

Heritage Protection Fund

Criteria & Application Guidelines

Effective from 24 March 2026

Heritage Protection Fund Guidelines

REVISION HISTORY

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Department:	Corporate, Commercial and Planning
Responsible Officer:	Planning Manager
Sponsor:	General Manager, Corporate, Commercial, and Planning
Approved by:	Council
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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 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 Part 2 Historic and Cultural Values *HH-SCHED2 Historic Heritage Sites, Buildings, Structures and Items* of the MacKenzie District Plan.
- Trees or groups of trees listed in Part 2 Historic and Cultural Values *TREE SHED1 - Notable Trees* Schedule of the Mackenzie District Plan.
- Archaeological sites and Waahi Tapu sites or areas as identified by the Heritage New Zealand Pouhere Taonga.

4. Projects Eligible for Funding

Preservation/Conservation Projects

Projects which will assist in caring for a feature 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 work 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 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.
- The primary focus of the proposed work being on the retention and/or enhancement of 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:

- All items listed in HH-SCHED2 Historic Heritage Sites, Buildings, Structures and Items of the Mackenzie District Plan — 75%.
- Notable Trees — 50%.
- Archaeological sites and Waahi Tapu sites — 50%

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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 altogether.

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



Mackenzie

DISTRICT COUNCIL