

# Professional Advice Grant – Guide for Applicants

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## Table of Contents

<b>Purpose of Heritage EQUIP</b> .....	2
Professional Advice Grants.....	2
<b>General information</b> .....	2
<b>Heritage EQUIP assessment criteria</b> .....	3
<b>Guidance on completing the application form</b> .....	4
How to submit your application .....	7

## Purpose of Heritage EQUIP

The Heritage Earthquake Upgrade Incentive Programme (Heritage EQUIP) provides support to private owners of nationally significant and earthquake-prone heritage buildings to seismically strengthen their buildings.

Discretionary grants will be directed to worthy projects where financial assistance is required to inform or undertake seismic strengthening so that a building is no longer earthquake-prone under the Building Act 2004.

## Professional Advice Grants

We recognise the unique earthquake strengthening challenges faced by regional heritage building owners. Owners in regional, medium or high seismic risk areas are now eligible for Professional Advice Grants. This support is designed to help people focus on the initial stages of the earthquake strengthening process, because good advice at the start is likely to provide a better range of upgrade options.

These grants provide up to 50 percent of professional advice costs to a maximum grant of \$50,000 for obtaining:

- investigative advice like geotechnical and building material testing
- detailed seismic assessments
- conservation reports, plans, and specifications
- construction documentation like seismic design and architectural plans
- other Ministry-approved professional services required to safeguard the heritage values of the building(s) during seismic upgrade works.

## General information

Heritage EQUIP is open to applications throughout the year. The Fund's expert advisory panel meets three times per year to consider applications. We will publish close-off dates for applications to be considered at panel meetings on the Heritage EQUIP website.

Applications for Heritage EQUIP funding will be considered on a contestable basis against other applications, and within the annual funding available.

To submit an application to Heritage EQUIP, applicants must complete an application form and attach all relevant supporting material.

If you are unclear which grant to apply for, you can contact a Heritage EQUIP fund advisor on [heritage.equip@mch.govt.nz](mailto:heritage.equip@mch.govt.nz) or (04) 499 4229.

If your application covers multiple buildings, extra incentives are available. Contact us to discuss.

When completing the Heritage EQUIP Professional Advice Grant application form, applicants should be aware of the following:

- The  symbol indicates that supporting evidence should be attached to the application form and indexed as set out below.
- Applicants are not able to make oral submissions on their applications.
- All applications must be submitted electronically. The application form and all supporting documents should be supplied. Electronic copies can be provided on a USB flash drive, or by providing a link to your documents held on a web-based document sharing platform. Electronic documents should be indexed to correspond sections of the application form.
  - Please be aware that by accepting use of third party web-based document sharing platforms the Ministry for Culture and Heritage aims to simplify the transfer of application

information. We are unable to make representations on the security of any application information (including personal information) provided via third party platforms, and therefore security of information is the applicant's sole responsibility.

- If you are unable to provide an electronic application please contact a Heritage EQUIP fund advisor on [heritage.equip@mch.govt.nz](mailto:heritage.equip@mch.govt.nz) or (04) 499 4229.
- All sections of the application form must be completed.
- All financial figures should be shown as GST exclusive consistently throughout the application. Please indicate if figures provided in quotes are not GST exclusive.
- Please ensure that the contact email address included in the application form is correct. Ministry for Culture and Heritage staff may contact the applicant during the appraisal process to request further information.

## Heritage EQUIP assessment criteria

The Heritage EQUIP expert advisory panel will consider each application against the following criteria:

- a) significance: the heritage value of the building
- b) safety benefit: the extent of the safety benefits from the upgrade work that follows the advice (through ensuring life safety standards for people in and around the building)
- c) urgency: the urgency of the proposed advice, including the extent of potential loss or additional costs if the proposed advice is deferred and whether the building is a priority building under the Building (Earthquake-prone Buildings) Amendment Act 2016
- d) best practice: the extent to which the proposed advice responds to recognised conservation and/or engineering principles. In considering applications against this criterion, the panel's consideration will include:
  - the suitability of the type of advice funding is sought for – in the context of the upgrade objectives for the building, and any advice already obtained
  - innovation evident in the advice proposed, including utilising new analysis techniques and research methods
- e) value for money: the costs versus the benefits of the proposed advice
- f) expertise: the extent to which the provider of the advice has demonstrable expertise in this service, for this type of building
- g) community support: the extent to which the building contributes to the local or regional community, including support expressed through the media or directly to the building owner
- h) the extent to which there is other assistance available in the region.

