



Apply anytime

## GUIDELINES FOR APPLICANTS

### Background

The City of Ryde recognises that regular and proactive maintenance of heritage properties and places, is not only key to protecting the significance of these properties, but is also a key intervention in caring for, conserving and prolonging the longevity of these properties.

The aim of the Ryde Local Heritage Assistance Fund is to encourage the maintenance and conservation of residential heritage properties of heritage significance to the City of Ryde.

The funding program provides support to owners of residential properties that are Local Heritage Items and properties that are 'Contributory Buildings' in Heritage Conservation Areas (HCAs), by offering a financial grant to offset costs associated with undertaking approved maintenance and conservation works.



### Who can apply?

The funding program is available to residential properties that are either a Local Heritage Item or a Contributory Building within a Heritage Conservation Area, and which are listed in Schedule 5 of *Ryde Local Environmental Plan 2014* (Ryde LEP 2014).

An owner of a residential property that is Local Heritage Item or a Contributory Building within a HCA in the City of Ryde, may apply.

### How do I know if my property is eligible?

Check that your residential property is a Local Heritage Item or situated within a HCA, at:

- **Schedule 5 of Ryde LEP 2014**  
- [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au),  
- [www.ryde.nsw.gov.au/planningcontrols](http://www.ryde.nsw.gov.au/planningcontrols)
- **NSW Planning Portal**  
[pp.planningportal.nsw.gov.au](http://pp.planningportal.nsw.gov.au)
- **eSpatial Viewer**  
[www.planningportal.nsw.gov.au/spatialviewer/#/find-a-property/address](http://www.planningportal.nsw.gov.au/spatialviewer/#/find-a-property/address)

Contact Council's Heritage Advisor, to check that your residential property is identified as a Contributory Building.

The City of Ryde has



**195**  
Local Heritage  
Items



**8**  
Heritage  
Conservation  
Areas



**4**  
Archaeological  
Sites

## What is the amount of funding available?

The funding program may provide a financial grant of up to \$15,000, to anyone successful application, per funding year. Funding is provided to the owner of the property.

The City of Ryde provided the funding program with a one-off boost of \$500,000 in late 2019, in recognition of the costs involved in maintaining and caring for residential heritage properties. This funding assistance is being rolled out progressively to eligible applications now.

## Apply anytime

An application to the funding program can be made at anytime subject to complying with the Eligibility Criteria.

The anytime application approach recognises that it can take time to source tradespersons

and consultants to undertaken maintenance and conservation works to a heritage property.

## When will an application be assessed?

Applications are submitted within one of four anytime application periods, ending mid-February, May, August and November. An application must be received by Council, no later than close of business on the 16th day of February, May, August, and November.

Applications will be considered by Council Heritage Advisor in conjunction with the Heritage Working Group, which meets four (4) times per year, in early March, June, September, and December.

Council will then consider a report on the recommended grant funding of applications for an application period, and decide.

## Eligibility criteria



To be apply to the funding program, an application must demonstrate compliance with the Eligibility Criteria:

- All works must involve the maintenance and/or conservation of a residential heritage property that is a Local Heritage Item or within a HCA (Schedule 5 of Ryde LEP 2014). A residential property within a HCA must also be a Contributory Building of a HCA.
- All works must demonstrate compliance with the provisions of Ryde LEP 2014, and the specific provision of Clause 5.10 Heritage Conservation in that plan.
- All works must be undertaken in accordance with a Development Consent or a heritage Minor Works Exemption (MWE) approved by the City of Ryde.
- All works must be completed within 12 months of the date of issue of a Development Consent or MWE and comply with any conditions of development or minor works conditions.
- All works must be undertaken by qualified and skilled tradespersons who have demonstrated experience in working with heritage fabric relevant to the approved works.

- All works-as-completed must be shown in tax invoices (receipted) and/or tax receipts. An itemised account of works completed, including any works to heritage fabric and non-heritage fabric must be provided.
- All works must be photographed at key steps in the works e.g. prior to commencing, during works and as completed.
- All works must be undertaken having regard to good heritage conservation practices and methods, e.g. The Burra Charter by The Australian ICOMOS Charter for Places of Cultural Significance and heritage resources developed by Heritage NSW.
  - [australia.icomos.org](http://australia.icomos.org)
  - [www.environment.nsw.gov.au/topics/heritage](http://www.environment.nsw.gov.au/topics/heritage)

The funding program can contribute to the preparation of a heritage management document, which includes the following documents. They are generally prepared for a development application and a Development Consent is required for this eligibility criterion to be met.

- A Conservation Management Plan (CMP).
- An Archaeological Management Plan (AMP).
- A Heritage Impact Statement (HIS).

Eligibility and funding priority. Preference will be given to applications that:

- Have not received funding within the last three (3) years,
- Contribute to the significance of a Local Heritage Item or a HCA in the streetscape and public domain.



