



# DUNEDIN HERITAGE FUND

GUIDE | FORM | INFORMATION



**DUNEDIN** | kaunihera  
CITY COUNCIL | a-rohe o  
Ōtepoti



HERITAGE NEW ZEALAND  
POUHERE TAONGA

(03) 477 4000  
[www.dunedin.govt.nz](http://www.dunedin.govt.nz)



# DUNEDIN HERITAGE FUND APPLICATION GUIDE

These guidelines will help you fill out the application form. Please refer to them when filling out the form, as the more information you provide, the easier it will be for the Dunedin Heritage Fund to process your application. Use separate sheets if necessary. The application is divided into seven parts, which outline the information we require to assess your application.

Our Heritage Advisor is available to assist you in completing the application form by telephoning 03 477 4000. If the property is on the New Zealand Heritage List then owners should also contact Heritage New Zealand's Otago/Southland Area Office on 03 477 9871 for advice and guidance.

**Part 1** Contains your contact details and a brief description of your project to give us an idea of what you are setting out to achieve.

**Part 2** Identifies the property location, clarifies its ownership, makes us aware of its significance and current use, and provides us with a better understanding of the property.

**Part 3** Asks for information about the project for which you are applying for funding. This includes:

- a description of the work you intend to carry out
- project time frames
- information on whether a conservation plan exists and whether a conservation architect will be employed
- who will be supervising the project
- whether appropriate consents/authorities have been gained (e.g. building consent, resource consent, archaeological authority).

Including photos in your application can be very helpful. They can illustrate the place you are talking about and help us understand how the project will work. Other attachments such as working drawings or specifications etc can also help us understand the project better. Any correspondence you have had with heritage professionals, neighbours, or organisations like Heritage New Zealand can also be helpful. If you have a conservation plan and/or work specification, attaching this will help us better understand the context of the work.

**Part 4** Tells us about any work that has been previously carried out on the property, and what the cost of this was.

**Part 5** Tells us how the project can benefit the community. Priority will be given to funding that demonstrates "public good". There are many ways heritage restoration can benefit the public. It may be that the work will improve the appearance of the neighbourhood, protect important buildings in a streetscape, or reveal the historic character of the community by returning lost elements to a building, for example.

Your application will be helped if you are able to suggest options to increase the public benefit of your project. If the public have access to the building or changes are on the street frontage this may be self-evident. If the changes are not easily noticeable to the public it could mean allowing public access to the building or agreeing to publish material about the historic significance of the building and the project that has been undertaken.

**Part 6** Asks you to outline the expected cost of the project (excluding GST), who else you have asked for help, other sources of finance available (including your own contribution), and how much funding assistance you seek from the Fund. We also want to know what will happen to the project if you don't get the full amount applied for: will it still go ahead, and how do you intend to meet any shortfalls?

**Part 7** This is where you can include any other compelling information or comments in support of your project that may help us in the assessment of your application.



# DUNEDIN HERITAGE FUND APPLICATION FORM

## Part 1: Your Details

1. Name:
2. Contact address:
3. Phone:
4. Cell:
5. Email:
6. Provide a brief description of the project this grant will be used for:

## Part 2: The Property

7. Address of property to which the application applies (*please attach a photo*):
8. Name of Owner:
9. Telephone:  (Day)  (Night)  (Cell)
10. Address (if different from above):
11. Status of Ownership:  Private  Trust  Company  Other (please specify):   
*If you do not own the property, also include evidence showing entitlement to use the property.*
12. Is the property scheduled in the Dunedin City District Plan, noted in the Dunedin Contextual Thematic History, or entered on the New Zealand Heritage List?  Yes  No

13. If no, please provide a brief statement explaining why the property is important (include photos if necessary):

14. If you answered 'No' to Question 12, will you be seeking further protection of your heritage building as part of this proposal?  
Please detail:

15. What is the building currently used for? Will this use change? (If so, please explain):

16. Do you have a conservation plan prepared for the building?  Yes  No

If yes, does this work comprise part of the work identified in this plan?  Yes  No

### Part 3: Your Project

17. Work for which assistance is sought (please use any photos or other attachments to illustrate)

a) Description of Project:

b) Proposed remedial work (include working drawings and specifications where relevant):

18. When do you intend to begin the work?

19. When do you expect the work to be completed?

20. Will you be employing a conservation architect?

21. Who will be supervising the project?

22. Please include any letters of support from conservation professionals on the appropriateness of the work being undertaken.

