



Waipā District Heritage Fund

0800 WAIPADC (924 723)
waipadc.govt.nz


DISTRICT COUNCIL

Waipā Heritage Fund

Application guide

This guide will help you fill out the Heritage Fund application form.

Please refer to this guide when filling out the form, as the more information you provide, the easier it will be for the application to be processed. Use separate sheets if necessary.

The application form is divided into seven parts, which outline the information we require to assess your application.

Council staff are available to assist you in completing the application form by phoning **0800 924 723**.

If the property is on the New Zealand Heritage List then owners should also contact Heritage New Zealand Pouhere Taonga's Lower Northern Area Office on **07 577 4530** infolowernorthern@heritage.org.nz for advice and guidance.

If your application relates to natural heritage it is recommended your application is accompanied by a supporting letter from an ecologist.

Part 1

Contains your contact details and a brief description of your project to give us an idea of what you are setting out to achieve. Please include information regarding how your application aligns with one or more of the fund criteria.

Part 2

Identifies the property location, clarifies its ownership, makes us aware of its significance and current use, and provides us with a better understanding of the property.

Part 3

This section asks for information about the project for which you are applying for funding. This includes:

- A description of the work you intend to carry out.
- Project time frames.
- **Built heritage/archaeological:** Information on whether a conservation plan exists and whether a conservation architect/expert will be employed.
- **Natural heritage:** Information on whether an ecological/environmental management or restoration plan exists, prepared by a suitably qualified ecologist or specialist.
- Who will be supervising the project.
- Whether the appropriate consents/authorities have been granted (e.g. building consent, resource consent, archaeological authority).

Including photos in your application can be very helpful. They can illustrate the place you are talking about and help us to understand how the project will work. Other attachments such as working drawings or specifications can also help us understand the project better. Any correspondence you have had with heritage/ecological professionals, neighbours, or organisations like Heritage New Zealand Pouhere Taonga, Department Of Conservation or Waikato Regional Council can also be helpful. If you have a conservation plan or ecological/environmental plan and/or work specification, attaching this will help us better understand the context of the work.

Part 4

Tells us about any work that has been previously carried out on the property, and what the cost of this was.

Part 5

Tells us how the project can benefit the community.

Please note that preference will first be given to applications falling within any of the following categories:

- Buildings/structures/items/places on the Heritage New Zealand List and/or identified as a protected item in the Waipā District Plan.
- Buildings/structures/items/places likely to meet the criteria for inclusion on the New Zealand Heritage List or identified as a protected item in the Waipā District Plan.
- Historic places that are entered on the Heritage New Zealand List as archaeological sites or as wāhi tapuna or wāhi tapu areas.
- Areas identified in the Waipā District Plan as significant natural areas, natural landscapes or cultural landscapes, bush stands and biodiversity corridors.
- Projects aimed at protecting/restoring New Zealand threatened native flora and fauna.

Within those categories, applications will be prioritised by assessment against the following criteria (in no particular order):

- The significance of the place/structure/environment/species within a heritage or natural environment context and the risks which threaten this significance.
- The heritage values that will be protected by the project.
- The likely benefits/outcomes of the project, including community benefits.
- The visibility of the project and public accessibility.
- The urgency of the project.

- Evidence of capital investment by the owner/occupier.
- Evidence that the project will directly aid in the retention of a nationally/regionally/locally significant habitat for a threatened or at-risk species, or directly sustain a population of threatened or at-risk species.

There are many ways heritage restoration can benefit the public. It may be the work will improve the appearance of the neighbourhood, protect important buildings in a streetscape, protect and/or enhance significant natural vegetation, species and habitats or reveal the historic character of the community by returning lost elements to a building for example.

Your application will be helped if you are able to suggest options to increase the public benefit of your project. If the public have access to the building or natural area or changes are able to be easily viewed by the public this may be self-evident. If the changes are not easily noticeable to the public it could mean allowing public access to the building or natural environment or agreeing to publish material about the historic/ecological significance of the property/environment/species and the project that has been undertaken.