## What works are eligible for funding?

Works eligible for funding includes:

- Repair or reinstatement of original or missing elements, fabric or detailing of a building, e.g. bargeboards, windows frames, window glazing, verandahs, roofs (tiles, metal), repointing brickwork, decorative details, fences.
- Painting which reinstates a traditional colour schemes or a colour scheme appropriate to the building and a HCA.
- Remedial works to rectify structural building defects, e.g. the removal of any tree or grinding of tree roots.
- Remedial works to rectify ground subsidence, e.g. the removal of any tree and grinding of tree roots.
- Preventative maintenance to ensure the longevity of a heritage property, e.g. painting; roof and tiles repairs (slate, terracotta); guttering repairs; lead work repairs (flashing/scallops/straps); repointing brickwork (tuckpointing); paint removal; window repairs (leadlight glazing); replacing inappropriate materials (steel nails, silicone, hard mortars, non-breathable paints).
- Construction of front and secondary boundary fences that are appropriate to the architectural style and period and subdivision period.
- Landscape works that repair or reinstate original landscape features or layout.
- Preparation of a heritage management document (i.e a CMP, AMP or HIS), by a qualified and experienced heritage practitioner in accordance with heritage resources and guidelines developed by NSW Heritage.



## What works are not eligible for funding?

Works not eligible for funding (generally), includes:

- Works not completed, in accordance with a Development Consent or a MWE.
- Works commenced or completed, without first obtaining Development Consent or a MWE.
- Routine/cyclical maintenance, e.g. gardening, gutter cleaning, tiles cleaning, window cleaning, carpet cleaning.
- Alterations and additions, e.g. renovations to kitchens and bathrooms, unless it involves the reconstruction or reinstatement of missing elements that will enhance the significance of a Local Heritage Item or a HCA.
- Demolition works, unless it involves the removal of non-original and non-significant materials and fabric revealing original fabric that will enhance the significance of the Local Heritage Item or a HCA.
- The removal of any tree that is an exotic species described in Section 2.0(a)viii of Part 9.5 of *Ryde Development Control Plan* (Ryde DCP 2014), unless it is associated with eligible works.
- Relocation of a Local Heritage Item or a Contributory Building of a HCA.
- Construction of new development, e.g. dwelling house, shed, garage, carport, awning.
- All works to properties that are not a Contributory Building in a HCA.
- All works to Specials Areas identified in Ryde DCP 2014.
- Where financial assistance is reasonably available from another source and obtained, e.g. NSW Heritage Assistance Fund.
- Previously funded applications, unless no application is received for a heritage property that has not received funding before, there is merit in the application, or three (3) years have lapsed from a previously funded application.
- A State Heritage Item (*Heritage Act, 1977*) in the City of Ryde.



## Do you require approval for works from Council?

You must obtain a Development Consent or a heritage MWE from Council for works to a heritage property, **prior to undertaking any works**. Unauthorised works will not be eligible to seek assistance from the funding program.

Clause 5.10(3) of the Ryde LEP 2014 provides a pathway for Council to issue a heritage MWE for certain low-impact minor works and maintenance to a heritage property, without the need to obtain a Development Consent. Generally, heritage minor works is accepted as like-for-like-work, using the same materials, elements, and fabric.

Contact Council's Heritage Advisor to discuss your project (development, minor works, maintenance) and to determine the pathway for seeking approval of works i.e. Development Consent or heritage MWE.

## How are applications considered?

Applications are assessed by Council's Heritage Advisor and considered by the Heritage Working Groups, before a recommendation on applications and funding is made to Council Management. The following evaluation criteria is used:

- The eligibility of:
  - The property.
  - The project/works.
  - The applicant for funding.
- The appropriateness of the project/works to the significance and conservation of the Local Heritage Item or Contributory Building in a HCA.
- The degree in which the project/works enhances the significance of the Local Heritage Item or Contributory Building in a HCA.

- The degree in which the project/works aligns with acceptable heritage practices and methods.
- The degree to which the projects/works are highly visible to the public in the public domain.
- The quality of the project/works.
- The general condition (care of and maintenance) of the Local Heritage Item or Contributory Building in a HCA.
- The completeness of the application and supporting documentation.

Applicants will be notified of the outcome of their application and Council's decision will be final.

Applicants of successful applications will receive a cheque payment for the awarded grant amount. Payments are made pursuant to s356 of the *Local Government Act, 1993*.

## How can I apply?

It is recommended that you discuss your project with Council's Heritage Advisor before applying.

The application form is available at:  
[www.ryde.nsw.gov.au/heritagefund](http://www.ryde.nsw.gov.au/heritagefund).

Applications can be lodged anytime and must be received by the due date discussed previously. Applications must be correctly completed.

Prepare the application form and supporting documents and email to [council@ryde.nsw.gov.au](mailto:council@ryde.nsw.gov.au).

When applying, the following supporting documentation is to accompany an application:

- A completed application form (PDF format unlocked).
- Evidence of payment for works (PDF format).
- Photographs catalogue of the project/works throughout the course of works (JPG format, no PDF).

## Further information

Contact Council's Heritage Advisor on (02) 9952 8260 or via [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

For more information visit  
[www.ryde.nsw.gov.au/heritagefund](http://www.ryde.nsw.gov.au/heritagefund)

City of Ryde acknowledges the Traditional Custodians of this land, the Wallumedegal Clan of the Dharug nation. Council also pays respect to Elders both past and present and extends that respect to other Aboriginal and Torres Strait Islander peoples.