

# CUMBERLAND CITY LOCAL HERITAGE REBATE PROGRAM GUIDELINES

## BACKGROUND

The Cumberland Local Heritage Rebate Program (Rebate Program) is established by Cumberland City Council and applies to the Cumberland Local Government Area (LGA).

## AIM OF THE REBATE PROGRAM

The aim of the Rebate Program is to assist and encourage owners of heritage items in the LGA to undertake positive work to their properties to improve the appearance of these valuable assets. It recognises the additional costs that can be involved in undertaking works to heritage items or properties, such as restrictions on materials that may be used or the need for specialised tradespeople and/or equipment.

The Rebate Program is part of a wider Council effort to generate greater interest in the history and heritage of the area.

## INVITATION TO APPLY

Private owners of heritage items and private owners of properties located within a heritage conservation area within the Cumberland Local Government Area are invited to apply for an allocation of funding under the *Cumberland Local Heritage Rebate Program*.

The application form identifies the supporting information that must be provided with the application. Only one application is to be lodged for a heritage item or property each year. The application is to detail all proposed works (the project) for which the rebate is being sought.

## ELIGIBLE PROJECTS

Funding is not simply granted to all owners of heritage assets. The rebates will be allocated to those projects which are judged to benefit the local heritage assets and are successfully chosen through an assessment informed by a set of criteria.

Eligible projects include those which involve the repair; maintenance of; or reinstatement of missing items on privately owned heritage properties and buildings. Eligible projects are to be located on the exterior of the building; such as front fences, verandahs, windows/ stained glass, roofing, and decorative details.

## PROJECTS NOT FUNDED

Rebate funding will generally not be provided for the following types of projects:

- Where the works to the building/item have been commenced or completed prior to receiving the outcome letter of a rebate program application
- Where the building is publicly (government) owned
- Where assistance is available from another source
- Where substantial assistance has been previously provided for the same improvement/ project
- Where the applicant has not completed other assisted projects
- For routine maintenance as would apply to any property, e.g.: tidying gardens, gutter clearing,

general cleaning, etc.

- For the purchase of a building, site, or moveable item
- For new additions to a heritage item
- For the relocation of a heritage item
- For internal building work, e.g.: repairs, electrical work, kitchen renovations, or plumbing improvements
- Replacing original material unnecessarily

## ASSESSMENT CRITERIA

The Council, in assessing the priority of an application, will take the following matters into account (please note that it is **not** necessary for a project to meet all of these criteria):

- The applicant's ability to demonstrate technical and financial responsibility with regard to the project and demonstrated ability to complete the project within their estimated timeframe (projects must be completed within 12 months).
- The degree to which the applicant is financially contributing to the project (minimum of 50% of the total project cost).
- Projects which clearly complement broader conservation objectives eg projects which implement key findings of heritage studies or projects in conservation areas.
- Projects which would encourage others to better conserve their heritage items.
- Projects involving a building of higher heritage value to the community eg the restoration of an important local heritage house such may have been positively discussed in local media.
- Projects which are highly visible to the public eg the replacement of a verandah to a building on a main street, or visible from railway station.
- Projects which have high public accessibility eg a church, childcare centre or community hall.
- Projects which are in an area that has received little or no funding.
- Projects involving aspects of heritage which have received little or no funding eg historic gardens.
- Projects subject to conservation controls where the owner is able to show hardship arising from conservation work required to the item.
- Urgent projects to avert a threat to a heritage item.
- The eligibility of the proposed works for funding.

## LEVEL OF FUNDING AVAILABLE

The annual total Council budget for the Local Heritage Rebate and Local Heritage Award Program is \$50,000. The program will use funding from this budget for successful applications. The level of rebate funding allocation per application is limited to a maximum of \$4,000 and may be any amount under \$4,000 - depending on what is proposed and agreed to for each project. Applicants will be required to provide at least 50% of the project cost.

For some projects, applicants may be required to contribute more than 50%. For example; with projects that have a total works cost of \$10,000, Council may contribute the maximum \$4,000 and the property owner (applicant) will need to pay \$6,000.