Part 6

Asks you to outline the expected cost of the project (excluding GST), who else you have asked for help, other sources of finance available (including your own contribution), and how much funding assistance you seek from the Fund. You will need to supply a minimum of two quotes for the work you are seeking Heritage Funding for. We also want to know what will happen to the project if you don't get the full amount applied for: will it still go ahead, and how do you intend to meet any shortfalls?

Part 7

This is where you can include any other compelling information or comments in support of your project that may help us in the assessment of your application.

Waipā Heritage Fund

Application form

1. Your details

Full name:

Contact address:

Phone:

Cell:

Email:

Provide a brief description of the project this grant will be used for.

(Please include information regarding how your application aligns with one or more of the fund criteria):

2. The property

Address of the property to which the application applies, include land ID if known *(please attach a photo):*

Name of owner:

Contact phone number:

Address if different from above:

Status of ownership: Private Trust Company Other *(please specify)*

If you do not own the property, also include evidence showing entitlement to use the property.

Is the property scheduled in the Waipā District Plan? Yes No

Listing detail:

Is the property entered on the Heritage New Zealand List? Yes No

Listing detail:

If no, please provide a brief statement explaining why the property/feature/species is important.
(Include photos if necessary):

If you answered 'no' to question 12, will you be seeking further protection?
(i.e. a heritage listing or covenant) of your property as part of this proposal? Please detail:

What is the property currently used for/what is the current state of the natural environment/species?
Will this use change? (If so please explain):

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species? Yes No

If yes, does this work comprise part of the work identified in this plan? Yes No

3. Your project

Proposed work that the funding assistance is being sought for (please use any photos or other attachments to illustrate). **Description of project:**

When do you intend to begin the work?

When do you expect the work to be completed?

Will you be employing a conservation architect/ecologist or other specialist? Yes No

Who will be supervising the project?

Please include any support from conservation/ecology professionals on the appropriateness of the work being undertaken.

Does this work require any types of consents and do you currently hold these consents? *Please detail:*

4. Previous work

What work has been carried out on the property/feature/species previously and at what cost?

(Use separate sheets if necessary):

5. Community benefit

Include an explanation of how the Waipā public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

6. Funding

Total cost of the project excluding GST (include quotes where relevant):

Please supply an itemised breakdown of the project costs. Indicate items for which you are applying for funding.

Other sources of finance available for project:

Local authority	\$	
Government agency	\$	
Charitable trust	\$	
Other (please specify)	\$	
Own contribution	\$	
Total	\$	(excl. GST)
Total shortfall	\$	(excl. GST)

Note: applications may be made for amounts less than or equal to the project shortfall.

What other avenues of finance have you considered?

If you are GST registered, please supply your GST number:

Please provide pre-printed bank account details, including; name of bank, account name and account number.

How much funding are you seeking from the Waipā Heritage Fund? \$

What percentage of the overall project costs does this represent? %

Or, which specific component of eligible work will the funding cover? Component:

What will happen to the project if you do not get the full amount you applied for?

7. Additional information

Please provide any additional information/comments in support of your application.

(Use extra sheets if necessary):

Declaration

I declare that the information supplied in this form is true and correct to the best of my knowledge and belief.

I understand I/we may be contacted during usual business hours if clarification of information is required.

I understand the information contained in this application will be included in a publicly available agenda except personal contact details and the financial information submitted.

I understand if my application is successful, I agree to allow Heritage New Zealand Pouhere Taonga or Waipā District Council personnel to inspect the funded works before, during and/or after completion of the work.

Full name:

Status (owner/agent):

Signature:


Date:

For information about how Waipā District Council collects, uses and stores personal information, please refer to our Privacy Statement on our website.

When completed, please submit your application to: Waipā District Council:

 **Via Post:** Private Bag 2402, Te Awamutu 3840

 **Via Email:** info@waipadc.govt.nz

 **Via Online:** waipadc.govt.nz/heritagefund

Waipā Heritage Fund

Information for applicants

Purpose

Waipā District Council has a Heritage Fund (the Fund) to help support the protection, conservation and enhancement of Waipā's built, cultural and natural heritage, and its continued use and appreciation by the community.

