Canterbury Earthquake Heritage Buildings Trust

Operational Guidelines

1.0 Introduction

1.1 The Canterbury Earthquake Heritage Buildings Trust (the Trust) has been established to support recovery and assist with the repair of heritage buildings in Canterbury following the 4 September 2010 earthquake and subsequent earthquakes and aftershocks. Since April 2014 it is administered by Heritage New Zealand Pouhere Taonga\(^1\) (Heritage New Zealand) in partnership with the Ministry of Culture and Heritage, Selwyn District Council and Waimakariri District Council.

2.0 Purpose

2.1 The Trust has been established to assist owners to repair damage to heritage buildings caused by the series of earthquakes in the Canterbury region since September 2010.

2.2 The Trust is for heritage buildings, defined in the Policy as:

- historic buildings listed in a District Plan or entered on the New Zealand Heritage List; or
- buildings and groups of buildings that make a significant contribution to the historic identity and visual character of communities; or
- marae buildings and other buildings of significance to Māori; or
- remaining parts (such as facades) of any of the above types of buildings.

"Heritage buildings" are not limited to buildings scheduled or listed in a District Plan or entered on the New Zealand Heritage List. Applications for funding for buildings that are not scheduled/listed or entered on the New Zealand heritage List, however, will need to demonstrate their significance, and non-listed residential buildings will be treated as lower priority than other heritage buildings.

2.3 Funding is not available for heritage places that are not buildings. The meaning of buildings for the purposes of this fund will be the same as the meaning under the Building Act 2004 section 8 and 9.

2.4 For the purposes of the Trust, "Canterbury" means the area within the Canterbury Regional Council's boundaries.

2.5 The Trust Policy should be read in conjunction with these Operational Guidelines. The Trust will be used to achieve the maximum public benefit with priority given to places of greatest

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\(^1\) The New Zealand Historic Places Trust became Heritage New Zealand Pouhere Taonga on 20 May 2014.
heritage significance. Funding will be targeted at the gap between any insurance cover and the total cost of works.

3.0 Eligibility in Relation to Ownership

3.1 Private owners (including multiple owners of land, for example, private Māori land) whose properties and works meet the eligibility requirements will be eligible to apply to the Trust. Not-for-profit groups and organisations such as incorporated societies, charitable trusts and companies with charitable status will also be eligible to apply to the Trust.

3.2 Private owners eligible to apply to the Trust may include those owners who hold a long-term lease to a property under the Land Transfer Act 1952, tenure under the Crown Pastoral Land Act 1988, or other long term lease or concession as provided for under the Reserves Act 1977. In these cases eligibility will be decided upon on a case-by-case basis considering:
- the nature and history of occupation and lease;
- evidence of commitment of the owner to occupy and maintain the property; and
- any relevant covenant over the property.

3.3 As stated in the Policy, public sector agencies will not be eligible to apply to the Trust.

4.0 Scope of Works Eligible for Funding

4.1 The following works are eligible for funding, and Trustees will determine at their discretion the works that will be funded, within the scope of eligible works:
- repairs of damage caused by the earthquakes and aftershocks;
- works required by the Building Act and Code;
- upgrading of an earthquake-damaged building’s structural performance;
- professional services relating to these works;
- temporary protective measures such as weatherproofing, stabilisation of the building, and cordons to protect the public.

4.2 Funding for temporary protective measures and other urgent works, where necessary to protect the fabric of the building, may be approved retrospectively.

4.3 Repairs to retaining walls may be eligible for funding if these walls are essential to the structural integrity of the building.

4.4 The following works are NOT eligible for funding:
- conservation and maintenance works unrelated to the repair or strengthening of earthquake damaged buildings;
- strengthening of non-earthquake-damaged buildings;
- construction of new buildings or structures;
- additions or extensions to existing buildings;
- removal, relocation or demolition of buildings or structures; or
- insurance, debt repayments or re-financing costs.

NOTE: Although retention of a building’s façade only is not generally considered to be best conservation practice, the Trustees will consider applications for funding for works involving façade retention where this will contribute to the wider heritage values and/or the visual character and quality of the surrounding streetscape or area, and adjoining buildings and settings.

5.0 Assistance Available
5.1 Assistance will be available in the form of grants. Decisions to approve applications in whole or in part will be made by the Trustees and decisions of the Trustees will be final. Decisions of grant dollar amounts will be at the absolute discretion of the Trustees depending on the factors set out in the Operational Guidelines, in particular the Criteria for Assessing Grant Applications.

