

# Heritage Grant Application



**Mackenzie**  
DISTRICT COUNCIL

## Details of applicant

Full Name

Postal Address

Daytime Contact Person

Telephone

Fax

Email

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## Details of heritage item

Name of Item

Address/Location

Legal Description

Current Use

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## Significance of item (attached further pages if necessary)

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## Proposed work for which funding is sought

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**Why the proposed work is necessary**

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**Why funding is requested and whether other funding applications have been made or considered**

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## Quotes

I have enclosed a minimum of two quotes providing a breakdown of labour and material costs for the work the funding would apply to.

## Amount requested from fund

**I request the following  
amount from the fund:**

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**Signature of Applicant:**

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**Date:**

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Note: The Council will notify the applicant of its decision in writing following consideration of the application. Approved funding is paid as a reimbursement, once the work has been inspected and confirmed to be of a professional standard by a suitably qualified person.

For all enquiries please contact the Mackenzie District Council, PO Box 52, Fairlie.

Phone: (03) 685 9010

Email: [info@mackenzie.govt.nz](mailto:info@mackenzie.govt.nz)

# HERITAGE PROTECTION FUND

## CRITERIA & APPLICATION GUIDELINES



Effective from 1 July 2006

## 1. Purpose of the Fund

This fund is available to assist and actively encourage property owners and members of the Mackenzie community to manage, maintain, preserve and enhance the heritage values of items or areas. It provides a partial contribution towards the costs of a specific project related to a building, item or place.

## 2. Definitions

For the purpose of this policy:

- "Conservation" means the processes of caring for a place so as to safeguard its heritage value.
- "Maintenance" means the protective care of a place.
- "Preservation" means maintaining a place with as little change as possible.
- "Reconstruction" means to build again in the original form using old or new material.
- "Repair" means making good decayed or damaged materials.
- "Restoration" means returning a place as nearly as possible to a known earlier state by reassembly, reinstatement and/or removal of extraneous additions.
- "Stabilisation" means the arrest of the processes of decay.

## 3. Items Covered by the Fund

Applications for funding may be made in relation to any of the following within the Mackenzie District:

- Buildings, items or places currently listed in the Heritage Items Schedule as Category X, Y or Z heritage items.
- Buildings, items or places which have been approved by Council to be included in the Heritage Items Schedule as Category X, Y or Z heritage items.
- Trees or groups of trees listed in the Protected Trees Schedule.
- Archaeological sites and Waahi Tapu sites or areas as identified by the New Zealand Historic Places Trust\*

## 4. Projects Eligible for Funding

### Preservation/Conservation Projects

Projects which will assist in caring for a feature so as to safeguard its heritage value and maintaining a feature with as little change as possible. This may include installation of mechanisms to protect against damage or decay, the covenanting of heritage features or the drafting of heritage management plans.

### Enhancement/Management Projects

Projects which enhance the heritage value of a feature. This may include maintenance works on the item or its immediate surroundings, repairs, reconstruction work, restorations or stabilisation work, costs of obtaining building or resource consents and/or other professional advice.

### Research & Education Projects

Projects which will provide public information on the values of heritage features and will assist in providing a greater interest, protection and management of the feature. This may include historical research, information gathering, production of educational materials, signage, education/promotion campaigns or the running of presentations, seminars or workshops.

The following will generally not be eligible for funding:

- Demolition or removal of buildings or items.

- Additions or extensions to buildings or items.
- Any other work to buildings, items or places which is not for the purpose of enhancing heritage values.
- Any work which has been completed prior to consideration of an application.

Note: the Council reserves the right to consider these types of projects for funding if appropriate circumstances exist.

## 5. Criteria for Evaluating a Funding Application

- The significance of the feature from a heritage point of view (determined by its group listing or activity status in the District Plan).
- The primary focus of the proposed work being on the retention and/or enhancement the feature and its heritage values.
- The contribution of the work to the long term viability of the heritage feature.
- Whether the project will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.
- Public accessibility to the building, item or place.
- The amount of money available in the fund and the need for equitable distribution.

## 6. Amount of Funding Available

The Council will allocate \$5,000.00 to this fund each financial year. This is a contestable fund with applications to be called for during March each year. Any remaining funds may be allocated to individual applications throughout the year at the Council's discretion.

Each individual application will be eligible for a maximum grant of \$2,500.00 or the following percentage of the sum required, whichever is the lesser:

- Category X items — 75%
- Category Y items — 60%
- Category Z items — 45%
- Protected Trees — 50%
- Archaeological or Waahi Tapu Sites — 50%

The Council may choose to allocate a lesser amount than the maximum specified to a project which does not meet all relevant criteria specified in (5) above, or may decline funding all together.

## 7. Making an Application

- Applications may be made by property owners or organisations and must include the following information:
  - Name and address of applicant.
  - Address, location and legal description of the building, item or place.
  - Information on the heritage significance and importance of the building, item or place.
  - Current use of the building, item or place.
  - Description of the project proposed for which funding is sought.
  - Reasons why or how this work will meet the relevant criteria.
  - Reasons why financial assistance is requested and whether any other funding application have been made or considered.
  - More than one quote providing a breakdown of costs of the parts of work the funding would apply to.
  - The amount requested from the fund.

An application form is available from the Mackenzie District Council.

## **Decisions**

All applications received will be considered by the Council at the next available meeting after the application is received and applicants will be notified in writing of the decision.

Approved funding is paid as a reimbursement once the work has been inspected and confirmed to be of a professional standard by a suitably qualified person and the applicant has supplied copies of receipts relating to the project for which funding was sought.

## **Assistance**

Further assistance or advice relating to this fund can be obtained by contacting :  
Mackenzie District Council:

PO Box 52  
Fairlie

Phone: (03) 685 9010

Email: [info@mackenzie.govt.nz](mailto:info@mackenzie.govt.nz)