Allocation of funding

There are two contestable funding rounds each year closing 30 June and 30 December, where applicants can apply for grants from the Fund.

Grants from the Fund are made to either the owner or occupier of any historic place or natural heritage feature/environment within the Waipā District to help fund eligible work. This is for the purpose of assisting that owner or occupier to manage, maintain, preserve or enhance that historical place or natural heritage feature/environment.

Eligible work

The types of eligible work towards which the Heritage Fund can provide funding for include:

Built heritage

- Essential maintenance/repairs, stabilisation or core structural works which will protect the fabric of the building/structure (e.g. painting of exterior surfaces, repairs to masonry, wood work, plaster or glazing, electrical upgrades).
- Upgrades to comply with code/regulation standards to enable contemporary use of heritage places (e.g. fire, earthquake, access provisions).
- Restoration projects, including specific "like with like" material replacement/maintenance projects to protect the integrity of heritage

buildings (e.g. copper downpipes, wooden joinery, stained glass, pressed tin ceilings etc).

- Preparation of Heritage Conservation Plans

Natural heritage

- Fencing
- Pest and weed eradication.
- Tree pruning and ecological restoration planting.
- Advice on and/or preparation of a wetland or forest restoration plan.
- Reintroduction of vulnerable/at risk native flora and fauna.

Cultural and archaeological

- Fencing
- Re-vegetation and maintenance.
- Development and maintenance of accessway.
- Restoration works (including whakairo/carvings).
- Advice on/or preparation of a Heritage Conservation Plan.

Ineligible work

The fund will not be available to assist with any of the following:

- Commercial forestry
- Design, build or renovation of historic replicas (principal buildings).
- Projects resulting in the demolition or destruction of a heritage item (relocation may be considered).
- Interior refits where there is no public benefit (i.e. bathroom or kitchen renovation)
- One off events, including publicity material for events.

- Written material (publications), including research and publishing costs.
- Creation of new monuments
- Work primarily associated with improving aesthetic and landscape appeal.
- Costs incurred through the lodging of an application to the Fund.
- Physical works where a building or resource consent is required but has not been obtained.
- Costs associated with operational functions
- To owner/occupiers who have failed to comply with grant conditions over previous funding years.
- Trees protected under the Waipā District Council District Plan (these are assessed under a different contestable fund).

Prioritisation criteria

- As the number of applications for grants from the Fund may exceed the amount of funding available at each funding round, grant applications will be prioritised by the criteria set out below.

Preference will first be given to applications falling within any of the following categories:

- Buildings/structures/items/places on the Heritage New Zealand Pouhere Taonga List and/or identified as a protected item in the Waipā District Plan.
- Buildings/structures/items/places likely to meet the criteria for inclusion on the Heritage New Zealand Pouhere Taonga List or identified as a protected item in the Waipā District Plan.
- Historic places entered on the Heritage New Zealand Pouhere Taonga List as archaeological sites or as wāhi tapuna, wāhi tapu or wāhi tapu areas
- Areas identified in the Waipā District Plan as significant natural areas, natural landscapes or cultural landscapes, bush stands and biodiversity corridors.

- Projects aimed at protecting/restoring New Zealand threatened native flora and fauna.

Within those categories, applications will be prioritised by assessment against the following criteria (in no particular order):

- The significance of the place/structure/environment/species within a heritage or natural environment context and the risks which threaten this significance.
- The heritage values that will be protected by the project.
- The likely benefits/outcomes of the project, including community benefits.
- The visibility of the project and public accessibility.
- The urgency of the project.
- Evidence of capital investment by the owner/occupier.
- Evidence that the project will directly aid in the retention of a nationally/regionally/locally significant habitat for a threatened or at-risk species, or directly sustain a population of threatened or at-risk species.
- Applicants working to a conservation plan for the property may also be given preference.
- Applicants are expected to demonstrate a level of their own contribution to the project and the inclusion of other funders is also viewed positively.
- Exceptions to this prioritisation criteria may be agreed by the Council at its discretion.