5.2 Approved grants may be less than the sum applied for.

5.3 Only one grant will be made per property. Where work has commenced following approval of a Grant and the full extent of the repair work is greater than anticipated a revised scope of work may be submitted for consideration.

5.4 The Trust will pay up to 50% of the total cost of the works in each case, the other 50% of the cost to be made up of any source (including insurance settlements, owner's finances, other financial grants).

5.5 Funds which were donated for work on a nominated building will be used for that purpose wherever possible. Where the project for which the funds were tagged is not being funded these funds will become part of the general fund to be allocated for any purpose.

6.0 Criteria for Assessing Grant Applications

6.1 The Trustees will use the following criteria to assess applications to the Trust:
- the relative heritage value of the building;
- the contribution that the proposed work will make to the wider heritage values and/or the visual character and quality of the surrounding streetscape or area, and adjoining buildings and settings;
- the degree to which the proposed works are consistent with the conservation principles and practice of the ICOMOS (NZ) Charter;
- the feasibility and durability of the proposed work, taking into account the condition and environmental setting of the property and provision for project management and suitably qualified supervision.

6.2 Decisions on fund allocation will take into account:
- value for money in the national and regional public interest;
- geographic spread; and
- the types of heritage to be conserved.

6.3 The Trustees and Heritage New Zealand will ensure that any conflicts the Trustees may have are appropriately recognised, managed and avoided. In considering the Grant Application the likely hood that the necessary consents will be granted for the works will be considered. The granting of an application by the Trustees in no way indicates the position that Heritage New Zealand will adopt in relation to any of the necessary consents for the project including the resource consents.

7.0 Applications for Funding

7.1 The information requirements for applications to the Trust are similar to those which will be required to support resource consent applications.

7.2 An application must be completed by the property owner on the form provided and include:
• a description of the heritage value of the building, and the contribution that the proposed work will make to the wider heritage values and/or the visual character and quality of the surrounding streetscape or area, and adjoining buildings and settings, with reference to the relevant district plan and to the New Zealand Heritage List (managed/administered by Heritage New Zealand);

• a full scope of works and an assessment of total costs (costs must be independently verified, preferably by a Quantity Surveyor) — for listed heritage buildings, or those entered on the New Zealand Heritage List, work must be carried out by appropriately skilled and, as appropriate, qualified professionals;

• a full engineering report appropriate to the earthquake damage sustained and works proposed in the application for funding;

• how the project will be managed and the proposed timeframes for completion of works;

• funds from other sources, including insurance and the owner’s contribution, and the amount of assistance sought — a verified estimate must be provided of private insurance cover;

• evidence of the feasibility and durability of the work; and

• the amount and purpose of any previous grants received for conservation and maintenance of the building.

7.3 Applicants may be asked to provide further information. Once checked by a planner responsible for heritage at the appropriate territorial authority, the application will be passed to Heritage New Zealand for consideration. Or in the case that the application is given to Heritage New Zealand directly then it will be considered by that organisation in the first instance. The Trustees will not consider an application until all necessary supporting information is provided.

7.4 The Trustees will meet monthly so that applications can be considered in a timely manner.

7.5 The Trust may make public the name of the recipient, the name and address of the property and its heritage significance, the funding allocated, and the scope of work. All financial details provided by applicants will be treated as confidential, other than the total cost of the work.

7.5 The Trustees will assess applications in accordance with the Policy taking into account any recommendations from territorial authorities and these operational guidelines. The Trustees will make the decision as to whether or not an application will be provided funding.

8.0 Conditions on Receipt of Funding

8.1 Approval of funding will be confirmed following signatures by the Trustees and the recipient to a Contract specifying the work to be funded and the applicable conditions.

8.2 In each case, a heritage covenant with Heritage New Zealand under Heritage New Zealand Pouhere Taonga Act 2014 will be considered as a condition to provide protection to the building and for funds invested from the Trust, and the costs to the applicant of establishing a covenant may be included in the approved funding. The Trustees will give particular consideration to a covenant to provide protection when there is no other form of protection in place. Covenants will be required where funding from the Trust exceeds $150,000.

8.3 Standard Contracts will be entered into for all grants. This Contract is attached as Appendix 1.

9.0 Role of Trustees
9.1 The Trustees, on behalf of the Trust, will allocate funds according to the Trust Deed and Policy. The Operational Guidelines are established by the Trustees and may be reviewed from time to time.

10.0 Monitoring

10.1 The relevant territorial authorities and Heritage New Zealand will monitor all funded work and compliance with conditions.