



CITY OF VINCENT

HERITAGE ASSISTANCE FUND GUIDELINES 2025/26



The City of Vincent Strategic Community Plan 2022 – 2032 (SCP) sets the strategic direction, priorities and aspirations for the City. A key outcome of the SCP is to ensure our “built form character and heritage is protected and enhanced”.

The City of Vincent’s heritage list encompasses over 280 places of heritage significance with over 20 included in the State Register.

Through our heritage assistance fund, we provide financial assistance to people who wish to undertake approved heritage conservation projects on places listed on the City’s Heritage List, the State Register of Heritage Places or within designated Heritage Areas.

Work funded through the fund enhances the public realm, maintains and enables use of heritage-protected places, and develops community understanding about the importance of heritage conservation.

The purpose of these guidelines is to provide a comprehensive framework relating to the application and administration of the heritage assistance fund.

HOW DOES THE FUND OPERATE

The City will generally run the heritage assistance fund once each financial year, at its discretion.

Applications will be open between **14 July 2025 and 25 August 2025**.

Funding is offered on a dollar for dollar basis, with the City contributing up to 50 per cent of the total cost up to a maximum of \$5,000.

Projects are required to be completed and a receipt provided to the City by no later than **Friday, 29 May 2026**.

ELIGIBILITY CRITERIA

1. As a property owner or not-for-profit organisation, you may apply for funding for:
 - Places included on the Heritage List;
 - Places included on the State Register of Heritage Places; and
 - A contributing place within a designated heritage area.
2. The proposed project must deliver positive conservation outcomes for the City of Vincent and the community.
3. The applicant must be the registered owner of the property and a rate payer in the City of Vincent (an application can be made on behalf of a registered owner by an authorised agent noting that the City reserves the right to qualify this).
4. For physical works the applicant must have all appropriate insurances, permits and licenses for the proposed project or can demonstrate that project has been discussed with the relevant authorities including and not limited to the City’s relevant departments (planning, building and health approvals).
5. Demonstrate the capacity to fund the project up front, noting that this funding is paid upon completion of the project.
6. For strata or community title properties the applicant must have relevant approvals from owners have been secured in line with the Strata Titles Act 1985 or Community Titles Act 2018.
7. Any encumbrances have been declared. For works resulting from an insurance claim, grants are for conservation works not covered by the insurance.
8. The application must be submitted prior to the project commencement date.

Note: Proposed project on buildings that are strata-titled will be considered as one project.



TYPES OF PROJECTS SUPPORTED

Projects eligible for the heritage assistance fund generally fall into two categories, these being documentation or conservation works.

The documentation category is best suited to owners seeking professional advice in making decisions that guide future development of a heritage place.

The works category assists owners with the costs associated with conservation works on a heritage listed place.

1. Heritage Advice and Documentation

The documentation category is best suited to those who wish to attract financial assistance for professional advice, conservation plans and/or specifications that will assist in making decisions about a heritage listed place and to guide future development. This may include:

- conservation/management plans;
- heritage impact statement;
- archaeological surveys;
- re-use options study; and
- structural engineers report.

2. Conservation Works

The works category is best suited for those who wish to attract financial assistance for the costs associated with conservation and maintenance works associated with a heritage listed place.

Examples of conservation works that may be funded include, but not limit to:

- Restoration of facades, tuck-pointing and re-pointing;
- Reinstatement of original facades and facade details;
- Verandah restoration
- Re-roofing and guttering repairs for roofs and verandahs.
- Chimney repairs; and
- Removal or render to reinstate original finishes.

Please liaise with the City's Strategic Planning team to determine if your project is eligible for funding where it is not included above.



ASSESSMENT CRITERIA

Several criteria will be taken into consideration when assessing a heritage assistance fund application. An application will be granted approval where it is considered to meet the intent of the heritage assistance fund when evaluated against the following criteria:

- The applicant has demonstrated commitment and ability to complete the project and acquittal by **Friday, 29 May** of the funding round.
- The project contributes to the conservation of the heritage listed place.
- The project demonstrates value to the community.
- The proposed work improves the appearance of the place when viewed from the public realm.
- The proposed works are sympathetic to the significance of the heritage listed place.
- The project is consistent with the accepted conservation principles outlined in the Conservation Plan and/or Burra Charter.
- The proposal is consistent with the City's local planning policies.

