

# Heritage Adaptive Reuse Grants Guidelines



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## Disclaimer

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COVER IMAGE: Palace Hotel. Credit: Jarrad Seng

## Acknowledgement of Traditional Custodians

The City of Perth would like to acknowledge the traditional custodians of this region, the Whadjuk people of the Noongar Nation, and pay respect to their Elders past, present and emerging.

# The City's Aspiration

The City is committed to supporting initiatives and projects that contribute to our aspiration for Perth – Liveable, Sustainable and Prosperous. Through grants and sponsorships the City supports others to make Perth a great place for people to live, work and visit. We aim to facilitate stakeholders to build a sense of vibrancy, celebrate and develop our diverse cultural experiences as well as support economic growth to enable Perth to continue to compete on the world stage as one of the great liveable cities.



Liveable



Sustainable



Prosperous



# Introduction

The City of Perth recognises the importance of the adaptive reuse of Perth's heritage spaces to increase the sustainability, liveability and prosperity of the city. Restoring and adapting Perth's unique heritage fabric, visual appeal, activation, visitation and asset value assist in maintaining and enhancing the value proposition of the central CBD as a destination for people to live, work and visit.

Through the Heritage Adaptive Reuse Grants program, the City will provide funding for projects that assist the revitalisation of heritage-protected buildings. Projects that can demonstrate an intent to enter into a partnership with a tenant

or activator\* of at least part of the renovated space which contributes to the intended outcomes of this program will be looked upon favourably.

The primary objectives of the Heritage Adaptive Reuse Grants program are to support, assist and encourage property owners to activate the vacant and underutilised spaces of heritage buildings in the central business district, specifically located within the area bounded by St Georges Terrace, William Street, Wellington Street and Barrack Street (as indicated on page 6).

This activation is critical to:

- supporting existing businesses;
- providing a tourism drawcard;
- enhancing amenity and passive surveillance;
- attracting investment;
- accommodating businesses, creative industries and increased residential in the CBD core;
- supporting a vibrant, safe after-hours and night-time economy; and
- facilitating the economic multiplier effect and social growth of the city centre.

*\* Activator = enhances public engagement and participation*

## Program Outcomes



### Liveable

#### Cultural Identity

Celebrate and respect our valuable built heritage so future generations can continue to enjoy the city's rich culture. Create a sense of unity and belonging within the community and provide insights into our stories and our layers of history.

#### Activation

Activation of vacant and underutilised spaces of heritage buildings in the central business district which is critical to supporting existing businesses, creating new opportunities and results in a positive activation and compatible reuse outcome.



### Sustainable

#### Conservation

Conservation and improvement to the presentation and condition of a heritage-protected place that will preserve and continue its active use.



### Prosperous

#### Local business support and economic growth

Contribute to economic growth of the city centre through redevelopment activity that supports existing businesses by providing a tourism drawcard, enhancing public use, attracting investment, supporting the night-time / after-hours economy, accommodating businesses and increased employment; and supports the creative industries with the provision of space.