When you are putting together your application, make sure you demonstrate that the project you're planning meets the criteria. In summary, we are looking to see:

- the building has significant heritage value
- the building is "potentially earthquake prone" or likely to be determined "earthquake prone", whether the building is a priority building, and associated the timeframes for upgrade
- the proposed advice will enable progress towards obtaining consent for upgrade works
- the proposed advice is a responsible step in the context of the (likely) seismic upgrade requirements
- the fee proposal for the advice is able to be readily accepted, and work on the advice can commence within the next six months
- there is community support for keeping the building (as opposed to demolishing the building)
- the proposed advice contributes to continued or future use opportunities for the building, or contributes to regional economic growth
- other avenues of funding support available have been explored within the region
- the project is good value for the investment of public funding.

## Guidance on completing the application form

### SECTION ONE: APPLICANT DETAILS

The applicant must be the building owner or a representative of the building owner. In circumstances where there is more than one building owner, the applicant will need to show that they have the support of all the building owners.

If you are not the building owner, you'll need to provide evidence that you have authorisation to submit the application on the owner's behalf.

### SECTION TWO: BUILDING DETAILS

Heritage EQUIP is only available for privately owned heritage buildings. If you are unsure whether your building is eligible for funding, please contact a Heritage EQUIP fund adviser on [heritage.equip@mch.govt.nz](mailto:heritage.equip@mch.govt.nz) or (04) 499 4229.

#### **Supporting documents**

##### Certificate of Title

The Certificate of Title is the formal document identifying the owners of a property. Land Information New Zealand (LINZ) is the government department responsible for running New Zealand's survey and title information.

You can find out about how to order a Certificate of Title on the LINZ website:

[www.linz.govt.nz/land/land-records/order-title](http://www.linz.govt.nz/land/land-records/order-title)

##### Documentation determining the building is earthquake-prone

The Heritage EQUIP expert advisory panel will need to see documentation from the relevant territorial authorities (commonly referred to as city or district councils) confirming that your building is earthquake-prone. You will need to provide a copy of your section 124 notice, or a written statement from the territorial authority. If this information is not available from your territorial authority or you do not have a seismic assessment undertaken by a Chartered Professional Engineer, please outline why.

##### High Resolution Photos

High resolution photos of at least 1mb file size of the main exterior elevation of the building and parts of the building your project affects.

#### **Name of building**

If the building has a number of names (for example the current name differs from that listed by Heritage New Zealand) please enter all known names and clearly identify the current name of the building.

#### **Current and post-works use of the building**

The Heritage EQUIP expert advisory panel need to understand how the building is currently used, and how the building might be used following completion of any strengthening works. This will assist in understanding the public benefit as well as the types of buildings that are being strengthened, e.g. retail, multi-unit residential, hotel, theatre.

#### **Earthquake prone building?**

You will need to submit a copy of your section 124 notice, or a written statement from the territorial authority. If this information is not available or you do not have a seismic assessment undertaken by a

Chartered Professional Engineer, we would expect that this application is for a seismic assessment. If this application is not for a seismic assessment, and no assessment is available, you will need to clearly outline your rationale for not relying on a seismic assessment.

### ***Other significant risks***

While Heritage EQUIP funding focusses on seismic resilience, we are also interested in ensuring that other risks have been adequately addressed during the upgrade decision making process.

### ***Heritage status of the building***

To assist the Heritage EQUIP expert advisory panel to understand the heritage value of the building, please provide:

- the New Zealand Heritage List/Rārangi Kōrero number and entry report, specifying whether the building is Category 1 or Category 2 status. You can find out more information about the New Zealand Heritage List at [www.heritage.org.nz/the-list/](http://www.heritage.org.nz/the-list/)

The heritage values of your building are usually outlined in your Heritage New Zealand and district plan heritage listing data.

If your building is not a Category 1 or Category 2 historic place, you may not be eligible for a Professional Advice Grant. Please contact us to discuss your application if this is the case.

## **SECTION THREE: DESCRIPTION OF PROPOSED ADVICE**

You should provide an overview of the professional services for which you are seeking support.