Priority will be given to heritage places with a Management Category of A and where there is an urgency of conservation work to avert a threat to the conservation of the place.

The availability of other grant schemes, such as State Government Heritage Grants and any history of heritage funding for the place may be considered in the assessment.

INELIGIBLE PROJECTS

The following projects are ineligible for heritage assistance funding:

- retrospective funding for projects completed or commenced prior to an application being approved.
- equipment costs that will be used after the project finishes.
- new addition and extensions.
- internal works, except the conservation of significant elements of a category A heritage listed place as identified in the statement of significance.
- works to a non-contributing place within a heritage area.
- an applicant who has outstanding debts to the City.
- an applicant that has already received City funding (including in-kind) for the same project.
- the property is owned by current City of Vincent employees or their immediate families.

CANVASSING OF ELECTED MEMBERS

Canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to any grant application will result in the application being deemed ineligible.

KEY DATES

The City provides one round of Heritage Assistance Funds per year.

Applications Open
14 July 2025

Applications close
25 August 2025

Notice of decision
25 September 2025

Acquittal/finalisation
29 May 2026



HOW TO APPLY?

To apply for funding, owners must submit a heritage assistance fund application to the City via Smarty Grants – vincent.smartygrants.com.au/ and have it approved prior to any project being undertaken.

The City will not support retrospective funding for works that have been completed or commenced prior to a heritage assistance fund being submitted and approved.

The following are required to be submitted with your heritage assistance fund application:

- Completed application form; and
- Copies of at least two quotes for the project to provide evidence of comparative works and value for money.

In addition, the following must be provided:

1. Heritage Advice and Documentation

Applications for heritage advice and documentation must include:

- the scope of works – description, objectives, program for delivery; and
- minimum of two written quotes. Professional heritage advice and documentation must be from a suitably qualified heritage professional.

2. Heritage Conservation Works

Applications for conservation works must include the following:

- Plans, diagrams or a written description of the works.
- details of materials and conservation methodology.
- current property condition report, including photographs covering the application.
- professional advice and documentation previously obtained.
- evidence that the appropriate insurances, permits and licenses for the proposed works are obtained or can demonstrate that project has been discussed with the relevant authorities including and not limited to the City's relevant departments (Statutory Planning, Building and Health).
- Subject to Appendix No.20 Refunding and Waiving of Planning and Building Fees, the City can refund or waive planning fees.

Note: Unauthorised works to a heritage place may be a breach of the Planning and Development Act 2005, the Heritage Act 2018, and the Building Act 2011 and may result in penalties. We encourage you to speak to the City's Development and Design team if you believe that your works are exempt from requiring development approval.



APPLICATION PROCESS

Applications are assessed by the City's Strategic Planning team. An assessment is carefully considered with the view of maintaining the integrity of the proposal. It is important to note that not all applications are approved, and not all applications are approved for the requested amount.

Applications will be assessed in a competitive environment (funding round) against other applications received. The City regularly receives more funding applications than the available budget can accommodate. It is the responsibility of the applicant to clearly address the assessment criteria. Successful applications are those that best satisfy the assessment criteria.

The City reserves the right to request further information in considering any application, as well as the right to reject any application for any reason.

DISCLOSURE OF INTERESTS

All applicants must also disclose the following:

- Any known established relationship between the property owner (or authorised agent), managing agent or lessee and all quote providers;
- Any other funding sought or received from the City of Vincent or any other funding body for this project; and
- Any development-based incentives received for the property.

COMPLETION AND ACQUITTAL

Grants are reimbursements, meaning they are paid after the work on the project is complete.

