

## COUNCIL POLICY



<b>TITLE:</b>	HERITAGE SUPPORT incorporating waiver of Planning permit fee and grants scheme
<b>ID NUMBER:</b>	CPO-CORPS-PL-003 (DocSetID: 448432)
<b>DEPARTMENT:</b>	Corporate Services
<b>UNIT:</b>	Planning
<b>RESPONSIBLE OFFICER:</b>	Director Corporate Services

<b>ADOPTED DATE AND BY WHOM:</b>	25 October 2022 Council
<b>EXPIRY DATE:</b>	25 October 2024
<b>REVIEW DATE:</b>	<i>July 2024</i> <i>This policy will be reviewed every four years or as required by any legislative or council changes.</i>

<b>AVAILABILITY:</b>	Organisation wide      Yes <input type="checkbox"/>
	Public                              Yes <input type="checkbox"/>
	Internet                            Yes <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release

## 1. References

- Heritage Grant Scheme Department Procedure CPO-CORPS-PL-002 (DocSet ID:2656713)
- Accounts Receivable and Debt Collection Policy OPO-CORPS-FI-002 (DocSet ID: 1422390 )
- Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 (DocSetID: 1933907)
- Appendix One: Smartygrants Application Guidelines Heritage Grant Scheme

## 2. Purpose

The Glenelg Shire has many historic buildings and places that demonstrate the rich heritage of the past. As part of preserving this heritage, planning permits are required to manage external change to these places. This policy provides an option to exempt prescribed fees for certain types of permit applications under the Heritage Overlay.

Both the *Planning and Environment Act 1987* and Glenelg Planning Scheme provide strong support to conserve and enhance heritage places.

This policy also provides for a heritage grant scheme which will provide funds for eligible works that promote the conservation of recognised heritage buildings, sites or objects of heritage value in the Glenelg Shire.

## 3. Scope

The policy applies to planning permit application fees where the only permit requirement (trigger) in the Glenelg Planning Scheme is the Heritage Overlay.

It also applies to all applicants applying for a heritage grant, and Council's Heritage Advisor.

## 4. Council Policy

### 4.1 Waiver of Planning Permit Fee

Applying for a planning permit which incurs fees sometimes discourages applicants from applying and conserving, enhancing and maintaining their heritage assets in an appropriate manner. In some instances works are undertaken without the necessary permits. Such works can lead to irreparable harm to heritage places. The waiving of fees is a means where Council can support landowners in maintaining heritage places by removing a monetary barrier from applying for a planning permit.

Under the *Planning and Environment (Fees) Regulations 2016* there are provisions for Council and the responsible authority to waive prescribed fees.

Section 16 (e) (ii) states that “A responsible authority or the Minister may wholly or in part waive or rebate the payment of a fee that the authority or the Minister has received or is entitled to receive in connection with matters other than an amendment to a planning scheme, if in the opinion of the responsible authority or the Minister the application or determination assists the preservation of buildings or places in the State, region or municipal district that are of historical or environmental interest.”

In summary this statement allows Councils to consider fee waivers for planning permit applications under the heritage overlay. This policy defines when the waiver is to be applied.

It is policy that the planning permit application fee is waived for:

- New signs under any Heritage Overlay; and
- Any new buildings, demolition, works, or painting under any Heritage Overlay.

The fee waiver will not be applied where a permit application is sought retrospectively for works done without a permit.

If there are any other additional permit triggers under the Glenelg Planning Scheme then the fee waiver will not apply.

## **4.2 Grant Scheme**

The heritage grant scheme provides funds for eligible works that promote the conservation of recognised heritage buildings, sites or objects of heritage value in the Glenelg Shire.

Grants are available up to a maximum of \$5,000 for individually listed heritage places and \$3,000 for all other places. Grants are co-contribution and must be matched on a minimum dollar for dollar basis by the applicant.

A lesser amount may be approved after consideration has been given to the application. Council also reserves the right to withdraw the grant approval if the works do not meet appropriate standards and/or differs from the work that was proposed in the grant application.

Individuals may apply for funding for multiple projects but the maximum amount granted will be \$5,000 per financial year.

Applications are open all year via the SmartyGrants link on Council’s website.

Recipients will allow Council to photograph the completed project for records purposes and promotional material if required.

#### **4.2.1 Terms of the Grant**

All approved works specified in the Letter of Offer must be completed within two years of approval and to the satisfaction of Council's Heritage Advisor prior to grant funds being paid. Invoices and receipts must be provided. Part payment will not be considered for unfinished works.

#### **4.3 Eligibility Criteria**

Applications for a grant under this scheme will only be considered if they meet the following criteria:

- Works have not commenced or been completed prior to applying.
- Where required, a planning permit and/or building permit must be obtained.
- Must not have previously been granted/received \$5,000 in the current financial year.

The project involves carrying out work on any of the following:

- A heritage asset, object or place listed in the Glenelg Planning Scheme's Heritage Overlay;
- A heritage asset, object or place proposed for inclusion in the Heritage Overlay;
- A heritage asset, object or place as defined by Council's Heritage Advisor.

##### **4.3.1 Type of Work Eligible**

- Urgent work that is necessary to ensure the survival of the building or structure (eg. Roof repairs, damp protection, restumping or stabilisation works).
- Reconstruction work (for joinery or masonry detail, verandah or fence) for contributory and individually listed places of heritage significance which will enhance the function and/or appearance of the place. This work must be based on clear evidence of the original feature or element, such as remaining physical evidence, original photographs or documentation.
- Conservation works on contributory or individually listed places of heritage significance.

#### **4.3.2 Type of Work Ineligible**

- Labour provided by the applicant/owner.
- New works which do not contribute to the conservation, restoration or reconstruction of the original heritage features.
- Routine maintenance works considered as general upkeep including painting.
- Projects which involve undertaking research, recording and documentation of cultural heritage places.
- Rear and side fencing that is not a listed heritage feature behind buildings and not addressing a street frontage.

#### **4.3.3 Assessment criteria**

- The relationship of the project to approved conservation principles (eg. the Burra Charter);
- The importance of the restoration project to the heritage value of the town or place;
- The urgency/need for the works to preserve the heritage place;
- Whether the proposed work is publicly visible or in publicly accessible parts of the building, structure or place;
- Adherence to original features and credible evidence of the proposed reconstruction; and
- Whether the proposed works have received funding from any other Council grant program.

#### **4.3.4 Applicant Eligibility**

- Must be owner or occupier of the asset; or
- Have the consent of the owner if the applicant is not the owner.

## 5. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

## 6. Victorian State Legislation Copyright Acknowledgement

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## 7. Appendix

Appendix One – Smartygrants Application Guidelines Heritage Grant Scheme