



## CUMBERLAND LOCAL HERITAGE REBATE PROGRAM GUIDELINES

This policy was adopted by Council at its meeting held on 5 April 2017 and was amended on 28 March 2018. [Proposed amendment on 12 February 2019.](#)

### **Background**

The Cumberland Local Heritage Rebate Program (Rebate Program) is established by Cumberland Council and applies to the Cumberland Local Government Area (LGA) established on 12 May 2016.

### **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 listed buildings, and private owners of properties located within a heritage conservation area, within the Cumberland LGA are invited to apply for an allocation of funding under Council's Rebate Program.

The application form identifies the supporting information that is to be provided with the applicant. If this supporting information is not provided, the application may not be accepted and so will not be assessed.

Only one application is to be lodged for a heritage item or property in that year. That application is to detail all works proposed (the project) for which the rebate is being sought.

### **Eligible Projects**

Rebates may be allocated to projects that will benefit heritage items. Funding is not allocated to the owners of heritage items.

Eligible projects include those which involve the repair or 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**

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



- Where the building is publically (government) owned.
- Where assistance is available from another source.
- Where substantial assistance has been previously provided.
- Where the applicant has not completed other assisted projects.
- For routine maintenance as would apply to any property eg tidying gardens, gutter clearing, or general cleaning.
- 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 any work inside the building such as internal repairs, electrical work, kitchens or bathrooms.
- Replacing original material unnecessarily.
- Where the works to the building have been completed prior to lodgement of a rebate program application.

### **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 (within 12 months is considered ideal for most projects).
- 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 Program is to be \$~~520~~20,000 unless otherwise resolved by Council. It is from this budget that the rebate funding is allocated to the successful applications for projects to heritage items.

Each year, the level of rebate funding allocation per application will be limited to a maximum of \$4,000. 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, works that have a total project 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

From approval, applicants will have up to 12 months to complete the project, 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 that approved timeframe.

## What Applicants Need To Do

### 1. Background research.

It will assist the application if it is demonstrated why the works proposed are appropriate from a heritage point of view. This may require some research such as:

- Council may have information on the building.
- Library may have photos or information.
- A long-time resident on the street may have knowledge.

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

Detail will be required on the works proposed to be carried out. This should be put down 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.

Quotes will be needed and 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 or item and are proposed to be used in the project.
5. Prepare a sketch plan  
A sketch plan may be needed to show where on the building or item the work is to be done. Large jobs may require plans drawn up by a qualified heritage architect.
6. Take photographs  
Photographs of the building or item and close-up photos of the ~~parts will be done~~ proposed heritage works are to be provided with the application.
7. Application form.  
Complete the application form and attach all the supporting information.
8. Send the completed Application Form to the **General Manager, Cumberland Council. Attn. Strategic Planning** via one of the following ways:

**Email** (as one single document) to [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au)  
Subject Line: Heritage Rebate Program Application – Attn Strategic Planning.

**Post:** PO Box 42, Merrylands NSW 2160  
Attn: Strategic Planning

**Hand Deliver:** Merrylands Service Centre at 16 Memorial Avenue,  
Merrylands or  
Auburn Service Centre at 1 Susan Street, Auburn.

### **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 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. The rebate (cheque from Council) will then be forwarded for the amount as stated on the notification letter. Monies are forwarded after the work has been completed 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.

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 by contacting Council's Strategic Planning section on (02) 8757 9000.