# Eligibility Criteria

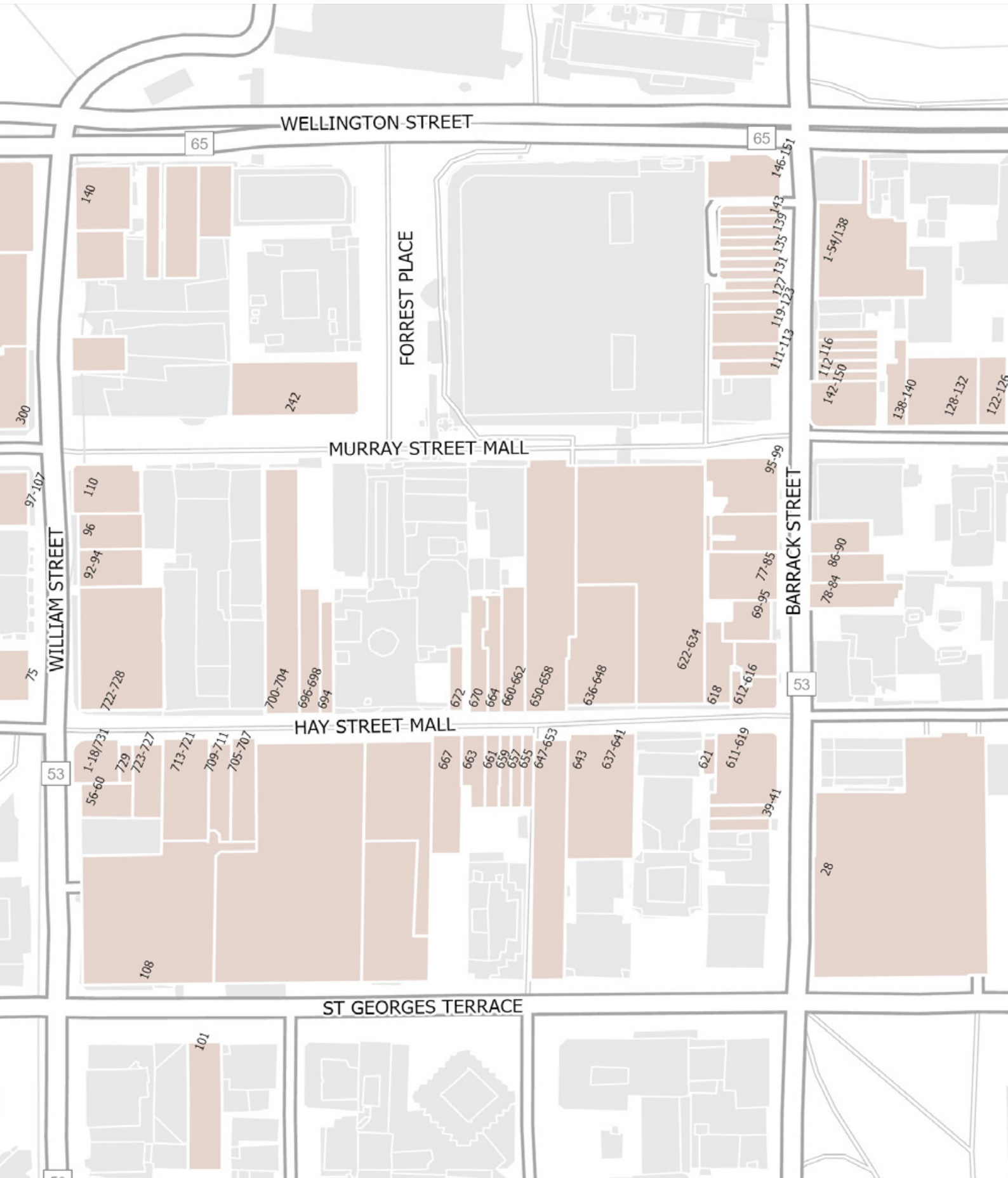
All applications for Heritage Adaptive Reuse Grants with the City **must** meet the following eligibility criteria.

- 1 The proposed Adaptive Reuse Works must deliver positive heritage conservation outcomes for the City of Perth and the community;
- 2 Have an approved Development Application;
- 3 Be a legally constituted entity or individual with an Australian Business Number (ABN) or be under the auspice of an Australian legal entity;
- 4 Demonstrate financial viability without the City's funding (an individual project may not be viable without the City's support, however the organisation must be);
- 5 The property is to be an identified building as listed on the plan shown on page 5.
- 6 The property must be a rateable property that is defined as a heritage-protected place under Schedule 2, Clause 1A of the **Planning and Development (Local Planning Schemes) Regulations 2015**.
- 7 The Property must have a substantial amount of gross leasable building area, being above or below ground level and unoccupied or vacant, for a period exceeding three years, with supporting documented evidence to the City's satisfaction. The City will consider 25% or more of the gross leasable building area to be a substantial amount;
- 8 The proposed Adaptive Reuse Works are realistically able to be completed within three years following Council's approval of the Grant Application; and
- 9 The applicant must be the registered proprietor of the Property and a ratepayer in the City of Perth (an Application can be made on behalf of a registered proprietor by an authorised agent of that registered proprietor noting the City reserves the right to qualify this).
- 10 Applicants who have received any development-based incentives for the from the City of Perth for the property are eligible to apply.



Property Plan for Eligibility

FIGURE 1 Property Plan for eligibility







**The City of Perth will not consider applications from:**

- The Commonwealth or State Government Departments;
- A political party;
- An applicant that (in the City of Perth's opinion) supports, promotes or facilitates violence, intolerance or discrimination;
- An employee or elected member of the City of Perth, or their immediate family members;
- An applicant that has outstanding debts to the City of Perth;
- An applicant who is in legal conflict with the City of Perth;
- An applicant that has failed to provide satisfactory acquittal reporting for any previous City of Perth funding;
- An applicant that has already received City of Perth funding (including in-kind) for the same Adaptive Reuse activity project;
- An applicant that has already applied for City of Perth funding (including in-kind) for the same Adaptive Reuse activity project and been refused;
- An applicant that conducts themselves in a way the City of Perth considers to be injurious or prejudicial;
- Properties that are nonrateable, rates exempt or properties that will cease to be rateable after completion of the Adaptive Reuse works; and
- Retrospective applications for Adaptive Reuse Works that have already been completed.

