Heritage Grant

Supplementary Information

Heritage Grant funding is made available, as a reimbursement, to assist property owners with the additional cost sometimes associated with conservation of a Local Heritage Place or Representative Building over and above what would be normally expected on a regular home (i.e. replacing a roof with Heritage Galvanised iron as opposed to zincalume or using a heritage trade over a regular builder).

Funding is provided for conservation works that are in accordance with the Australia ICOMOS Burra Charter, 2013 (Burra Charter) and associated with heritage fabric including:

- Elements of the heritage place designated as of heritage value in the Planning and Design Code or the SA Heritage Register.
- Stabilisation work that ensures the structural integrity of the place. For example: undersetting or damp-proofing.
- Reinstatement of lost elements or fabric of the place (like for like) where there is physical or archival evidence, such as historical photos or drawings, or remnant elements.
- Professional advice, plans, and specifications which guide the future management of and investment in heritage places.
- Fees for professional conservation services such as documents for development approval, tendering, implementing, and supervising conservation works.
- Conservation plans, photographic, archaeological or dilapidation surveys.

Conjectural works will not generally be supported except where evidence exists, and a heritage consultant is engaged to achieve an authentic and appropriate outcome agreed with Council's Heritage Advisor.

A reimbursement may be refused in total or in part, if works on site have not been carried out as described in the application, or do not align with conservation guidelines or are considered detrimental to the longevity of the heritage place. Examples of works that might be refused may include items such as an unqualified tradesperson using inappropriate methods, use of acrylic paint over stonework, reroofing in zincalume instead of heritage galvanised iron, non-heritage or unsympathetic paint colours not typical for that area.

Applying for a Heritage Grant – step-by-step guide

Step 1 - Preliminary discussions

Before submitting a grant application, owners are strongly encouraged to contact Council's Heritage Advisor to discuss:

- the scope of works
- priorities and options
- the eligibility of the project
- documentation requirements
- the application process

Step 2 – Submitting a grant application

The City of PAE Heritage Grants are submitted online through the SmartyGrants Portal accessed via the City of PAE website. Applications should include:

- a description of the property and how the proposed work will support its heritage value
- a site plan or aerial photo identifying the location of the proposed works on the property
- a minimum of two written quotes, unless an exemption has been agreed to by Council's Heritage Advisor (quotes that contain other works should separate the portion of conservation works)

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(Step 2 cont.) Please provide detailed quotes or drawings explaining:

- the contractor's intended construction techniques and conservation methodology (for example, chemical injection or undersetting and repointing of brickwork with a description of the mortar mix, type of pointing etc.). Refer to the Heritage Grants – Building Works Guidelines for examples
- details of the proposed conservation works (for example, for a fence replacement, provide heights and sizes of timber members, shape of posts tops and slats and paint colours)

Note: a separate Development Application will be necessary for changes to heritage fabric of a local heritage place. For larger projects, professional advice and documentation may be required from a suitably qualified heritage professional.

Step 3 – Assessment and notification

Applications are reviewed and approved in principle or refused following assessment form Council's Heritage Advisor and notification to the applicant is sent within four weeks from submission.

Step 4 – Applicant proceeds with conservation works

Applicant can now undertake works on site in accordance with the heritage grant application and in-principle approval letter.

Note: a separate Development Application may also be necessary prior to commencement of any works on site.

Step 5 – Grant acquittal

When the conservation works are completed, the applicant needs to submit an online acquittal form on the SmartyGrants Portal including:

- receipts for payment of completed conservation works. Receipts should match the invoices and separate out any works that are not included in the conservation grant. Where a matching receipt is not achievable (i.e. change of contractor), a detailed description and justification for the requested amount should be provided. Receipts must include the contractor's name, contact details, ABN and full amount for the total works clearly identifying the amount applicable to the conservation works
- photos showing all completed works including conservations works
- bank account details

Step 6 – Acquittal review

The acquittal is reviewed by Council's Heritage Advisor. This may require additional information to be provided or a site inspection if the work is not clearly evident in the photographs.

Step 7 – Reimbursement

On approval by the City of PAE Heritage Grants Program Manager, the granted funds will be reimbursed to the property owner by Electronic Funds Transfer (EFT) to the nominated bank account.

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Glossary

Throughout this document, the below terms have been used and are defined in The Burra Charter as:

Conservation	Conservation works are building works that directly contribute to the heritage values of a heritage place by restoring, conserving, enhancing or reinstating historic fabric or features (including removal of cladding/ screening devices on existing facades or nonoriginal elements concealing historic fabric).
Maintenance	Maintenance means the continuous protective care of a place, and its setting. This is considered necessary for any building to provide upkeep such as cleaning painting, mowing and pruning in a garden (This may also include minor general repairs expected of any place after a period of time). Maintenance is to be distinguished from conservation repairs which involves restoration or reconstruction that require specialist trades or skills relevant to the period of that place. For example: removing acrylic paint and replacing with a breathable limewash.
Development	Development is as defined in the Planning, Development and Infrastructure Act 2016.
State Heritage Place	State Heritage Place (SHP) is a place which is listed under the SA Heritage Places Act 1993 as it satisfies one or more of the criteria for listing under Section 16 of the Act.
Local Heritage Place	A Local Heritage Place (LHP) is a place which is designated as a place of local heritage by the Planning and Design Code.
Representative Building	Representative Building is a place which is of a traditional style and materials and considered to contribute to the historical context of a streetscape but does not satisfy the criteria for local heritage listing.