

HERITAGE INCENTIVES SCHEME

THE CITY OF ADELAIDE IS PROUD TO HAVE MANY BUILDINGS, STATUES, BRIDGES AND SPACES IDENTIFIED AS HERITAGE PLACES.

We also acknowledge the unlisted historic character buildings, which occupy and add value to our city streets. The City of Adelaide is focused on conserving these places in partnership with their owners.

Since 1988, the City of Adelaide has provided the most substantial local government heritage related funding scheme in Australia, the Heritage Incentives Scheme (HIS). The Scheme reimburses owners with a proportion of the costs involved in retaining, reinforcing and reinstating the heritage significance of State, Local and Character places which meet specific scheme requirements and in accordance with the Burra Charter.

If you own a heritage listed or historic character property, find out if you are eligible for City of Adelaide's free expert advice and financial support today by reading through this information flyer.

08 8203 7185
h.mail@cityofadelaide.com.au
cityofadelaide.com.au/heritage



CITY OF
ADELAIDE

HERITAGE INCENTIVES SCHEME ELIGIBILITY

Owners can apply for funding under the following two categories:

1. PROFESSIONAL ADVICE AND DOCUMENTATION

Funding of 75% of the total costs up to a maximum grant of \$10k.

Possible works include:

- advice, documented drawings, specifications and details for conservation work
- contract administration and site inspections
- engineering or structural advice
- conservation plans
- reuse option studies
- photographic, archaeological or dilapidation surveys
- documents relating to fire safety and disabled access upgrade plans

2. CONSERVATION WORKS

Minor Projects: Funding of 50% of the total costs up to a maximum grant of \$20k.

Major Projects (over \$40k in total): Funding of 50% of the total costs up to a maximum of \$100k, and 25% of the remaining costs up to a maximum grant of \$150k (the total funding for a major project cannot exceed a grant of \$250k).

Possible works include:

- re-roofing works
- verandah works
- salt damp treatment
- paint removal and repointing works
- front fence works

TYPES OF WORK WHICH WILL NOT BE FUNDED

- Normal ongoing maintenance work (e.g. repainting or termite treatment)
- The construction of additions or outbuildings
- The installation of security devices, disabled access provisions and/or lifts
- Adding elements for which there is no historical or archival evidence (e.g. proposing tiles to an original concrete verandah)



KEY ASSESSMENT CRITERIA

- HIS applications are assessed on their merits and may require Development Approval before an allocation can be made (separate application form).
- Applications will not be assessed without sufficient supporting documents
- Work that has been completed prior to a HIS allocation being agreed will NOT be funded.
- The total value of any potential HIS project must be greater than \$1k.
- HIS projects not substantially completed within 12 months of allocation may have their funds reallocated.

REIMBURSEMENT CRITERIA

Applicants pay for work and then submit documents demonstrating proof of payment to the City of Adelaide via email, post or in person. When satisfied, we will reimburse the allocation in accordance with the HIS Operating Guidelines (www.cityofadelaide.com.au/his).

Note:

- Allocations are intended to be reimbursed in their entirety once all approved works are completed. If you require part payments this must be discussed prior to an allocation being made.
- Reimbursement is paid via eftpos as it is generally a one off payment.

WHAT IS THE APPLICATION PROCESS?



Determine if your intended conservation works are eligible for HIS funding

Read through this flyer and the associated Operating Guidelines.
Visit: www.cityofadelaide.com.au/his



Contact us to discuss the scope of works and to arrange a free initial on-site meeting.

Contact: 08 8203 7185
Email: h.mail@cityofadelaide.com.au



Obtain written quotes based on advice given during site visit and associated correspondence.

Three (3) Quotes should be submitted with the HIS application form.
(Exceptions may apply).



If required, lodge a Development Application* for the conservation works with supporting documentation

*This is a separate Application. For more information visit:
www.cityofadelaide.com.au/da or phone Duty Planner on: 08 8203 7185

Note: This step is NOT required if:

- Applying for funding under HIS category 1 only (Professional Advice & Documentation).
- Development approval has already been obtained for the works and is considered valid.



Lodge a HIS application with all supporting documentation

The HIS Application can be lodged simultaneously with a Development Application but Development Approval must be obtained before a HIS Application can be approved.
Lodge your application at: www.cityofadelaide.com.au/da



Applications are assessed by Council

HIS applications are assessed against our Guidelines.
There is no guarantee of funding.