**The City of Perth will not consider applications for the following projects or project expenses:**

- Projects where the City of Perth consider the primary purpose to be political;
- Projects that the City of Perth consider denigrate or exclude parts of the community or have an adverse effect on public health, safety, the environment or heritage;
- Projects that request reimbursement of funds already spent;
- Projects that are for debt reduction or operational deficits; and
- Project legal expenses.

The City will **not** support recurrent operational funding, including, but not limited to wages, salaries, or administrative overheads. Additional eligibility and other application requirements are set out in the **City's Sponsorship and Grants Policy**. The applicant must review the Policy prior to submitting an application for sponsorship funding and, to the extent of any inconsistency, the Policy takes precedence over this document.

# Assessment Criteria

Eligible applicants for Heritage Adaptive Reuse Grants will be assessed against the extent to which the application can address all the following criteria:

## Essential Criteria

- 1 Project must provide evidence of compliance with a Conservation Management Plan (where applicable);
- 2 Project should demonstrate achievability of the design through a project plan; and demonstrate budget rigour and value for money through a current budget;
- 3 Project should have demonstrated viability through evidence of support from other funding sources;
- 4 The extent to which the project:
  - results in the **conservation** and improves the presentation and condition of a heritage protected place (i.e. through demonstrable improvements to the fabric of the building);
  - results in a positive **reuse** outcome which is compatible with the cultural heritage significance and enhances the cultural identity/tourism appeal of the place;
  - provides a positive **activation** outcome for previously **vacant or underutilised spaces** as well as the **surrounding area**; and/or
  - will deliver **economic growth** and benefit for the city and community through the creation of new employment opportunities, tourism or residential dwellings on the subject property; and
  - results in at least a **substantial increase in leasable floor space** within the property. The City will consider 25% or more of the gross leasable building area to be a substantial amount.
- 5 Applicant should demonstrate intent to enter into a partnership with an organisation as a proposed tenant or activator of at least part of the renovated space which contributes to the intended outcomes of this program.

# General Information

## Key Dates

The City will accept applications for Heritage Adaptive Reuse Grants at any time, however decisions are made on a case-by-case basis in line with budget and strategic priorities.

This grant operates as exhaustive funding and the City reserves that right to close the program once the available budget has been expended.

The proposed Adaptive Reuse Works to commence within two years of approval of the Development Application however completed within three years following Council's approval of the Grant Application.

<b>Applications open</b>	1 July 2022
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## Funding Levels Available

For a Heritage Adaptive Reuse Grant, the City may contribute 10% of the total cost of the Adaptive Reuse Works being undertaken but is capped at a maximum of \$1,000,000 on any one project.

## How to Apply

Applications for Heritage Adaptive Reuse Grants must be submitted through the City's approved online management portal, **SmartyGrants**. Applications should be submitted prior to the commencement of the Adaptive Reuse Works.

You are required to discuss your application with a City Sponsorship Officer prior to commencing an application to ensure you are applying in the most suitable program.





## Documentation Required for Application

The following supporting documentation must be submitted with the online application form on SmartyGrants:

- Evidence that the applicant has the proper authority to act on behalf of the landowner/s of the Property. Where the applicant is representing a landowner, or group of landowners, the applicant must provide their legal authorisation. Examples of this authorisation include:
  - Letter of Authority (must be on company letterhead);
  - Power of Attorney; and/or
  - Company Statement/Extract.

### The City reserves the right to check documentation

- A succinct current property condition report from a suitably qualified consultant inclusive of current photos/imagery;
- A Project Scope including project description, objectives and timetable (tangible outputs, funding stages, phasing and milestones);
- A copy of the approved Development Application;
- Plans of the proposed Adaptive Reuse Works prepared to a development application standard which clearly highlight the proposed improvements and areas being adapted;
- An itemised budget (cost breakdown structure and grant and recipient contribution);

- Evidence of full value building insurance cover for the Property;
- Evidence of a net economic benefit to the City and the community by the value of new employment (construction and ongoing), tourism or residences created within those spaces undertaken in consultation with City staff;
- Evidence provided to the satisfaction of the City, that the Adaptive Reuse proposal will result in at least a 25% increase in leasable floorspace within the property;
- A Heritage Impact Statement from a suitably qualified heritage consultant which will show how the works will deliver a positive heritage outcome or the development of Conservation Management Plan for the Heritage Place. If there is already a Conservation Management Plan developed for the Heritage Place, please provide this with your Application.

