



**HE ARATOHU TUKU PŪTEA  
MŌ NGĀ KAUPAPA TAONGA  
TUKU IHO**

**FUNDING GUIDELINES  
FOR HERITAGE PROJECTS**



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# NGĀ WHĀINGA O TE PŪTEA

## PURPOSE OF THE FUND

Pre and post European settlement in Palmerston North has provided a legacy of cultural and natural heritage, that is of value to both Māori and non-Māori. The identification and conservation of places and features (e.g. trees/vegetation/buildings/objects/sites) provides the community with a sense of continuity and identity.

The Palmerston North City District Plan (Chapter 17) contains specific rules to encourage the active protection and management of natural and cultural heritage in the City. It also lists heritage buildings, objects and sites and notable trees. The fund is structured as a reimbursement scheme, where Council reimburses the owner after proof of payment has been supplied as well as receipt of an invoice.

### WHO CAN APPLY?

- Owners of listed buildings, sites, objects or trees
- Rāngitane Iwi
- Non-profit incorporated heritage groups/organisations
- Specialist heritage places conservation/management bodies





# NGĀ ARONGA ME NGĀ TINO O TE PŪTEA POAPOA

## TARGETS AND PRIORITIES OF THE INCENTIVE FUND

The Council recognises that the successful implementation of heritage policy needs to address the additional responsibility that these places can impose on their owners. The Natural and Cultural Incentive Fund provides targeted financial assistance to property owners and other relevant parties to address this situation and acknowledge community interest in heritage listed private property.

The targets of the incentive fund are:

- Earthquake-prone heritage buildings
- Heritage conservation work
- Heritage research, education and
- Notable trees

Projects will be assessed against several criteria:

- it must either be listed or proposed to be listed as a building, object or site of cultural heritage value (Appendix 17A, Appendix 17B) , or notable tree (Appendix 17C) in the Palmerston North District Plan;
- the property is privately owned (not owned or occupied by the Crown);
- the proposed work has all necessary Council and/or Heritage New Zealand Pouhere Taonga approvals;
- the contribution that the proposed work will make to the ongoing conservation and/or retention of the building, object or site;
- the urgency of the work;
- the degree to which the exhibits sound heritage management planning (ie. input from a qualified heritage professional);
- the extent to which the proposed work conforms with the principles and processes set out in the ICOMOS (NZ) Charter for the Conservation of Places of Cultural Heritage Value;
- the degree to which the applicant is financially contributing to the project;

- the financial and project management capacity of the applicant; and
- the amount of money available in the fund at any particular time and the need for equitable distribution.

If an application is successful, all work must be carried out and completed within one year and invoiced to Council by 30 June the year after completion. Funding will be released after confirmation of the approved work and authentication of expenditure. Retrospective applications will not be considered unless communication has taken place before the works commence. Council holds full discretion to accept or decline retrospective applications, and Council retains the discretion to approve grants above the stated maximums for large or complex projects, or where the fund is not fully allocated.

**Note: Depending on availability of funds, applications may also be considered for street character buildings or buildings located in a heritage precinct.**

## FUNDING PRIORITIES

Given the requirements of the Building (Earthquake-prone Buildings) Amendment Act 2016, the primary priority of the Incentive Fund will be earthquake strengthening of heritage buildings listed in the District Plan.

Secondary priorities include projects on listed buildings, objects or sites which meet one or more of the following conditions:

- Urgent work to avert a threat
- Improve public accessibility or visibility documentation to prioritise action required to conserve or manage (e.g. asset management plans)
- Essential maintenance, repair or stabilisation
- Public education/promotion of the City’s cultural heritage resources.

## FUNDING CATEGORIES

Within the Natural and Cultural Heritage Incentive Fund, there are four categories:

- Protecting Palmy History
- Strengthening Palmy History
- Promoting Palmy History
- Notable Palmy Trees

To apply for funding, applicants should fill out a Natural and Cultural Heritage Incentive Fund application form via the Smarty Grants portal on the PNCC website ([pncc.govt.nz/communityfunding](http://pncc.govt.nz/communityfunding)). Applications should be submitted under the category relevant to the project. Applicants are required to submit information detailing the proposed work.

# TE PENAPENA I TE HĪTORI O PAPAIOEA

(TE RAUHĪ, TE RAUPINE, TE WHAKAPŪMAU)

## PROTECTING PALMY HISTORY

(PROTECTING/ REPAIR/ MAINTENANCE)

Applications for funding for projects (maintenance, repair, restoration) on listed heritage buildings/objects/sites are invited annually. Funding will only be provided on completion of the project and certification of works unless a staged funding programme has been agreed. The amount of funding that is approved per project will be up to a maximum of:

- Commercial properties - \$20,000
- Community properties (not subject to rates) - \$20,000
- Residential properties - \$10,000
- Conservation asset management plans - \$5000

Council retains the discretion to approve grants above the stated maximums for large or complex projects, or where the fund is not fully allocated.

