

# **Guidelines for completing an application form**

## **How do I determine the heritage status?**

Please indicate the existing heritage status of the place. The place must be included in the Victorian Heritage Register or a Heritage Overlay of a local planning scheme. Places which are in the process of being considered for each of the above categories are also eligible provided the controls are in place before the project works are due to commence. Applicants can confirm the heritage status of the place by reference to Heritage Victoria for places included in the Victorian Heritage Register and to the local council for places included in a Heritage Overlay.

Inclusion of a place in the Register of the National Estate or classification by the National Trust does not necessarily mean that the place is also included in the Victorian Heritage Register and/or in a Heritage Overlay of a local planning scheme.

## **What is the nature of the project works?**

Projects will be assessed for urgency according to the following benchmarks, in priority order:

1. critical works resulting from a sudden event, for example natural or other disasters, situations involving public safety, and the like
2. urgent works to stabilise or secure a place, where failure to act will cause accelerated deterioration of the building structure or fabric
3. desirable works to conserve the fabric of a place, for example general repairs, other non-urgent conservation works and reinstatement of missing features.

All funded works must be carried out in accordance with the Australia ICOMOS Burra Charter. Copies of the Burra Charter are available from Heritage Victoria or the Australia ICOMOS web site: [www.icomos.org/australia](http://www.icomos.org/australia). Routine maintenance works and adaptive works, such as provision of new kitchens and bathrooms, are generally not eligible.

## **How do I present the project budget?**

Applicants should provide a realistic project budget. This would preferably be based on quotations or estimates from a builder, architect, engineer or quantity surveyor.

## **Are Conservation Management Plans required?**

For complex and large-scale projects it is desirable that a Conservation Management Plan has been prepared to guide the works and promote responsible asset management. It also makes it

easier for the impact of the works on the significance of the place to be assessed and means that a prioritised works schedule is already in place.

### **Is funding required from other sources?**

Preference is given to proposals where the applicant and/or owner makes a reasonable financial or in-kind contribution to the project cost. Consideration is also given to situations where the applicant could not proceed with the project, or would be forced to reduce its scope or quality, without assistance. In such cases, past expenditure on conservation works to the place may be taken into account in assessing applications. Where the applicant is unable to make a contribution to the project cost, the reasons should be explained in supporting material attached to the application.

### **Do I need a project manager or conservation specialist?**

Small or simple projects may not require the input of a conservation specialist or project manager. However, large and complex works normally need an architect, engineer or project manager, and personnel with appropriate heritage conservation expertise. Projects must be efficiently managed within specified time frames.