



Application Form National Heritage Preservation Incentive Fund

Please complete all sections of this application form and send to the nearest Heritage New Zealand office (see page 9 of this form), enclosing all supporting documents as specified. Continue answers on a separate sheet if necessary. The last two pages of this form have been provided for this purpose.

APPLICANT DETAILS:

Applicant's name:

Select whether individual or representative

Select from drop list

Postal Address:

If representative, name of group, agency or organisation

If representative, summary description of legal status, purpose and activities of group, agency or organisation

Phone:

Email:

GST Registered?

Select from drop list

If yes, provide GST number:

PROPERTY DETAILS

Name of the property:

Owner of the property *(if different to applicant)*:

Address *(number, street name, suburb, town, locality, region)*:

Record of Title details *(please attach a copy of Record of Title)*:

LISTING DETAILS OF THE PROPERTY:

Is the property entered on the List in accordance with the Heritage New Zealand Pouhere Taonga Act 2014?

Select from drop list

If yes, what type of entry is it on the List?

Select from drop list

BRIEF DESCRIPTION OF HERITAGE VALUES OF THE PROPERTY:

The type of site or place (*e.g. building, structure, archaeological site*):

A one or two paragraph summary description of the historical or cultural heritage values of the property

Māori heritage values if applicable

DESCRIPTION OF CONSERVATION WORK PROPOSED:

Describe the scope of the project and whether it is part of a staged programme of work. Add a one or two paragraph summary description of the conservation work proposed for funding.

Append a copy of any plans, reports, technical assessments or work schedules that have been prepared, if applicable.

Details of any conservation plans and/or specifications if any. *Note summary information including author or specifier, title and date, and append a copy of the document or documents to your application*

List the key personnel involved in the project and their relevant area of expertise

DESCRIPTION OF CONSERVATION WORK PROPOSED (CONTINUED):

A description of why the proposed conservation work is being undertaken, and why it is important

Description of how the property will benefit from the proposed conservation work

Description of how the general public will benefit from the proposed conservation work

CONSULTATION:

Description of any consultation that has taken place

If the application concerns Māori heritage (wāhi tapu, wāhi tapu areas, or historic place or historic area of Māori interest), where the application is not made by the appropriate whānau, hāpu or iwi, indicate if endorsement by the appropriate whānau, hāpu or iwi has been received and attach evidence of that endorsement.

Name(s) of whānau, hāpu or iwi

Endorsement received and attached to application

Select 'yes' or 'no' from drop list

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

PROJECT TIMING:

Indicate the degree of urgency of the conservation work – how quickly is the conservation work needed, and within what timeframe should work commence? Are resource consents or building consents needed and have they been applied for/granted?

Description of when the proposed conservation work will start and finish.

Project start date: Project finish date:

Description of what, if any, proposed conservation work has already commenced or been completed.

ASSESSMENT OF COSTS OF CONSERVATION WORK PROPOSED:

Item	Cost incl GST	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
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<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Total cost of project including GST		<input type="text"/>
GST component		<input type="text"/>
The sum of assistance sought including GST		<input type="text"/>

The source of other funds for the work being provided by the owner/applicant (work that has already received Crown funding is not eligible).

N.B. Please append copies of any supporting quotes or invoices to your application.
The Fund will generally support no more than 50% of the total project costs up to a maximum of \$100,000.

DECLARATION:

The applicant hereby declares that all information contained in this application is true and correct, and agrees that:

- ▶ The information in the application and information subsequently generated in relation to the application will be made available if required under the Official Information Act 1982.
- ▶ Compliance with all applicable regulatory requirements is the responsibility of the recipient.
- ▶ The property will be made available for inspection of the heritage values and the proposed conservation work.
Note: Information and evidence collected will be used only for the purpose of the administration of the National Heritage Preservation Incentive Fund.
- ▶ Further information will be provided by the applicant if this is needed to substantiate or assess the case for funding.
- ▶ No material information has been deliberately omitted or withheld from this application.

Name: Date:

Signature:

Application Checklist

National Heritage Preservation Incentive Fund

Before submitting your application to Heritage New Zealand Pouhere Taonga, have you:

Spoken to one of our advisors about your proposal

Checked that you are eligible to apply - see <http://www.heritage.org.nz/protecting-heritage/national-heritage-preservation-incentive-fund>

Provided a current record of title

Told us whether you are registered for GST; if so have you provided your GST number

Provided a New Zealand Heritage List number

Given a full description of the proposal and scope of the work

Provided a statement from an independent heritage conservation professional on the appropriateness of the work, if available

Appended photographs of the building and the parts of the building work is to be done on, plans, reports, heritage assessments, condition reports as appropriate

Identified who will be involved in the project and their area of expertise

Given details of whether resource or building consents are necessary; if so whether consents have been applied for or granted

Provided information on why the work is needed and the urgency, start and finish dates

Given details of any consultation you have undertaken

If you are applying for work related to Māori heritage, details of consultation with iwi

Given a breakdown of costs (including GST) and provided supporting information, including any quantity surveyor estimates, quotes from suppliers and contractors and checked that the correct cost estimates have been entered into the table

Indicated whether the work is part of a staged programme

Indicated how much you are applying for (including GST) and shown all other sources of funding including the applicant's own funding

Signed and dated your application as owner or as authorised representative

Please submit this completed checklist with your application.

Heritage New Zealand Offices:

Northland Area Office

(for applications from Northland)

PO Box 836, Kerikeri 0245

Phone: (09) 407 0470

Email: infonorthland@heritage.org.nz

Northern Regional Office

(for applications from Auckland, Hauraki, Thames / Coromandel)

PO Box 105-291, Auckland 1143

Phone: (09) 307 9920

Email: infonorthern@heritage.org.nz

Lower Northern Area Office

(for applications from Bay of Plenty, Waikato, Gisborne)

PO Box 13339, Tauranga 3141

Phone: (07) 577 4530

Email: InfoLowerNorthern@heritage.org.nz

Central Regional Office

(for applications from lower North Island, Nelson / Tasman, Marlborough)

PO Box 2629, Wellington 6140

Phone (04) 494 8320

Email: infocentral@heritage.org.nz

Southern Regional Office

(for applications from Canterbury, West Coast)

PO Box 4403, Christchurch 8140

Phone: (03) 363 1880

Email: infosouthern@heritage.org.nz

Otago / Southland Area Office)

(for applications from Otago, Southland)

P O Box 5467, Dunedin 9058

Phone: (03) 477 9871

Email: infodeepsouth@heritage.org.nz

Tira Pouhere Taonga

(for applications concerning Maori heritage)

PO Box 2629, Wellington 6140

Phone: (04) 472 4341

Email: information@heritage.org.nz

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ADDITIONAL INFORMATION:

Use this sheet to provide any extra information required for your application.

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