The allocated funding to a project is paid as a reimbursement to the applicant **after** all costs have been paid; all proposed works have been completed to the satisfaction of Council; and evidence of that payment - such as the paid tax invoice or receipt - is provided to Council.

## TIMING OF PROJECTS

If a project is approved for a rebate, applicants will have up to 12 months to complete the project from the date of receiving the outcome letter from Council, unless a longer timeframe has been approved by Council due to the nature of the project. In this case, the project must be completed within the allocated timeframe.

## WHAT APPLICANTS NEED TO DO

### *1. Background research*

It will assist the application if it is demonstrated why the proposed works are appropriate and beneficial for local heritage. This may involve some research, e.g.:

- Finding historical information related to the building/item (e.g. early photos, news articles, etc.)
- Speaking to a long-time resident on the street who may have knowledge on the building

### *2. List the work to be carried out*

Detail will be required on the proposed works. This should be listed in a clear item-by-item schedule. Applicants may contact Council to check whether the proposed works would be eligible for funding.

### *3. Obtain quotes for the proposed works*

At least two (2) quotes must be provided with the application. If the project is a smaller task that the applicant will be undertaking themselves, evidence is needed of the cost of the materials that will be used. In the case of DIY (do-it-yourself) work, funding may be provided for the materials only. DIY projects should be discussed with Council to ensure they are appropriate.

### *4. Select colours and materials*

Determine the colours and materials that are suitable for the heritage building/item and provide a schedule of colours proposed to be used in the project.

### *5. Prepare a sketch plan*

Applicants are to provide a sketch plan to show where the work is to be done on the building/item. Large jobs may require plans drawn up by a qualified heritage architect.

### *6. Take photographs*

Photographs of the building/item and close-up photos of the proposed heritage works are to be provided with the application.

### *7. Application form*

Complete the application form and attach all the supporting information (as outlined above).

### *8. Submit the application*

By email (as one single document attachment): \_

To: [Council@cumberland.nsw.gov.au](mailto:Council@cumberland.nsw.gov.au)

Subject Line: Attn: Local Heritage Rebate Program Application

By post (send the complete application - with form and all supporting materials included):

General Manager

Cumberland Council

PO Box 42

Merrylands

NSW 2160

Attn: Local Heritage Rebate Program Application

## THE PROCESS

Following the receipt of applications for Council's Heritage Rebate Program funding, the Cumberland Heritage Committee will consider all applications received and make an assessment based on the criteria listed above and the information provided in the application. The Cumberland Heritage Committee will then make a recommendation of the successful applications. That recommendation will be provided to Council for determination.

All applicants will be notified by letter of the outcome of their application. The letter notification to the successful applicants will state the works that have been approved and the amount of rebate funding allocated to that project.

Given that the Council's funding for the Heritage Rebate Program is limited, there is no guarantee that an application will be successful on the basis that it complies with the assessment criteria.

For successful applications, the applicant should contact Council and provide the relevant stipulated details prior to undertaking any works. Council will confirm whether the proposed works align with the condition(s) outlined in the outcome letter and/or whether a Development Application (DA) is needed to ensure compliance. Only after the applicants have received that letter will be able to undertake the works.

The applicant is to advise Council of the completion of the project and forward to Council the paid receipts/tax invoices for the work done. Council officers will then inspect the work to ensure it has been carried out in accordance with the proposal approved by Council. Once Council has received the required materials and notifications and undertaken an inspection of the completed works, payment of the rebate will be arranged.

Funds are forwarded after the work has been completed in accordance with the outcome letter and all costs paid by the applicant – rebate funding as part of this program is provided as a reimbursement of costs incurred and not a direct payment of costs.

All applicants must notify Council in writing before any work is carried out to confirm that the proposed work can be done as an exempt development. It should also be noted that applications involving major works to heritage items may require formal building and development consent from Council. Further information on how to submit those applications can be obtained by contacting Council's Duty Planner.

## FURTHER INFORMATION

Further information in relation to the Cumberland Local Heritage Rebate Program can be obtained on Council's website [www.cumberland.nsw.gov.au](http://www.cumberland.nsw.gov.au).