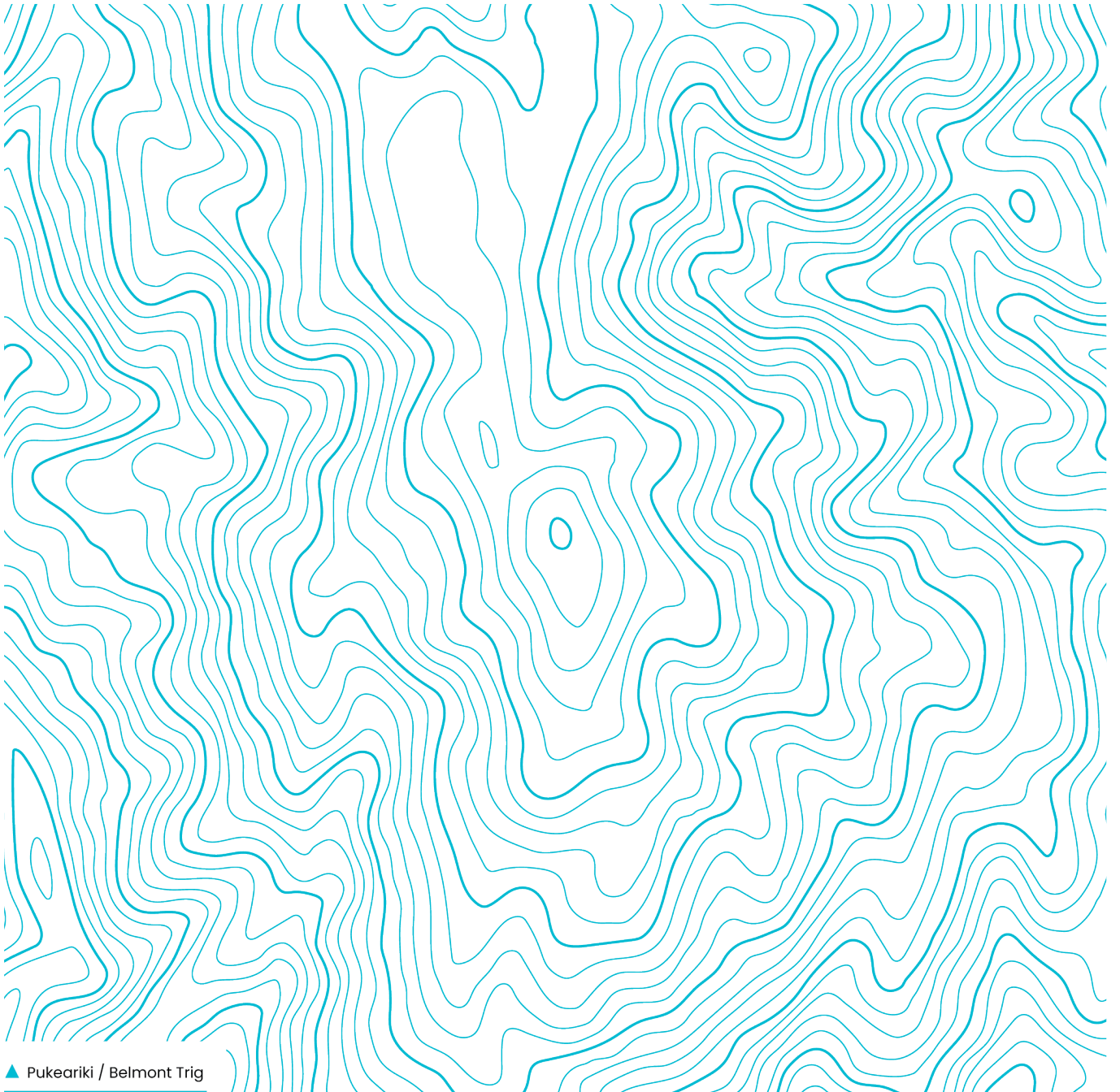


Heritage Grant Fund Guidelines



BACKGROUND

This Guideline outlines the approach to providing heritage funding in the form of a grant that will be available to fund work related to conservation of heritage buildings and sites and areas of cultural significance.