Successful applicants are required to provide written confirmation of completion of the project and proof of payment to their contractor. Proof of completion are to include:

- invoice made out to the applicant with appropriate details of the specific work carried out, as outlined in the schedule of works;
- proof of payment by applicant i.e., a receipt or invoice showing payment in full; and
- photographs of the completed works.

Acquittals for conservation works may include an inspection of works by City Officers.

All projects must be completed by 29 May 2026 to ensure funds can be acquitted by the end of the financial year.

The City cannot carry grant funds over from one financial year to the next. If you are unable to complete the project described in the grant application for any reason, please advise the City as soon as possible.

The approved funding amount may not be paid in full in instances where eligible project expenditure is lower than forecasted within the application.



DEFINITIONS

All terms used in this Policy are defined in the Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015, the Heritage Act 2018, the Residential Design Codes and the City's Local Planning Scheme No. 2, unless stated otherwise below.

Built Heritage Conservation

means conservation as defined in the Heritage Act 2018 section 4.

Conservation in relation to a place of cultural heritage significance, means the conservation of the place so as to retain its cultural heritage significance, including:

- a. maintenance, preservation, restoration, reconstruction, adaptation and interpretation of the place;
- b. retention of the associations and meanings of the place; and
- c. retention or reintroduction of a use of the place.

Contributory place means places and structures that make a positive contribution to the cultural heritage significance of the City of Vincent.

Cultural Heritage Significance

means aesthetic, historic, scientific, social or spiritual value for individuals or groups within Western Australia.

Heritage Area means a grouped of properties which are recognised to collectively form a streetscape, townscape or cultural environment with significant characteristics, which may include architectural style, town planning or urban design excellence, landscape qualities, or strong historic associations.

Heritage Council means the Heritage Council of Western Australia established by section 11(1) of the Heritage Act 2018.

Heritage List means a Heritage List established under clause 8(1) of the Regulations. Unless otherwise noted, terms used in this policy have common meanings and include those defined in the Planning and Development Act 2005, Regulations and the Heritage Act 2018:

Local Heritage Survey means a survey prepared under section 103(1) as follows: 103(1) A local government must prepare a survey of places in its district that in its opinion are, or may become, of cultural heritage significance.

Heritage-Protected Place is a place –

- a. that is entered in the State Register of Heritage Places under the Heritage Act 2018 section 42; or
- b. that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
- c. that is the subject of an order under the Heritage Act 2018 Part 4; or
- d. that is the subject of a heritage agreement that has been certified under the Heritage Act 2018 section 90; or
- e. that is included on a heritage list as defined in clause 7; or
- f. that is within a heritage area defined in clause 7.

Place means a defined or readily identifiable area of land and may include any of the following things that are in, on or over the land:

- a. archaeological remains;
- b. buildings, structures, other built forms, and their surrounds;
- c. equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;
- d. gardens and man-made parks or sites; and
- e. a tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting.

State Register means the Register of Heritage Places established and compiled under 35(1) of the Heritage Act 2018.



USEFUL DOCUMENTS

The Australia ICOMOS Charter for Places of Cultural Significance, 2013 (The Burra Charter)
City of Vincent Strategic Community Plan 2022 – 2032
Local Planning Policy: Development Guidelines for Heritage Places
Residential Design Codes Volume 1
Local Planning Scheme No. 2
Built Form Policy No. 7.1.1
Municipal Heritage Inventory

RELEVANT LEGISLATION

Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations).
City of Vincent Local Planning Scheme No. 2
State Planning Policy 3.5 – Historic Heritage Conservation
Heritage Act 2018
Building Act 2011
National Construction Code

TRADE DIRECTORY

inContact – Heritage Council of Western Australia

DO YOU HAVE ANY MORE QUESTIONS?

Applicants can discuss their proposal with the City's Strategic Planning Team.

They are available to talk at the City's Administration Building Monday to Friday, 8.30am to 5.00pm, in person or on the phone.

Phone: 9273 6000

Email: mail@vincent.wa.gov.au

Address: Main Administration Building, 244 Vincent Street, Leederville 6007, WA