### ***Upgrade objectives***

We require a clear statement about the overall upgrade objectives for the building – this allows us to be sure that the advice for which you seek funding fits a clear plan that you have for your building. Your objectives may range from regulatory compliance, through to better understanding of upgrade costs, to preparation of the building for sale. Your objectives will likely be specific to your circumstances and may not be the same if someone else owned the building.

The overview of advice should also include:

- a summary of the anticipated impact on the buildings heritage values likely as a result of the upgrade objectives being met
- an outline of the professional advice you seek funding for, including who will provide the advice
- an overview of any relevant experience the provider has relating to the advice you seek funding for
- a description of how you chose the provider of the advice
- a summary of any structural and/or architectural design advice you have received already
- an indication of when you would ideally commence any seismic upgrade works.

Heritage EQUIP Professional Advice Grant funding may be used for obtaining:

- investigative advice like geotechnical and building material testing
- detailed seismic assessments
- conservation reports, plans, and specifications
- construction documentation like seismic design and architectural plans
- other Ministry-approved professional services required to safeguard the heritage values of the building(s) during seismic upgrade works.

Advice funded by Heritage EQUIP must be commenced within six months of signing the Heritage EQUIP funding agreement and completed within 12 months of signing the funding agreement. The

advice applied for must not have started before the Chief Executive decides whether funds will be allocated. Note that Heritage EQUIP funding is not available for work that has commenced.

### **Supporting documents**



Applicants should ensure they have supplied all additional information outlined in the checklist in Section 6 of the Professional Advice Grant application form.

## **SECTION FOUR: FUNDING**

Heritage EQUIP funding is available for up to 50 percent of the actual costs of professional advice. Your application will need to show the total estimated costs for the advice.

You may only apply for a maximum of \$50,000 of advice per property. If unsuccessful with your application, you may re-apply for funding if the project still meets all the eligibility criteria.

Heritage EQUIP Funding will NOT cover the cost of any contingency allowance in the fee proposal.

If your project involves multiple heritage buildings additional incentives may be available. Please contact us to discuss your project.

### **Supporting documents**

A fee proposal that includes an itemised scope of quotes or estimates



All applications must include recent (within three months of application date) quotes or estimates from recognised professionals, and the quotes must relate directly to the work for which you are seeking Heritage EQUIP funding. If your application is for advice comprising part of a larger project with non-seismic strengthening requirements, the quote must identify the component that relates to earthquake strengthening advice.

Evidence you can meet or bridge the full professional advice costs



Heritage EQUIP grants are paid after the work described in your application has been completed. Applicants must include evidence in their application that the property owner can meet or bridge the full project costs. This is usually financial documents, such as audited accounts or bank statements.

Other sources of funding



A Heritage EQUIP grant for professional advice can match but not exceed contributions from other funding sources. Other funding sources could include:

- a grant from a local heritage fund
- community fundraising
- philanthropic contributions.

In the Heritage EQUIP application form, applicants need to provide information about which funding sources they have approached, how much they requested from that source and the amount of funding they have been allocated.

Community support

Community support is often a wider, less formal, indication of heritage values. Please include any evidence of community support for your project, or for the building in general. Evidence may include links to media articles, presentations to consent hearings, community petition or fundraising efforts, or council or local heritage organisation endorsement.

Market Support

Comment on general market conditions in your area.

## How to submit your application

All applications are to be submitted digitally.

You can submit your application on a USB flash drive, or provide a link to your documents held on a web-based document sharing platform (such as Dropbox, Google Drive, or iCloud). Be aware that you are solely responsible for the security of any information provided via a third-party platform, including personal information. Index documents in the same way as the application form.

If submitting your application using a web-based sharing platform, links to access the application should be emailed to [heritage.equip@mch.govt.nz](mailto:heritage.equip@mch.govt.nz)

Postal/courier address for USB flash drives:

Heritage EQUIP Fund  
Delivery Group  
Ministry for Culture and Heritage  
PO Box 5364 or Level 1, Public Trust Building, 131 Lambton Quay  
WELLINGTON 6140

If you have any questions about Heritage EQUIP, please contact one of the Heritage EQUIP fund advisors on 04 499 4229 or [heritage.equip@mch.govt.nz](mailto:heritage.equip@mch.govt.nz). Further information is also available on the [heritageequip.govt.nz](http://heritageequip.govt.nz) website.