INTRODUCTION

This Guideline originates from a commitment in Council's Heritage Policy to achieving improved protection and conservation of heritage in Te Awa Kairangi ki Tai Lower Hutt. The Policy's focus is to conserve, protect and enhance heritage buildings and sites and areas of cultural significance.

Council recognises the importance of providing some financial assistance to protect, retain and conserve heritage buildings and sites and areas of cultural significance.

Money from the fund will be awarded to owners in the form of a lump sum grant. Funding is allocated at the discretion of Council.

PURPOSE

The purpose of the Heritage Grant Fund is to provide grants to help with conserving, restoring and protecting Te Awa Kairangi ki Tai Lower Hutt's heritage. The key objectives of the fund are to assist Council to:

- Protect the structural integrity of heritage buildings.
- Demonstrate and promote heritage values in the City.
- Recognise, protect and conserve buildings and structures of heritage significance.
- Protect and conserve sites and areas of cultural significance.

CRITERIA

Priority will be given to the projects that:

- Make a positive contribution to achieving the Council’s Strategic Outcomes as listed in the Council’s ten year plan; or
- Relate to a building registered by the Historic Places Trust; or
- Relate to buildings listed in the District Plan (Appendix 1 and 2) or to buildings identified by a Council-approved registered heritage advisor as contributing to a heritage area.
- Are for:
 - Professional services (e.g. structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision work, technical advice etc); or
 - Emergency physical work: Stabilisation, repair or restoration of original heritage fabric relating to historic buildings or structures, or objects or the remains thereof (e.g. repairs to masonry, joinery); or
 - plaster or glazing, earthquake strengthening, fire protection, protective works. Priority will be given to urgent work required to protect the structural integrity of the heritage building.
- The applicant is owner or part owner of the heritage building.
- Have high public access and/or visibility from public places.
- Will positively impact on the heritage values of the item.
- Will enhance or assist in the continued or compatible new use of the heritage building.
- Will add to the visitor interest of the city; supporting community interests in the city; or significantly contributing to the character and streetscape qualities.
- Will contribute to fulfilling policy goals as they relate to sites and areas of cultural significance (e.g. educational material, planting).

Any applications for non-heritage-listed buildings or modern alterations to heritage-listed buildings will require a heritage report or advice from a suitably qualified conservation professional. (Note: Council already has heritage reports for heritage-listed properties).

Council will cover up to 50% of the cost of individual applications. Council's ability to provide funding is determined by the number of applicants, the type of work each applicant is undertaking, and the budget allocated to the Heritage Grant Fund that year. All funding is provided at the discretion of Council.

In all but exceptional circumstances, Council will not pay more than 50 per cent of the cost of conservation works.

EXCLUSIONS

The Crown; Crown Entities; Crown Agents; Crown Entity Companies; State-Owned Enterprises; District Health Boards; Tertiary Education Institutions; Community Boards; Council-Controlled Organisations; and Council Business Units are not eligible for funding.

HOW DO I APPLY FOR A GRANT?

Use the relevant application form which can be obtained from HCC or online at huttcity.govt.nz/heritage-fund. Completed forms should be sent to the heritage.fund@huttcity.govt.nz contact email, and include:

- Comment on the extent to which the work meets the criteria outlined in this Guideline.
- The location of the property, site, or area of the proposed work.
- An outline of the work proposed. This should include evidence of appropriate project management, appropriate technical supervision, sufficient resources to complete the project on time, and demonstrated ability to report back on the project results as appropriate.
- Two independent estimate costs of the proposed works as appropriate.