Once a HIS application has been approved, a funding allocation will be made

You will be notified of the approval and provided details of the allocation via email and/or in writing.
You must notify the Heritage Unit when works commence and at key milestones if required as part of the HIS approval.



Approved works can begin

Upon completion of work, you must notify the Heritage Unit to arrange a final site inspection to ensure completed works meets the conditions of the approved HIS application.

APPLICATION FORM

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Address (of Proposed Documentation/Conservation Work)

Applicant Details

(Government bodies are not eligible)

Name (Dr Mr Mrs Ms Miss) _____

Mailing Address (if different to above) _____

Phone _____ Email _____

Contact Person Details

 (if different to above, i.e. Architect/Builder/Planner)

Name (Dr Mr Mrs Ms Miss) _____

Mailing Address _____

Phone _____ Email _____

Use of Heritage Place: _____

e.g. Residential, Commercial, Community (church)

The following two questions do not apply if the proposed conservation work is for a residential place.

1. Does applicant have an ABN? Yes No ABN Number: _____

If no, I hereby certify any supply made to you under this application is made in my capacity as an individual and is made in the course of an activity that is a private recreational pursuit or hobby, or wholly of a private or domestic nature.

2. Is applicant registered for GST? Yes No

Funding is sought for: Professional Advice/Documentation **OR** Conservation Work

Summary of the Proposed Work: _____

eg. repointing and salt damp treatment

Cost of Work

1. (a) Cost of Professional Advice/Documentation (incl GST): _____

1. (b) Cost of Contract Administration/Site Inspections (incl GST): _____

Preferred Quote Supplied by: _____

2. Cost of Conservation Works (incl GST): _____

Preferred Quote Supplied by: _____

Attached to this application are at least three itemised quotes for each category of funding applied for?

Yes No If No, why? _____

APPLICATION FORM

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Development Approval Requirement DA Number: _____

- I have submitted a development application
- I already have development approval for these works
- I am not required to submit a development application

Note: Work undertaken contrary to the documentation submitted and approved for this application or Development Approval may result in the allocation being withdrawn by Council.

Conflict of Interest:

Please provide details of any interest or relationship which may or does give rise to a conflict of interest and the issue about which that conflict or potential conflict does or may arise.

Conflict	Details

The applicant, as at the date of this declaration, is not aware of any actual, perceived or potential conflict of interest that is not detailed above.

The applicant confirms that, to the best of their knowledge, the statements made in this application are true and correct.

If approved, the applicant will be required to accept the terms and conditions of the allocation in accordance with the Heritage Incentives Scheme Operating Guidelines.

The applicant acknowledges the application and/or all supporting documentation may be made available for public scrutiny and discussion at a Council Meeting.

Where the applicant is registered for GST and any supply made by the applicant under this application is not made in the course of an activity that is a private recreational pursuit or hobby, or wholly of a private or domestic nature, the applicant and City of Adelaide agree that:

- The City of Adelaide may issue recipient created tax invoices for any supply provided to it by the applicant in respect to this application;
- The applicant will not issue tax invoices in respect of any supply provided to the City of Adelaide by the applicant in respect to this application;
- The applicant acknowledges that it is registering for the goods and services tax at the time of entering into this agreement, and will notify the City of Adelaide if it ceases to be registered, and;
- The City of Adelaide acknowledges that it is registered for the goods and services tax at the time of entering into this agreement, and will notify the applicant if it ceased to be registered.

The applicant acknowledges City of Adelaide staff may inspect the property during the process of conservation work and any suggestions as to the methods of carrying out the works and the materials to be used are provided in good faith. Any such suggestions are not to be treated as representations from City of Adelaide and therefore reliance should not be made upon them. City of Adelaide recommends owners seek independent advice before proceeding with conservation works.

Signature: _____ **Date:** _____

Please ensure all sections have been completed and form signed. If an application is incomplete or inaccurate, it will not be processed until the deficiencies are rectified.

Please submit this form along with all supporting documentation/quotes via email, post or in person to:

h.mail@cityofadelaide.com.au

Heritage Incentives Scheme, GPO Box 2252, Adelaide SA 5001

City of Adelaide, Customer Centre - 25 Pirie Street, Adelaide SA 5000