Projects for the Protecting Palmy History category will be assessed against the following criteria:

- The project will contribute to the ongoing maintenance and usability of the building;
- The project will lead to repairs and/or restoration to the building talking place for future preservation of both the building and associated heritage features;
- The project will protect the building's heritage status.

### DEFINITIONS

- **Maintenance** – the protective care of a place.
- **Repair** – restoring to a good condition.
- **Restoration** – returning a place as much as possible to a known earlier state by reassembly, reinstatement and/or removal of extraneous additions.
- **Stabilisation** – the process of making something physically more stable.

# TE WHAKAPAKARI I TE HĪTORI O PAPAIOEA

(NGĀ WHARE KAHURANGI O NEHE E WHAKARAERAE RŪ WHENUA ANA)

## STRENGTHENING PALMY HISTORY (EARTHQUAKE-PRONE HERITAGE BUILDINGS)

If a building is identified on Council's list of buildings requiring earthquake strengthening and is listed in the District Plan Schedule of Buildings & Objects of Cultural Heritage Value (or is identified as having streetscape value) then assistance for upgrades can be provided. Funds are available up to a maximum of \$60,000 per building across the following three phases:

- Feasibility study (phase 1) - \$20,000 maximum
- Working drawings (phase 2) - \$20,000 maximum
- Structural works (phase 3) - \$20,000 maximum

Council retains the discretion to approve grants above the stated maximums for large or complex projects, or where the fund is not fully allocated.

Funding support for a feasibility study (phase 1) is available for applicants undertaking due-diligence regarding an earthquake-prone heritage building that they do not currently own. Should the applicant not purchase the building, the feasibility

study will be retained by the Council and made available to other interested parties.

Council will liaise with building owners and discuss options for an approach to upgrade.

A Council approved registered engineer, qualified in structural engineering is used to carry out the feasibility study and to produce working drawings. Council will retain the feasibility study and working drawings.

If an application is successful, all work must be carried out and completed within one year and invoiced to Council by 30 June the following year after completion. Funding will be released following confirmation of the approved work and authentication of expenditure.

Projects for the Strengthening Palmy History Fund will be assessed against the following criteria:

- The extent to which the project contributes to the structural strengthening of the building to help protect it from seismic events.



# TE WHAKATAIRANGA I TE HĪTORI O PAPAIOEA

(NGĀ AKORANGA TAONGA TUKU IHO, TE WHAKATAIRANGA,  
TE RANGAHAU)

## PROMOTING PALMY HISTORY

(HERITAGE EDUCATION/ PROMOTION/ RESEARCH)

Applications for heritage education/ promotion projects will be invited once a year by public notice. These may be projects which:

- identify and document places of potential cultural heritage value in the city;
- the history of the links between people and Palmerston North; or,
- educate or inform the public of the cultural heritage resources that exist in the city.

Funds available are 50% of an approved project, up to a maximum of \$5,000.

Projects for the Promoting Palmy History category will be assessed against the following criteria:

- extent of improved opportunities for wider public appreciation of Palmerston North's heritage resources;

- degree of assistance it will give to educating the public in methods/techniques to maintain and enhance Palmerston North's heritage resources;
- how the project extends knowledge of the historical connection/relationship between an individual/family/group/culture and Palmerston North;
- financial contribution of the applicant;
- financial and project management capacity of the applicant; and,
- funds available in the Natural and Cultural Incentive Fund with respect to equitable distribution.

# NGĀ RĀKAU TAIEA O PAPAIOEA

(TE PENAPENA, TE WHAKAPAIPAI)

## NOTABLE PALMY TREES

(MAINTENANCE/ TRIMMING)

Owners of notable trees listed in the District Plan can apply for funding for maintenance and trimming.

The total amount of what can be claimed is:

- Reimbursement of up to 70% of the arborists work, up to a total of \$400 for one tree, or \$1500 for a group of trees

Requirements

- Minor maintenance work only
- Must use preferred contractor
- No fees for resource consent for minor maintenance.

The following process should be undertaken when applying for reimbursement under this stream:

### Step One:

Obtain quotes from at least two preferred contractors

### Step Two:

Apply via the Smarty Grants portal and fill out the required forms (including application for Resource Consent)

### Step Three:

Council officer will assess the application and notify you of outcome

### Step Four:

Once approved, undertake the works in line with the Resource Consent conditions

### Step Five:

Once the work has been completed, the owner will need to pay the contractor in full upon receipt of invoice to pay the contractor is full upon receipt of invoice

### Step Six:

Contact [heritagefund@pncc.govt.nz](mailto:heritagefund@pncc.govt.nz) with proof of payment, and create an invoice to enable Council to reimburse you. Please also provide photos as evidence.





## TE WHAKAPĀ MAI CONTACT DETAILS

For advice and technical queries related to heritage buildings, sites or objects,  
or if you have question related to applications for funding please contact:

[heritagefund@pnccgovt.nz](mailto:heritagefund@pnccgovt.nz)  
06 356 8199

