

BUILT HERITAGE INCENTIVE FUND APPLICATION GUIDELINE

BACKGROUND

Hutt City's ability to address contemporary issues for the conservation of heritage has diminished over the years. With a focus on heritage buildings, this Guideline outlines the approach to providing heritage funding in the form of a grant that will be available to fund heritage building conservation related work.

INTRODUCTION

This Guideline originates from a commitment in the overarching Hutt City Council (HCC) Heritage Policy¹ to achieving improved protection and conservation of heritage in Hutt City and in particular heritage buildings.

The structural integrity of heritage buildings is paramount and Hutt City recognises the importance of the need to **offer some financial assistance to owners of all heritage buildings** protect, retain and conserve the heritage recognised in their heritage buildings. Money from the fund will be awarded to owners in the form of a lump sum grant.

¹ HCC's Heritage Policy was confirmed in May 2008

PURPOSE

The purpose of the Heritage Grant Fund is to provide grants to help with conserving, restoring and protecting Hutt City's heritage buildings. The key objectives of the fund are to assist Hutt City 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 buildings significant to tangata whenua and
- The project must be in Hutt City.

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 LTCCP
- 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 Hutt City 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,

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.

Any applications over \$15,000 will require a heritage report or advice from a suitably qualified conservation professional.

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

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 Urban Design Manager at Hutt City Council and include:

- Comment on the extent to which the work meets the criteria outlined in Section D of this Guideline
- The building's location
- 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.

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:** 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, its Heritage Group Listing (as well as the conservation and heritage benefits of the work) and the extent to which it meets the criteria in section D of this Guideline.

Improvements for commercial or personal benefits such as internal fit-outs, new kitchens or bathrooms, carpeting, re-decoration, lighting and so on will not be considered as the basis for calculating the percentage value of a heritage grant.

GRANT CONDITIONS

Hutt City 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 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 are 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 will 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 HCC.
- Grants will be paid on completion and certification of the works and the registration of Covenants (whether Limited or Conservation)
- Grants are exclusive of GST.

² See Appendix 1

³ See Appendix 1

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 Hutt City's point of view.
- **Resource Consent Fee Waiver:** Waive part of (up to 50 per cent) resource consent fees where applicable for conservation and protection related work to **listed** heritage buildings. This waiver relates only to Council work and does not include third party fees such as external advice Council needs to gather. These third party fees must still be paid.
- **Building Consent Fee Waiver:** waive part of (up to 50 per cent) 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 monies 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 Hutt City 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 Hutt City, 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.