23. Does this work require any types of consents and do you currently hold these consents? Please detail:

#### Part 4: Previous Work

24. What work has been carried out on the property previously and at what cost? (Use separate sheets if necessary):

#### Part 5: Community Benefit

25. Include an explanation of how the Dunedin public will benefit from the project. If necessary, also supply options for how that benefit may be increased (the application cannot be considered without this information. Use separate sheets if necessary):

#### Part 6: Funding

26. **Total cost** of the project excluding GST (include quotes where relevant): \$

*Please supply an itemised breakdown of the project costs. Indicate items for which you are applying for funding.  
Please note the Dunedin Heritage Fund does not provide grants against the GST cost elements of projects.*

27. Other Sources of Finance Available for Project:

	\$	AMOUNT AVAILABLE	
Local Authority	\$	<input style="width: 150px;" type="text"/>	
Government Agency	\$	<input style="width: 150px;" type="text"/>	
Charitable Trust	\$	<input style="width: 150px;" type="text"/>	
Other (please specify)	\$	<input style="width: 150px;" type="text"/>	
Own Contribution	\$	<input style="width: 150px;" type="text"/>	
<b>Total</b>	<b>\$</b>	<input style="width: 150px;" type="text"/>	excl. GST
<b>TOTAL SHORTFALL</b>	<b>\$</b>	<input style="width: 150px;" type="text"/>	excl. GST

*Note: applications may be made for amounts less than or equal to the project shortfall*

What other avenues of finance have you considered?

28. If you are GST registered, please supply your GST number:

29. How much funding are you seeking from the Dunedin Heritage Fund? \$

30. What will happen to the project if you do not get the full amount you applied for?

### Part 7: Additional Information:

31. Please provide any additional information/comments in support of your application (use extra sheets if necessary):

### DECLARATION:

I hereby apply for a grant towards the cost of the works described in this application.

I declare I am willing to allow Heritage New Zealand or Dunedin City Council personnel to inspect the property before, during and/or after completion of the work.

I declare I am willing to apply any technical advice the Dunedin City Council or Heritage New Zealand may offer regarding the work to be financed by any grant/loan allocated.

I declare that the above information is correct

Full Name:

Status (Owner/Agent):

Signature:

Date:

*Privacy Act 2020: A summary of information provided in this application will be reported in due course to a Standing Committee of the Dunedin City Council.*

**When completed, please submit your application to: Dunedin Heritage Fund, PO Box 5045, Dunedin 9054 or by email to [heritage@dcc.govt.nz](mailto:heritage@dcc.govt.nz).**



# DUNEDIN HERITAGE FUND INFORMATION FOR APPLICANTS

## 1 Purpose

The Dunedin City Council and Heritage New Zealand Pouhere Taonga jointly administer the Dunedin Heritage Fund to support the protection and conservation of Dunedin's built heritage, as well as the continued use and appreciation of these places by the community.

## 2 Applications

### a) Assistance Available

The Heritage Fund Committee has the ability to make grants to the owner or occupier of any historic place within Dunedin for the purpose of assisting that owner or occupier to manage, maintain or preserve that historic place.

Preference for assistance will be given to:

- i. buildings on the New Zealand Heritage List and/or listed in the Dunedin City District Plan and/or mentioned in the Dunedin Contextual Thematic History.
- ii. historic places that are entered on the New Zealand Heritage List as archaeological sites, or as wahi tupuna, wahi tapu or wahi tapu areas.
- iii. buildings in a historic area on the New Zealand Heritage List, or in a Heritage Precinct in the Dunedin City District Plan.
- iv. buildings likely to meet the criteria for inclusion on the New Zealand Heritage List or Dunedin City District Plan.

Assistance granted by the Committee will be in the form of a grant. Grants will generally be a percentage of the work to a specific dollar value, or covering a specific component of work. Applicants are expected to demonstrate a significant level of their own contribution to the project and the inclusion of other funders is also viewed positively. Exceptions to these guidelines may be considered by the Committee at its discretion.

Applicants working to a Conservation Plan for the property may be given preference. Applicants are also expected to explore other funding sources, if eligible, such as the Lottery Grants Board and the Community Trust of Otago.

### b) Eligible Work

The Dunedin Heritage Fund can provide incentive funding for a wide range of works. These include:

- i. Essential repairs, stabilisation or core structural works.
- ii. Restoration projects.
- iii. Upgrades to code/regulation standards to enable contemporary use of heritage places, e.g. fire, earthquake, access provisions.
- iv. Specific "like with like" material replacement/maintenance projects that protect the integrity of heritage buildings (eg slate or timber shingle roofing; copper gutters/downpipes; wooden joinery; stained glass; stonework; pressed tin ceilings; etc).
- v. Preparation of heritage conservation plans.
- vi. Emergency or protective works to protect heritage fabric.

