



# Burnside Heritage Grant Scheme

## Terms and Conditions

### What is the Heritage Grant Scheme?

The City of Burnside Heritage Grant Scheme (HGS) assists owners of State and Local Heritage Places and Representative Buildings within the Historic Area Overlay of the SA Planning and Design Code, with the grant funding towards conservation work of the property.

### What Grant funding is available?

The Council will refund 50% of the cost of approved eligible conservation work up to a maximum of \$2,000 in a financial year. The total project value of any potential HGS project must be greater than \$1,000.

(Grants will be provided only while Heritage Grant Funds remain in the budget allocated for the relevant financial year. Applicants can only access this fund for a given address, once within a five year period.)

### Who may apply for the Grant funding?

Owners of State and Local Heritage Places and Representative Buildings within the Historic Area Overlay of the Planning and Design Code, in the City of Burnside, may apply for Heritage Grant funding.

(Grant funding will only be paid to the legal property owner, and not to tenants, partners, relatives or any other third party. Elected Members, their family, family company or family trust, and staff, their family, family company or family trust, of the City of Burnside are not eligible for this grant funding.)

### Publicity

Council has the right to photograph or video the building prior to work, while work is in progress and at completion, and may use these photographs at Council discretion, including on Council's website, social media and/or printed material. Council may elect to display a promotional sign at the property during the process as well as for a period, (usually three months), after completion of the work.

### Liability

Quality assurance is the building owner(s) responsibility. Council will not warrant the workmanship or other qualities of the work as a result of an inspection or visit. Council will accept no liability in any respect for any claim or damage of any form that may result from the work. It shall be the building owner(s) obligation to hold current and appropriate insurance cover. While Council may provide some financial assistance for the work, the building owner will have full responsibility for all acts, and failures to act, by any party in relation to design, documentation, contract(s) or the work on site.

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[burnside.sa.gov.au/heritage](http://burnside.sa.gov.au/heritage)

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## FOUR STEP application process

### Step 1 - Initiate:

- Applicant - Ascertains if the proposed work is in accordance with the guidelines and discusses work with Council.
- Council - Inspects the site and photographs the deteriorated elements.
- Council - Issues an 'Approval in Principle Certificate' (listing the scope of work at the property, specifications and requirements) and the relevant Application Forms.

### Step 2 - Apply:

- Applicant - Obtains Development Approval via Development Application process, if required.
- Applicant - Obtains three quotes from licensed contractors to undertake each component of the proposed work.
- Applicant - Submits Heritage Grant Application together with required documentation and copies of 3 quotes (with evidence that Development Approval has been granted if required).

### Step 3 - Acknowledgment:

- Council - Reviews Applicant's proposed work and contractor and then advises in writing if proposed scope of work, materials and contractor are acceptable.
- Applicant - Commences conservation work after receipt of the Council acknowledgement letter confirming the proposed work and proposed contractor.

### Step 4 - Completion:

- Applicant – Following completion of the work, submits copies of itemised receipts showing proof of payment for completed work.
- Council - Inspects and photographs completed works.
- Council - If all work is consistent with the Approval in Principle and above process, funding will be provided in accordance with the heritage grant guidelines.

## What kind of work is eligible?

Works to the building exterior of the original historic part of the structure, including works that restore, conserve, enhance or reinstate deteriorated heritage fabric are eligible for funding.

## What kind of work is NOT eligible?

- Works which have been completed or commenced prior to submission of three quotations and receipt of Council's letter confirming the proposed contractor and scope of conservation work (Step 3 as identified in the Four Step Process below);
- The construction of new elements, additions or alterations not part of the original building;
- Fencing, except when specifically listed as a heritage item identified in the South Australian Heritage Register.
- External out buildings or elements, except where these external elements are specifically listed heritage items identified in the South Australian Heritage Register.
- Internal work;
- Electrical or plumbing work;
- Paving, landscaping or external site works;
- Routine maintenance, such as painting;
- Conservation or maintenance work on additions or alterations which are not part of the listing on State or Local Heritage Places.
- Conservation or maintenance work on any later additions or alterations on Representative Buildings in the Historic Area Overlay.
- The installation of security devices, disabled access provisions and/or lifts.
- Certain construction methods, or short term maintenance approaches, such as silicon injection treatments.
- Any other work that is not directly related to the restoration, conservation of the exterior of the original part of the building.
- Buildings owned or leased by a Council or State Government.

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## Assessment of Applications

- The Council Administration will receive and assess applications in accordance with this Protocol.
- Applicants must submit receipts by early June in the financial year that the conservation work was completed, in order to receive grant funding for that financial year.
- No more than one heritage grant per property owner for a given property address will be issued in any given financial year.
- Only one heritage grant per five year period can be issued to a property owner for a given property address.
- Receipts for a given project may only be submitted once.
- First time applicants have priority over repeat applicants.
- Applications from first time applicants are assessed on a first come, first served basis.
- In the event that demand is high for limited funds available, applications will be assessed on their merits with higher priority given to:
  - Local and State Heritage Places;
  - recently designated Heritage Places;
  - buildings that have not previously received HGS funding;
  - buildings that make a prominent contribution to the streetscape;
  - buildings that are owned by institutions or incorporated associations and have a community use;
  - buildings in multiple ownership where each owner has agreed to co-operate in undertaking conservation works;
  - buildings which have not been recently unsympathetically modified; and
  - restoration work which support the buildings significant heritage elements.
- The Council preserves the right to withhold payment of allocated grants if work does not meet appropriate standards and/or differs from the work that was approved in the application.

## Materials and Workmanship

- Materials and workmanship must be in accordance with all specifications issued by Council and/or listed on Council's Approval in Principal Certificate for that property.
- Replacement of any materials must be 'like for like'.
- Design and detailing of any windows, doors or timberwork must replicate original details, with documented/photographic evidence to verify original.
- Corrugated galvanized iron roof sheeting must be replaced with corrugated heritage galvanized iron, not Colorbond or other sheet metal.
- Any replacement of tiled roofing must be to match original tiles. Replacement of tiled roof in sheet metal or other roofing material is not eligible for grant funding.
- Repairs and repointing of external masonry façades and/or elements must be carried out using 100% lime mortar only, (Natural Hydraulic Lime). No cement products are to be used.
- Restoration work to salt damp affected areas eligible for grant funding is to be by means of installation of a damp proof course or physical barrier. Grant funding is not available for silicon injection treatments or non-permanent/maintenance treatments.
- Installation of new tessellated tiles to verandah floors is eligible for grant funding only when there is clear evidence (physical or photographic) that tessellated tiles were originally in that location. The new replacement tiles must replicate the original pattern and colours that were on that verandah floor.
- All work for grant funding must be undertaken by a suitably qualified and licensed contractor. Work undertaken by the owner or by unlicensed trades people is not eligible for grant funding.