

Aim of the Fund

The aim of the Local Heritage Fund (LHF) is to encourage appropriate conservation work for privately owned heritage properties in the City of Parramatta Local Government Area.

Principles

The principles that inform these guidelines are:

- Heritage properties are of ongoing value to the community and worthy of preservation.
- The preservation of heritage properties benefits both owners and the community and financial support by Council for conservation work is appropriate and desirable.
- The process for submitting and assessing grant proposals must be efficient, equitable, and timely.
- BEFORE the works are undertaken the completed conservation work must have been approved either via a Development Application (DA) or a Heritage Minor Work application (HMW).

Funding Available

Based on the cost of works to an individual heritage property, the maximum level of funding available is 25% of the total cost of the works and up to a maximum of \$5,000.

However, where work is necessary to prevent serious or irreparable damage or deterioration to a heritage property, discretionary payments up to \$10,000, at a ratio of 50% may be made (refer page 3 of these guidelines for specific criteria relating to these payments).

Example 1 – Claiming the maximum amount for LHF:

Carol completed the painting of the exterior of her heritage dwelling.

The completed work costs are proven to be an amount of \$20,000. To determine eligible funding, Carol multiplies \$20,000 by 25% - this gives a possible grant funding of \$5,000.

Example 2 - Claiming the discretionary payment up to \$10,000:

John has undertaken urgent repairs to his roof that was allowing rainwater ingress and causing damage to other parts of the house.

The completed work costs are proven to be an amount of \$ 20,000. To determine eligible funding, John multiplies 20,000 by 50% - this will give a possible grant funding of \$ 10,000.

Example 3 - Claiming the maximum amount for LHF, however, the application is NOT eligible:

Martin completed the repairs on a corrugated metal steel roof by removing significant fabric and replacing it with a different material, he also completed integral repairs on the internal original lath and plaster ceiling. Martin's builder recommended replacing the metal gutters and downpipes with PVC which would impact the Conservation Area.

The completed work costs are proven to be an amount of \$33,200. To determine eligible funding, Martin multiplies \$33,200 by 25% - this gives a possible grant funding of \$8,300, the maximum level of funding is \$5,000. However, Martin had applied in the previous two years (this Guideline only allows one application every two years), and carried out unapproved works with non-compatible materials. Martin won't be eligible for the local heritage fund and in addition, he could be at risk of a building compliance investigation by regulatory services, a fine for illegal works, and a notice of intention for the rectification order.

Eligible Projects

- Funding is typically provided to assist the carrying out of Heritage Minor Works (typically maintenance) to heritage properties or properties within a conservation area but can also be provided for larger scale works related to a Development Application.

- To be eligible the owner must ensure the item is located within the City of Parramatta Local Government Area (LGA), and that the property is either listed as a "heritage item" under Schedule 5 (Part 1) of Parramatta Local Environmental Plan (LEP) 2023 and/or included within one of the Heritage Conservation Areas identified within Schedule 5 (Part 2) of Parramatta LEP 2023.
- Council will require evidence that the **work represents value for money, contributes to the heritage value** and significance of the property, and has the required **Council approvals (DA or HMW) prior to any works being undertaken.**
- Once approval for the works is given, work needs to be carried out in accordance with conservation practice and by a tradesperson experienced in conservation work.
- Work must be completed prior to an LHF application being lodged, in the 2024/2025 financial year.
- An application for funds relating to an individual property must not exceed the **limit of one application lodged per two years.**
- It is emphasised that the assessment of grant applications will be against the assessment criteria and budget availability.

Assessment Criteria

In assessing applications, priority will be given to those projects that:

- result in sympathetic repairs to the historic fabric of the building, e.g., Repair of walls, verandahs, windows, or roof plumbing
- reinstate architectural features, e.g., reinstatement of timber frame windows
- lead to environmental improvements, e.g., reinstatement of front fences in a style appropriate for the architecture of the building
- enhance public amenity and are highly visible to the public, e.g., the replacement of a verandah
- are for projects which have high public accessibility, e.g., a local museum or church
- meet other major strategic objectives and complement broader conservation objectives, e.g., projects which implement key findings of heritage studies or projects
- have been undertaken by a non-profit organisation, e.g., a community group or church
- are for properties of significant conservation value, if located within conservation areas.

