



maitland

city council

Maitland Local Heritage Fund

FINANCIAL ASSISTANCE FOR HERITAGE CONSERVATION

CLOSING DATE FOR APPLICATIONS: MONDAY 1 JULY 2024



City of Maitland

LOCAL HERITAGE FUND

The Maitland Local Heritage Fund has been established to assist in the conservation of heritage buildings and places throughout the Maitland Local Government Area.

Small grants of up to \$2,000 (generally) are available from Maitland City Council for conservation works to buildings and/or places of heritage significance. All grants are offered on a (minimum) dollar for dollar basis.

Eligible projects are those which conserve culturally significant Aboriginal or European places.

Commercial projects could include the repainting of facades in a sympathetic colour scheme, minor restoration work to original shopfronts and reinstatement of original signwriting.

Residential projects could include minor restoration work, the repainting of houses in heritage colour schemes, reinstating original fences, verandahs or other built elements.

It is important to read the application requirements carefully.

- Applications for building works must be accompanied by good photographs.
- At least two quotes are required for any work proposed.
- All projects are required to be completed by 31 March 2025.
- All applications should be discussed with Council prior to lodgement.

Clare James, Council's Heritage Officer, can be contacted on 02 4934 9700 or clarej@maitland.nsw.gov.au for more information.

APPLICATION FORM

Please refer to 'Preparing Your Application' prior to completing the application form.

APPLICANT

Applicant's name	
Applicant's address	
Postcode	
Phone (home)	
Phone (work)	
Email	

LOCATION OF LAND TO WHICH THE APPLICATION RELATES

Project address	
Postcode	
Property name	
Lot number	
DP	

COSTING - Estimated cost of works

Please attach any additional information where necessary or if there is not enough room on the form.

1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
Total cost		\$
Your contribution		\$
Amount sought		\$

Note: The maximum amount that will be available to applicants will generally be up to \$2,000. The amount sought must be at least matched by the applicant.

DEVELOPMENT AND BUILDING APPLICATION REQUIREMENTS

The works specified in this grant application will require a Development or Building Application to be lodged:

YES /NO

This has been confirmed with Maitland Council's Development and Environmental Services Section

(Phone: 02 4934 9700): **YES /NO**

APPLICATIONS SHOULD INCLUDE THE FOLLOWING:

- Brief historical background of the property (if known)
- Plan/sketch of the proposed works (if applicable)
- Photographs of the existing site
- Minimum of two quotes for the proposed work
- List of materials and colours (where applicable)

PROPOSED WORKS

Summary of proposed works:

Preferred tradesperson(s):

Expected date when works will
be completed

Note: All works relating to the grant must be completed by 31 March 2025

BUSINESS GST REGISTRATION

Are you registered for the GST? **YES** / **NO**

If yes, please provide your ABN :

SIGNATURE OF THE APPLICANT

I/we are the applicants for the project and seek financial assistance from the Maitland Local Heritage Fund to carry out the works proposed in this application.

SIGNATURE:

DATE:

CONSENT OF THE OWNER OF THE LAND (if not the applicant)

Name of owner(s)

Address

Postcode

Phone (home)

Phone (work)

I/we are the owner/s of the land to which this application relates, and I/we give permission for this application to be made.

SIGNATURE:

DATE:

SIGNAGE

Successful applicants will be asked on a voluntary basis to display a small sign on the site of works promoting the Local Heritage Fund for the information of the general community. Photographs of properties may also be used in the promotion of the Fund.

SIGNATURE:

DATE:

Preparing your application

THE CLOSING DATE FOR APPLICATIONS IS MONDAY 1 JULY 2024

WHAT YOU NEED TO DO

1. Contact the Maitland Heritage Officer

It is suggested that you write down some notes on the work you intend to do, with sketches if this helps explain the situation, and then contact the Heritage Officer to discuss the eligibility and other details of your project. This service is provided free of charge. The Officer will be able to assist you in making an application. For larger scaled projects, a conservation architect or specialist may be recommended to assist you.

2. Background Research

It will definitely assist your project if you can demonstrate why the work you propose will assist in the conservation of the heritage character of the site.

For building work, you might need to do some research on how the structure has looked in the past. Council, or the Library, may have some information on your building or old photographs. The Heritage Officer may also have some suggestions on locating information.

3. Proposed Works

You then need to decide in detail what work you want to carry out. This should be put down on paper as a list of the items or tasks that will need to be done. This list should be attached to the application form.

Take a photograph of the building or site, showing the adjoining building or sites as well. Then take photographs of each elevation of the building and close-ups of the particular area you want to work on. Keep a set of photographs for your own records and send in a set of photographs with your application. You may also need to attach a plan and sketches to illustrate the nature and location of the proposed works.

4. Quotes

You will need to submit at least two quotes for the cost of the work, and nominate the type of tradesperson you are likely to employ to do the work. It can take some time to organize tradespeople to provide quotes so this should be done as soon as possible.

5. The Process

Following receipt of your application, an inspection of the site may be carried out by a member of Council's Heritage Group, or the Heritage Officer.

The Maitland City Council Heritage Group will meet to select the successful projects, and the applicants will be notified when projects are approved. If successful, an agreement and letter will be forwarded. The agreement must be completed and returned to Council within seven (7) days of notification.

6. Claiming the Grant

On completion of the project, you will be required to lodge receipts for the works with Council. An inspection may be required to be sent to Council. A photograph of completed work will also be required.

Some works may require formal building and development consent from Council. Contact Council's Development and Environmental Services Section for further information on how to submit these applications. All works funded under the program must be completed by 31 March 2025.

7. The Application

Fill in the application form, keep a copy for your own records, staple attachments to the form and forward it to:

Maitland City Council Heritage Officer
Maitland City Council
PO Box 220
Maitland NSW 2320
Or email to info@maitland.nsw.gov.au

ASSESSMENT CRITERIA FOR MAITLAND LOCAL HERITAGE FUND PROJECTS

THIS YEAR PRIORITY WILL BE GIVEN TO:

- Residential projects which will make a significant impact on heritage conservation in the Maitland area by encouraging positive attitudes to heritage conservation and/or appropriate heritage conservation work.
- Residential projects which clearly complement broader conservation objectives e.g. projects which implement key findings of heritage studies or projects in designated heritage main street or conservation areas.
- Projects which enhance the heritage significance of the item concerned e.g. the removal of additions of less heritage significance.
- Projects where the item is legally protected under a Local Environmental Plan.
- Urgent projects to avert a threat to a heritage item.

FUNDING WILL GENERALLY NOT BE PROVIDED FOR:

- Projects where substantial assistance previously provided.
- Routine maintenance to a building.
- Work on any government building still in government use.
- Purchase of capital equipment.
- The relocation of a building.
- Internal works (in most circumstances).
- Projects which have repeatedly not commenced where previous grants have been offered.

A copy of the application form can be downloaded at:

<https://www.maitland.nsw.gov.au/services/community-services/grants-and-funding#maitland-local-heritage-fund>