*Note: Routine maintenance will not normally be a high priority for assistance.*

### c) Prioritisation

As the number of projects and their total value may exceed the amount of assistance funding available through the Dunedin Heritage Fund each year, funding will be prioritised by the following criteria.

- i. The historic significance of the place and risks which threaten this significance.
- ii. The heritage values that will be protected by the project.
- iii. Contribution to the re-use of buildings.
- iv. The likely benefits/outcomes of the project, including community benefits.
- v. The urgency of the project.
- vi. The visibility of the project and public accessibility.
- vii. Evidence of significant capital investment by the owner.

### d) Conditions of Assistance

As a condition of granting any application for assistance the Committee may at its discretion impose specific conditions including:

- i. Acceptance of technical advice from the Council's City Development Team and/or Heritage New Zealand.
- ii. The preparation of a conservation plan (or similar).
- iii. That the Dunedin City Council and Heritage New Zealand can use images or information related to the funded works to promote the work of the Fund or wider conservation issues. The applicant would be consulted before any images or information was used for these purposes.

It may also require that the owner of any historic place shall take all necessary steps to achieve any one or more of the following:

- i. The scheduling of the historic place, structure or building in the District Plan, proposal for listing on the New Zealand Heritage List under the Heritage New Zealand Pouhere Taonga Act 2014.
- ii. The execution of a heritage covenant under the Heritage New Zealand Pouhere Taonga Act 2014.
- iii. Payment of the reasonable costs (including legal fees) of any mortgage, guarantee or other security document required to give effect to sub-clause (ii).

## 3 Grants

Grants are typically given as a percentage of work to a specific dollar value, or covering a specific component of work. Grants cannot be applied to the GST element of the project, so this cost must be excluded from your application.

Grants are generally not paid until the project or work element is complete. However, in certain exceptional circumstances progress payments may be made upon receipt of invoices, with the prior agreement of the Fund Committee.

In exceptional circumstances the Committee may allocate larger grants where these will guarantee protection, restoration, or re-use of a significant heritage building.



## 4 Process

Applications shall be forwarded to the Dunedin Heritage Fund, Dunedin City Council, PO Box 5045, Dunedin 9054. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification.

Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

The Dunedin Heritage Fund will advise applicants whether an on-site meeting with representatives of the Dunedin City Council and Heritage New Zealand will be required prior to consideration of the application.

For places on the New Zealand Heritage List, Heritage New Zealand will be consulted and provide heritage conservation advice to the owners.

The applicant will be notified in writing within 10 working days of the Committee making a decision on the application.

Work will be inspected by a representative of the Council's City Development Team and/or Heritage New Zealand before payment will be made.

Grants must be uplifted within two years of approval, otherwise they will be deemed to be withdrawn and applicants will be required to reapply.

## 5 General

All applications will be considered in the light of the amount available in the Fund at any particular time.

The Heritage Fund Committee makes all decisions entirely at its own discretion.

Applicants may make more than one application for assistance for the same property, but all applications will be dealt with on their merits and if the amount of funding available to the Committee is limited at any time, any previous assistance may be taken into account when determining the relative merits of applications.

Retrospective applications for work that has already been completed or is in progress will not be considered as eligible.

## 6 Privacy Act 2020

DCC collects all personal information in accordance with its Privacy Policy available on its website [www.dunedin.govt.nz](http://www.dunedin.govt.nz) – please note that you may have additional rights under the EU General Data Protection Regulation if you are in the European Union.

- Details of grant applications, awards and outcomes will be stored by the DCC for grants administration and accountability purposes.
- The DCC may at its discretion disclose details of grants recipients, including in DCC financial reporting and marketing / communications activities.
- If requested, recipients must publicly acknowledge the funding provided by the DCC in any financial statements or reports and where possible, in any publicity material.

The Council's full privacy policy maybe found via the following link:

[www.dunedin.govt.nz/about-this-site/privacy-policy](http://www.dunedin.govt.nz/about-this-site/privacy-policy)

## 7 Further Information

For further information please contact:

Heritage Advisor

Dunedin City Council

PO Box 5045

Dunedin 9054

Phone 03 477 4000 or email [heritage@dcc.govt.nz](mailto:heritage@dcc.govt.nz)