APPLICATION PERIOD

- Applicants are invited to apply for a grant during the scheduled funding round, with publicly advertised opening and closing dates.
- Clearly defined processes will be applied to all applications.
- Once the application period has ended, Council officers will make a decision on each application received.
- Applicants applying during the two-month period prior to the start of the new financial year are applying to receive grant funding from that new year's allocation.
- It is expected that grant applicants will complete the work included in their application before the financial year for which they applied for ends. If the work is not completed in that financial year, Council cannot guarantee applicants will receive the funding. (If applicants are unable to complete the work that year, they can reapply the following year if they have not received any funding).

APPLICATION DATES

Applications for project grants will be considered once per year in the two months prior to the start of the new financial year. The following table outlines the key dates in the funding round for 2025–2026 as an example:

| Applications open | Applications close | Decision made |
|--------------------------|---------------------------|---|
| 01/05/2025 TBC | 30/06/25 TBC | When notified (e.g. one month after applications close) |

HOW IS MY APPLICATION ASSESSED?

The grant payable towards the estimated costs of the proposed works is dependent on the type of work proposed as follows:

- **Funding for professional services and materials:** That is, structural strengthening reports, maintenance reports, conservation plans, archaeological sites assessments, conservation work specifications, or supervision work, technical advice or similar. Technical advice and for domestic fire protection systems will generally be capped at a maximum of \$10,000; **or**
- **Emergency physical works:** Stabilisation, repair or restoration of original heritage fabric relating to historic buildings, structures, or objects or the remains thereof (e.g. repairs to masonry, joinery, plaster or glazing, earthquake strengthening, fire protection, protective works on archaeological sites). Priority will be given to urgent work required to protect the structural integrity of the heritage.
- Grants will only be assessed as a percentage of the heritage conservation component of a project, not of the total project cost. (i.e. if undertaking heritage work and also extending the building, the grant will only be paid for the heritage related work).
- The grant assessment is at the sole discretion of the Council.

HOW IS THE GRANT AMOUNT ASSESSED?

The value of the grant will reflect the heritage value of the property, site or area, its Heritage Group Listing (as well as the conservation and heritage benefits of the work), and the extent to which it meets the criteria-outlined in this Guideline.

For improvements that are related to physical works (including strengthening, for example), only properties that provide public-facing heritage benefit are eligible to receive funding. This requirement does not apply to sites and areas of cultural significance – and is provided at Council’s discretion.

GRANT CONDITIONS

Council reserves the right to impose conditions when approving grants under the Heritage Grant Fund including, but not limited to, the following:

- Grants will be subject to the availability of grant funds in any particular financial year.
- One grant only will be available for each project.
- Further applications for the same building or site or area will be considered only if the grant is required for different work to be carried out.
- Staged availability of grants may be agreed as a condition of a grant.
- Grants of \$5000 to \$49,999 may be subject to a Limited Covenant 2 with the owner not to demolish the heritage building for a period of time to be negotiated.
- Grants of \$50,000 and above may require a Conservation Covenant 3 to be registered on the property. Grants of \$50,000 and above will only be given in exceptional circumstances at the total discretion of Council.
- Grants will be paid on completion and certification of the works and the registration of Covenants if applicable (whether Limited or Conservation).
- Grants (plus GST if any) will be paid on completion and certification of the works and the registration of Covenants if applicable (whether Limited or Conservation).

OTHER HERITAGE INCENTIVES AVAILABLE

There are a number of other heritage incentives available, including:

Specialist Heritage Adviser List:

Develop an approved list of developers, contractors, and consultants who have credibility and/or have specialised skills in conservation work with heritage buildings. This list will be coordinated and monitored by Council, and made available to building owners undertaking conservation related work to heritage listed buildings. Council may maintain a watchdog role throughout a project to maintain a fair environment and to ensure the best results are achieved from Council's point of view.

Support for Sites and Areas of Cultural Significance to Mana Whenua:

Applies when the project:

- Is not for a private house or business.
- Aligns with the visions, goals and objectives of Council's Heritage Policy.
- Relates to a culturally significant site or area (including those listed in the District Plan).
- Complies with resource and building consent requirements (if applicable).

