 Are for:
 - **Professional services** (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision work, technical advice etc); **OR**
 - **Emergency physical work:** Stabilisation, repair or restoration of original heritage fabric relating to historic buildings or structures, or objects or the remains thereof (e.g. repairs to masonry, joinery, plaster or glazing, earthquake strengthening, fire protection, protective works). Priority will be given to urgent work required to protect the structural integrity of the heritage building ;
- 4 Are for buildings where the applicant is owner or part owner of the heritage building.
- 5 Have high public access and/or visibility from public places.
- 6 Will positively impact on the heritage values of the item.
- 7 Will enhance or assist in the continued or compatible new use of the heritage building.
- 8 Will add to the visitor interest of the city; supporting community interests in the city; or significantly contributing to the character and streetscape qualities.

¹ In particular, projects are considered relevant if they contribute to the following outcomes in the Long Term Council Community Plan:

- 3 (b): An entrepreneurial and innovative culture through the creation of an exciting, dynamic city so entrepreneurs want to live here.
- 7 (c): A Sense of place through developing the uniqueness of Hutt City including its history and culture
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In all but exceptional circumstances Hutt City Council will not pay more than 50% of the cost of conservation.

Any applications over \$15,000 will require a heritage report or advice from a suitably qualified heritage conservation professional.

For all advice regarding the application process, the criteria and specific projects, contact Paki Maaka, Urban Design Manager on (04) 570-6798 or paki.maaka@huttcity.govt.nz.

PLEASE ENSURE THAT THE FORM IS COMPLETED IN FULL

Completed applications should be sent to **Paki Maaka, Urban Design Manager, Hutt City Council, Private Bag 31912 Lower Hutt 5040**, or delivered to **30 Laings Road Lower Hutt**. Faxed or emailed applications will not be accepted. All applications will be acknowledged and applicants notified of outcomes.

APPLICANT DETAILS:

Contact Person/Project Manager: *(we will use this person as the contact in all future correspondence):*

Organisation name:

Role:

Telephone No(s):

Email:

Postal Address:.....

Alternative contact person:

Telephone No(s):

Email:

Postal Address:.....

Property Owner: (individual or organisation):

Legal Status: Individual Trust Inc Society Ltd Company
 Other (specify)

Are you registered for GST: No Yes GST No (if registered)

Bank Account No:

How long has your organisation been operating? < 1 year 1-5 years > 5 years

PROPERTY DETAILS:

Name of Property:

Street Address:

Certificate of Title:

Has a conservation plan been prepared for the site? Yes No

(if Yes, please attach a copy to your application – this will be used in the assessment)

PROJECT SUMMARY:

Give a one sentence summary of your project:

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Start Date:..... Finish Date:.....

Total project cost: \$ Other income/your contribution: \$

Grant amount requested *(this should relate to the budget attached):* \$

AIM AND OUTLINE OF THE PROJECT:

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HOW DO YOU BELIEVE YOUR PROJECT MEETS THE CRITERIA?

E.g. discuss its positive contribution and heritage significance. Supporting information may be attached.

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HOW WILL CONSERVATION PRINCIPLES BE ADDRESSED IN THIS PROJECT?

E.g. have you sought a conservation professional's advice? Will you follow a conservation plan?

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GRANT CONDITIONS

Hutt City Council reserves the right to impose conditions when approving grants under this funding policy, including but not limited to:

- Grants will be subject to availability of funds in any particular financial year.
- One grant only will be considered for each project.
- Further applications for the same building will be considered only if the grant is required for different work to be carried out.
- Staged availability of monies may be agreed as a condition of a grant.
- Grants of \$5000 to \$49,999 are subject to a Limited Covenant ² with the owner not to demolish the heritage building for a period of time to be negotiated.
- Grants of \$50,000 and above will require a Conservation Covenant ³ to be registered on the property. Grants of \$50,000 and above will only be given in exceptional circumstances at the total discretion of HCC.
- Grants will be paid on completion and certification of the works and the registration of Covenants (whether Limited or Conservation)
- Grants are exclusive of GST.

ATTACHMENTS

The following documentation must be attached to an application:

- Certificate of title
- Budget
- Comment on the extent to which the work meets the criteria outlined in Section D of this Guideline
- The building's location
- An outline of the work proposed. This should include evidence of appropriate project management, appropriate technical supervision, sufficient resources to complete the project on time, and demonstrated ability to report back on the project results as appropriate.
- Two independent estimate costs of the proposed works as appropriate.

DECLARATION:

I confirm that all the details supplied in this application form are true and correct to the best of my knowledge, and agree that:

- The information in the application and information subsequently generated in relation to the application will be available if required under the Official Information Act 1982.
- Compliance with all applicable regulatory requirements is the responsibility of the recipient.
- The property will be made available for inspection of the heritage values and the proposed work.
- The applicant will provide further information if this is needed to substantiate or assess the case for funding.
- No material information has been deliberately omitted or withheld from this application.

I have read, and will comply with the grant conditions that apply to the Built Heritage Incentive Fund.

Name:

Signed:..... Dated.....

² See Appendix 1

³ See Appendix 1

APPENDIX 1

LIMITED COVENANT

A Limited Covenant is legally binding and involves the owner agreeing to:

- Expend grant monies for the agreed conservation purposes.
- Not demolish or remove the heritage building, nor apply for consent for demolition of the heritage building
- Upgrade to meet current requirements under the Notified City Plan, Building Act for fire and safety, seismic and access as well as the Resource Management Act where they intend a change of use of the heritage building.

CONSERVATION COVENANT

A Conservation Covenant is a legally binding agreement between a private property owner and Hutt City registered against the property title of the heritage building. It ensures that protection of the heritage place and its heritage values continues to apply to future owners.

The scope of a Conservation Covenant is considerably flexible. Council consults with the property owner and adapts a standard document to suit the specific needs of the property. For example it may include specific clauses on a building, a setting, specific trees, or future subdivision controls and other heritage outcomes.

Conservation Covenants bestow a high level of community recognition for places or items of heritage significance. They are a legal 'stamp' of a heritage item's enduring worth to the distinctive character and identity of Hutt City, and are regarded as part of New Zealand's cultural heritage. Council pays for the preparation of the covenant document as well as a Conservation Plan, a survey plan (if required) and registration of the covenant with the District Land Registrar.