

Selwyn District Council Planning Unit

Application for Selwyn Heritage Fund

Application Form 2024

Send or deliver your application to: Selwyn District Council, PO Box 90, Rolleston, 7643
For enquiries phone 0800 SELWYN (735 996) or email heritagefund@selwyn.govt.nz

Part A – Applicant

Full name: _____ Postal address: _____

Phone numbers: _____ Email: _____

Part B – Property details

Name of building, site or tree for which assistance is sought: _____

Physical location of building, site or tree: _____

Is the building, site or tree listed for protection in the Selwyn District Plan? ☐ Y ☐ N Ref _____

Is the building or site registered by the New Zealand Historic Places Trust? ☐ Y ☐ N Category _____

Status of ownership: (eg Private, Trust, Company, Other) _____

What is the building or site currently used for? _____

Part C – Project details

Complete the follow information to help the panel in assessing your application

Summary of work

Please attach detailed plans and photographs to illustrate the project.

Expert advice

Describe any expert advice sought or consultation carried out on the project (for example, advice from NZ Historic Places Trust, heritage architect or qualified arborist).

Previous work

Describe any work that has previously been carried out on the building, site or tree and give approximate costs.

Other information

Include any other information which may assist the panel in assessing your application.

Part D – Funding and administrative details

What is the total cost of the project? *(Please attach at least two quotes)* _____

Have you applied for funding from any other sources? ☐ Y ☐ N *Please specify* _____

Do you agree to a Council employee contacting you to investigate whether any other sources of funding may be available for your work?

☐ Y ☐ N

Part E –Acknowledgement

I confirm that:

1. I am authorised to sign this application either as the applicant or on behalf of the applicant.
2. The answers given on this form are true and correct.
3. The funds will be spent by the applicant in the manner declared in this application.
4. If the applicant is a group, I will be personally responsible for how the funds are spent.
5. I will inform Selwyn District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.
6. I have read and agreed with the Notes for applicants contained in this application form.

Signed: _____ Name: *(please print)* _____ Date: / /

Office use only

Does this project comply with the District Plan Rules for Protected Trees/Heritage Buildings? ☐ Y ☐ N

Does this project need Resource Consent? ☐ Y ☐ N

Account details: _____ Amount allocated: \$ _____

Payment made to the applicant: *(date)* / / Receipts received: _____

Notes for applicants

1. The purpose of the fund is to encourage and assist owners with the work required to maintain and enhance the heritage of the district.
2. Priority will be given to those sites, buildings and trees that are listed for protection in the Selwyn District Plan.
3. The fund is open only to residents and ratepayers of the Selwyn district.
4. It is a contestable fund that will be distributed among the successful applicants as grants. Grants will generally be between \$500 and \$7,500. In special circumstances larger grants may be made.
5. The fund is not available:
 - To compensate for work already done. It is intended to assist with the cost of future work.
 - For the entire cost of the project. It will complement the applicant's contribution.
 - For resource consent fees required as a result of any activity associated with this application.
6. Applications will be assessed by an appointed panel made up of two Councillors, one Council staff member, one representative from local historical groups and one professional with heritage and architectural expertise.
7. The application must be made on this application form and signed. The form can be handwritten, or it can be downloaded from www.selwyn.govt.nz and typed.
8. We encourage applicants to attach any supporting documents, such as plans, diagrams, maps and photos. Please limit this to no more than 15 pages.
9. Applications without any supporting documents will still be considered, but applicants may be asked for more information.
10. The panel assessing the applications are likely to request to see the sites.
11. The Council hereby undertakes to all applicants that information concerning private property supplied in the application, or obtained when assessing it, will become property of the Council and may be used for the publicity purposes referred to below.
12. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.
13. The recipient will be required to present receipts for the work done and a statement confirming that the work has been carried out in accordance with the information presented in the application, prior to payment of the grant.
14. Unless prior arrangement is made, grants must be paid out before 30 June 2025.
15. Late applications will not be considered. The fund is open from 1 June 2024 to 16 July 2024

Assessment criteria

1. Is the item or site listed for protection in the Selwyn District Plan? Preference will be given to applications for projects related to items already protected by the District Plan. Where the item or site is not protected by the District Plan, is some protective mechanism proposed, such as listing in the District Plan?
2. Is the item or site registered by New Zealand Historic Places Trust (NZHPT)? Generally items registered by NZHPT are considered to have regional or national heritage significance.
3. What is the significance of the item to the local community? Is there any public or community access provided? Will the project assist in educating the community about heritage or cultural issues?
4. How necessary is the proposed work to ensuring the maintenance or preservation of the item? How urgent is the work? Funding will not be available for routine maintenance such as repainting, or for improvements which are of personal or commercial benefit such as new kitchens or bathrooms.
5. Does the proposed work reflect good heritage practice? For example, is it in accord with the principles of ICOMOS New Zealand? ICOMOS is an international charter for the conservation of places of heritage value – a copy of the charter is available from the Council. Does the project support continued or compatible new use of the site or building?
6. What consultation has been carried out and/or what professional expertise has been sought for the project? For example, consultation with NZHPT, or advice from a heritage architect.
7. What funding is the applicant bringing to the project? Have other sources of financial assistance been sought?