Conditions of assistance

As a condition of approving any application for funding, Council may at its discretion impose specific conditions including:

- Acceptance of technical advice from Council staff and or Heritage New Zealand Pouhere Taonga (or their consultants).
- The preparation of a conservation plan, ecological/environmental management plan (or similar).

- Waipā District Council can use images or information related to the funded works to promote the work of the Fund or wider conservation issues. The applicant would be consulted before any images or information was used for these purposes.

Council may also require the owner of any historic place to take all necessary steps to achieve any one or more of the following:

- The scheduling of the historic place, structure or building in the District Plan, or listing on the Heritage New Zealand List under the Heritage New Zealand Pouhere Taonga Act 2014.
- The execution of a heritage covenant under the Heritage New Zealand Pouhere Act 2014.
- Payment of the reasonable costs (including legal fees) of any mortgage, guarantee or other security document required to give effect to the above bullet point.

Grants

- Approved grants are typically given as a percentage of cost for eligible work to a specific dollar value, or covering a specific component of the eligible work.
- The GST element of any eligible work will be paid if applicable. If the applicant is registered then any funds paid will include GST, the applicant will need to supply a GST tax invoice. If the applicant is not registered any funds paid will not include GST.
- Grants are generally not paid until the eligible work is completed. However in certain exceptional circumstances Council may agree for progress payments to be made upon receipt of invoices. Applications for progress payments must be made in writing and will be considered for approval by the general manager customer and community services.
- In order to receive payment of an approved grant following completion of the project, evidence of expenses incurred needs to be provided to Council. Work will then be inspected by a representative of Waipā

District Council to ensure the work has been undertaken to the required standard before payment will be made.

- Grants must be uplifted within in one year of approval, otherwise they will be deemed to be withdrawn and applicants will be required to reapply.
- Extensions may be granted in exceptional circumstances. Applications for an extension must be made in writing and will be considered for approval by the general manager customer and community services.

Application process

Applications for a grant from the Heritage Fund should be forwarded to Waipā District Council by the relevant funding round closure date by any of the following ways:

- **Post:** Private Bag 2402, Te Awamutu 3840, or
- **Email:** info@waipadc.govt.nz, or
- **Online:** waipadc.govt.nz/heritagefund

All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided.

Where applications are considered incomplete or deficient the applicant may be contacted for further information or clarification.

For places on the Heritage New Zealand Pouhere Taonga List, applications need to show Heritage New Zealand Pouhere Taonga has been consulted for the provision of heritage conservation advice. Relevant correspondence from Heritage New Zealand Pouhere Taonga should be attached to the application.

General

All applications will be considered in the light of the amount available in the fund at any particular time.

While the prioritisation criteria outlined above will generally be applied, Council reserves the right to make decisions outside of this criteria in any case at its sole discretion and all applicants acknowledge that all funding decisions are entirely at the sole discretion of the Council.

Applicants may make more than one application for assistance for the same property, but all applications will be dealt with on their merits and if the amount of funding available is limited at any time, any previous assistance may be taken into account when determining the relative merits of applications.

Retrospective applications for work that has already been completed or is in progress will be

considered as eligible and will be assessed on a case by case basis.

Applicants should be aware the minutes of all decisions, together with the summary information regarding applications (property, name of applicant and decision), may be publicly available, including on Council's website. Decisions may also be included in press release/public notices.

For further information please contact: Museums and Heritage Staff

Waipā District Council
Private Bag 2402
Te Awamutu 3840
0800 924 723
info@waipadc.govt.nz

Head Office 07 872 0030 • 101 Bank Street, Private Bag 2402, Te Awamutu 3840
Cambridge Office 07 823 3800 • 23 Wilson Street, Cambridge

0800 WAIPADC (924 723)
waipadc.govt.nz

 /WaipaDistrictCouncil  /Waipa_NZ  /Waipa_DC