### All applicants must also disclose the following:

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

London Court. Credit: Jarrad Seng

## Assessment Process

Applications are assessed by a minimum three-person funding panel, which may recommend full, part or no funding to the City of Perth Council as the decision-making authority. The recommendation is carefully considered with the view of maintaining the integrity of the proposal.

The City regularly receives more applications than the available budget can accommodate. Therefore, 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.





## Decisions and Notifications

Applications may be accepted or rejected or part-funding approved, and the decision is final and not subject to any further appeal within the City.

Allow up to four (4) months to be notified of a decision under this grant program.

## Funding Agreements

Successful applicants for Heritage Adaptive Reuse Grants must enter into a written funding agreement with the City before any funding is provided to the successful applicant. The City of Perth will not be under any obligations in relation to a successful applicant until the parties execute an Agreement.

Successful applicants will also be required to enter into a Heritage Agreement with the City of Perth prior to grant funding being released.

The Heritage Adaptive Reuse Funding Agreement will include the following terms:

- Funding shall only be used for the approved Adaptive Reuse Works;
- The proposed Adaptive Reuse Works to be completed within 36 months of the Application being approved by the City;
- The Property must be maintained in accordance with the Heritage Agreement;
- All relevant approvals, permits and licenses must be obtained for the funded works;
- There must be on-site public acknowledgment of the Heritage Adaptive Reuse Grant and applicants must meet any other publicity requests;
- Successful applicants must submit a Grant Acquittal Milestone Progress Report. The report must include a tax invoice and accurately report on the funded project including, expenditure, benefits, achievement of agreed milestone, and challenges;
- The circumstances in which the City may cancel the Heritage Adaptive Reuse Grant (see below for further details); and
- If the owner of the Property changes after the commencement of the payment of the annual Heritage Adaptive Reuse Grant, the owner may assign the benefit of the Heritage Adaptive Reuse Grant to the new owner of the property (for the duration of the remaining term), subject to the incoming owner:
  - entering into a Heritage Adaptive Reuse Grant Funding Agreement and Heritage Agreement with the City of Perth; and
  - meeting the eligibility criteria in these Guidelines.

## Funding Term

Heritage Adaptive Reuse Grants will have a maximum three-year term.

## Timing of Provision of Funds

For a Heritage Adaptive Reuse Grant, the City of Perth pay instalments of the grant after the work covered by the terms of the grant has been done. A percentage of the funds may be paid upfront and at agreed milestones during the works with a significant portion retained and paid at final completion and acquittal. The City of Perth will retain the last proportion of your Heritage Adaptive Reuse grant until the Local Government Authority is satisfied that the project is complete and necessary evidence has been provided.

## Payment Schedule

Payment	Milestone
Payment 1 – 30% of funding	Substantial commencement of works
Payment 2 – 30% of funding	After a permanent occupation certificate is issued by the City for all of the works covered under this grant
Payment 3 – 40% of funding	After the first occupation by a tenant for the reused space



## Monitoring and Review

The City of Perth may cancel the Heritage Adaptive Reuse Grant in any one or more of the following instances:

- The applicant ceases to be the owner of the Property (where the benefit of the Grant has not first been assigned to the new owner of the Property in accordance with these Guidelines);
- The approved Application becomes ineligible by reason of one or more of the Ineligibility Criteria applying to the Property and/or the applicant;
- A debt to the City of Perth on the Property becomes overdue for payment (e.g. an applicant fails to pay local government rates imposed on the Property as and when they fall due);
- Voluntary withdrawal by the applicant;
- The applicant is in breach of the provisions of the Heritage Adaptive Reuse Grant Funding Agreement or in breach of the provisions of the Heritage Agreement; or
- The property is not being maintained or used in accordance with the Heritage Adaptive Reuse Grant Funding Agreement and/or the Heritage Agreement.
- City reserves the right to cancel this grant if the Development Application has lapsed or the conditions of the DA have not been met.