Projects Typically Funded

- External painting and building repairs
- Replacement roofs, guttering, and repair
- Termite Control
- Treatment for rising damp
- Replacement and repair of front fences
- Landscaping work of heritage or conservation value
- Repairs to the interior of a building that are necessary to maintain its heritage integrity
- Building work that ensures public safety and prevents structural failure or damage to the heritage fabric

Projects Not Typically Funded

- Internal alterations or new internal fittings for kitchens or bathrooms
- Interior decorating
- New buildings and external additions
- Routine maintenance, e.g., lawn mowing, gutter cleaning, or carpet cleaning
- The purchase and installation of equipment such as solar panels
- Floodlighting of heritage buildings

Projects where work would not be typically funded

- Property owners receiving State and Federal heritage assistance will generally not be eligible to apply for funding. There may be a case for funding for items on the State Heritage Register where the owner has funding difficulties and where a grant will assist in conserving an important item.

Projects where discretionary payments up to \$10,000 may be made

The intention of this payment is that it apply in circumstances where the works must be completed urgently to maintain the integrity of the item. The payment will not be considered unless there is evidence from a recognised specialist that indicates that the works were required urgently to maintain the integrity or safe occupation/use of the item

Discretionary payments up to \$10,000, at a ratio of 50%, may be made subject to the following guidelines:

- Applicants will need to demonstrate that the work is essential to prevent serious or irreparable damage or deterioration to a heritage property. Examples may include:
 - securing the building against rainwater ingress by attention to waterproofing of roof, doors and windows
 - serious structural failure or significant foundation/footing movement that impact on the structural integrity of the item
- Building or site elements that may be at risk of damage or deterioration, including (but not limited to) the following:
 - Foundations, footings and supporting structure of any building work.
 - Structural elements such as walls, columns, beams, floors, roofs and roof structure, and verandah or balcony structures.
 - Roofs, walls, doors and windows and other components intended to exclude sun, rain, wind, hail, or other weather elements, including their security against the effects of high winds.
 - Surface and subsurface drainage systems and roof drainage systems.
 - Systems and components (such as ventilators or ventilation systems) intended to reduce or prevent damage due to dampness.
- Applications will be deferred to the end of the financial year to ensure that other applicants are not penalised and will only be granted subject to the availability of funds.
- Applications will need to comply with all other requirements and criteria of the Local Heritage Fund guidelines.

Lodging a Local Heritage Fund Application

Applications can be made at any time after the **eligible** and **approved** works are completed.

Fill in the [online application form](#) making sure that you provide:

1. Clear evidence that the work has been carried out ("before and after" photos are ideal)
2. Evidence of the total cost of the works, such as receipts or invoices
3. Evidence that the work has the appropriate approval (if necessary) from Council.

The Application form needs to be signed by the owner of the property and funds will only be provided for the owner. If there are any queries on a project these should be discussed with an officer from Council's City Strategic Planning Team on 9806 5093.

Processing Applications

- Applications are initially assessed by Council officers, who will make a desktop assessment and if required, a site inspection (based on the completeness and clarity of information provided).
- Applications are then submitted to Council's Heritage Advisory Committee where the below process will be followed:
 - Applications will be reported to one of the Heritage Advisory Committee meetings, the schedule of meetings may be subject to change due to unforeseen circumstances.
 - Applications will be prioritised to ensure that those with the most merit can be approved within budget limitations. Applications that do not satisfy the criteria will not be approved.
 - Those applications with lesser merit, which still meet the criteria, will be deferred to the next meeting of the Committee that considers applications (and will be subject to the availability of funds).
- The endorsement of the recommendations of the Heritage Advisory Committee is then sought from Council's Executive Director City Planning and Design.

Payment will then be made to successful applicants and unsuccessful applicants will be advised.

Council Approval

Owners need to ensure that they receive all appropriate approvals from Council in relation to changes and works to heritage items and properties located within heritage conservation areas in the City of Parramatta Local Government Area. Unapproved works are not eligible for Local Heritage Fund applications. Any approval must be obtained before the commencement of any work/s.

A [Development Application \(DA\)](#) may be required. For certain types of heritage minor work, Council may give its approval without a development application being required, however, a [Heritage Minor Work \(HMW\)](#) application must be submitted via the [Council website](#).

Examples of heritage minor works include replacing roof guttering, a new fence, or repainting a house in a new colour scheme. For this type of work, the Council will need to be advised in writing of the proposal, and if it is acceptable, Council will write back giving approval for the work.

A [Pre-lodgement Meeting](#) is strongly recommended before commencing any work to clarify if you require approval or not.

Further Information

Further information can be sought from Council's City Strategic Planning Team on 9806 5093 or the Heritage Conservation page of the City of Parramatta Council website, available at this link: [Heritage conservation | City of Parramatta \(nsw.gov.au\)](#).

Acknowledgement

Council acknowledges the financial support of Heritage NSW in assisting Council in providing the local heritage fund program to its heritage property owners.