Applies if the project

- Enhances, improves, protects or conserves the physical or natural environment of the site or area (e.g. planting or retaining); or
- Improves or creates public access to the site or area (e.g. a pathway); or
- Provides education or educational resources about the site or area (e.g. signage or other interpretational material).

Grants for sites and areas of cultural significance will generally be capped

at a maximum of \$10,000.

Resource Consent Fee Waiver (for non-demolition consents):

- Waive part of (up to 50%) resource consent fees where applicable for conservation and protection related work to listed heritage buildings and those within heritage areas listed in the District Plan. This waiver only applies to Council officers time to process the consent and does not include third party fees such as external advice Council needs to gather. These third-party fees must still be paid.
- This only applies if the work outlined in the application contributes to the public-facing character of a heritage-listed property – and will be administered at Council’s discretion.

What doesn’t require resource consent?

- Small repairs, redecoration, and maintenance don’t require resource consent (e.g. like-for-like replacements such as windows, painting, cladding, roofing, verandas, strengthening work that does not alter the public-facing character, etc.).
- Internal modifications that are not visible from the road don't require resource consent.
- Given that each proposal is unique and there can be nuances to apply, it's advised that owners contact Resource Consents Team to confirm if the intended work is permitted. You can contact the Resource Consents team at resource.consents@huttcity.govt.nz.

What requires resource consent?

- Any other form of modification, alteration or demolition (part or whole).

Typical fees that could be covered

All resource consents require a deposit fee which covers a certain number of hours of officers’ time. For these applications, a deposit fee is required for processing; this deposit generally covers 9 hours of officer time.

Pre-application advice and costs

This is charged on an hourly basis, and officers recommend estimating 2-3 hours of a planner's time. This includes review of the plans, pre-application meeting and summary notes. The cost for pre-application meetings can vary depending on the scale of works, and whether a heritage advisor is engaged at this stage.

If owners wish to utilise this support mechanism within the Fund, we recommend that a heritage advisor (to advise on behalf of Council rather than the owner) is engaged at the pre-application stage. For a smaller scale development, this could simply be an email; for more large-scale proposals, it would generally involve attending a meeting and providing written feedback. Pre-application advice doesn't guarantee approval, however, it is often the best time to seek changes to a proposal and makes the consent process easier for applicants.

Council will cover up to 50% of the resource consent fee and pre-application advice provided by a heritage advisor.

Building Consent Fee Waiver

Council will consider waiving part of (up to 50%) of building consent fees for conservation and protection related work to listed heritage buildings. This waiver does not include third party fees such as BRANZ or Department of Building and Housing. These third-party fees must still be paid.

APPENDIX 1

LIMITED COVENANT

A Limited Covenant is legally binding and involves the Owner agreeing to:

- Expend grant money for the agreed conservation purposes.
- Not demolish or remove the heritage building, nor apply for consent for demolition of the heritage building
- Upgrade to meet current requirements under the Notified City

Plan, Building Act for fire and safety, seismic and access as well as the Resource Management Act where they intend a change of use of the heritage building.

CONSERVATION COVENANT

A Conservation Covenant is a legally binding agreement between a private property owner and Council registered against the property title of the heritage building. It ensures that protection of the heritage place and its heritage values continues to apply to future owners.

The scope of a Conservation Covenant is considerably flexible. Council consults with the property owner and adapts a standard document to suit the specific needs of the property. For example, it may include specific clauses on a building, a setting, specific trees, or future subdivision controls and other heritage outcomes.

Conservation Covenants bestow a high level of community recognition for places or items of heritage significance. They are a legal 'stamp' of a heritage item's enduring worth to the distinctive character and identity of Te Awa Kairangi ki Tai Lower Hutt, and are regarded as part of New Zealand's cultural heritage. Council pays for the preparation of the covenant document as well as a Conservation Plan, a survey plan (if required) and registration of the covenant with the District Land Registrar.