## Acquittal Process

Once the building completion certificate is issued, contact the Arts and Culture Team to organise a site visit for a City of Perth representative to confirm works have been undertaken in accordance with the grant approval.

Subject to the terms of the Agreement, successful applicants will be required to submit an acquittal report through **SmartyGrants** within one month of project completion. All grants must be acquitted prior to funding being paid on a subsequent successful application for funding. Acquittal reports will be considered as part of future funding applications.

Commonwealth Bank. Credit: Jarrad Seng

## Lobbying of Elected Members and Administrative Staff

Applicants or anyone representing the interests of applicants must not lobby or seek to influence the decision-making of Elected Members and administrative staff. If, during the period between submitting a funding application and a determination by Council an applicant or any member of the public seeks to lobby any Elected Member or administrative staff, or attempts to provide additional information, either directly or indirectly, on any matter relating to the funding application to an Elected Member, the person/organisation will be disqualified and the grant excluded from being considered for approval.





# Sustainability

The City of Perth aspires to be a city that respects, protects and fosters its natural environment, embraces the principles of sustainability and acknowledges the impacts of our changing climate.

Applicants are encouraged to integrate sustainability considerations into their project and to consider submitting a Sustainability Plan as part of their application.



Perth Town Hall. Credit: Jarrad Seng

## Equity, Diversity and Inclusion

The City of Perth is committed to providing equitable and dignified access in relation to buildings, services and facilities for people with disabilities.

The City of Perth encourages applicants to consider ways in which to make their places more accessible for people with disabilities. Applications including works related to accessibility will be considered favourably. The City's Arts and Culture team can provide advice on how to achieve this sensitively in Heritage Places and Heritage Areas.



### Equity

An equitable project is one where it is developed and delivered based on understanding the different needs of groups in the community – particularly those who experience discrimination or disadvantage.

#### Fair and Equal Access

Examples:

- Wheelchair accessibility measures
- AUSLAN interpretation
- Audio description

The City's Disability Access and Inclusion Plan is available [here](#).



### Diversity

A diverse project is one that recognises, understands, respects and celebrates the individual differences of the community and these differences are reflected in the project.

#### Embrace & Celebrate Diversity

Examples:

- Acknowledgement of Traditional Ownership
- Partner with and facilitate community organisations to co-deliver programs and initiatives

Should you wish to engage an appropriate Traditional Owner, please contact the South West Aboriginal Land and Sea Council (SWALSC) on:

☎ (08) 9358 7400

@ [reception1@noongar.org.au](mailto:reception1@noongar.org.au)

# Frequently Asked Questions

1

**What if my project does not involve upper floor activation? Can I still receive a Heritage Grant from the City of Perth?**

Yes. A project does not have to include upper floor activation. This specific program relates to the activation of vacant and underutilised spaces of heritage buildings in the CBD.

2

**How many times can I apply?**

Applicants may apply for Adaptive Reuse Grants for several different projects however each project may only receive funding once.

3

**Are the details of my application confidential?**

No. The City must comply with the *State Records Act 2000 (WA)*, *Local Government Act 1995 (WA)* and other relevant legislation and regulations in regard to retaining information and making information available to the general public. An assessment of your application will form part of the decision recommendation report which and may be is subject to potential Freedom of Information (FOI) requests. Successful applicants may be listed on the City's website. Please make it known to the Sponsorship Officer if information provided in your application is commercially sensitive so as to protect trade secrets, information that has commercial value, or information about the business, professional, commercial or financial affairs of a person, so this information can be treated as Commercial-in-Confidence.



William Street. Credit: Jarrad Seng

4

**How will I know if my application is successful?**

For Heritage Adaptive Reuse Grants a Sponsorship Officer will contact you to advise you of the outcome of your application within four (4) months.

5

**How long does it take to receive funding after my project is approved?**

Subject to the terms of the Agreement, the payment policy for the City is 30 days from the end of the month in which a Grant Acquittal Progress Report and invoice is received. Payment of funding will be made on achievement of milestones linked to project deliverables set out in the Agreement.

This document is available in other formats or languages on request.

## Contact Us

### Sponsorship Team

@ sponsorship@cityofperth.wa.gov.au  
perth.wa.gov.au/grants

### Arts and Culture Team

Information on other heritage incentives offered by the City of Perth can be accessed here: [perth.wa.gov.au/heritage-grants-and-rate-concession](https://perth.wa.gov.au/heritage-grants-and-rate-concession)

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