

Draft Heritage Plaques and Associated Funding Policy

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Heritage Plaques and Associated Funding Policy

1. Policy Statement

This policy establishes a heritage plaque scheme that seeks the equal distribution of funds to assist with the preparation and installation of Heritage Plaques affixed to privately owned Local or State Heritage listed structures within the Town of Walkerville.

This scheme, nor the funds, are intended to cover cemetery plaques, signage, display boards, public art or historic interpretive signage projects. The Plaques Fund has been established to solely assist an applicant seeking to install a plaque on a Local or State heritage listed structure, in their ownership or custodianship.

2. Definitions

Council	The Elected body of the Town of Walkerville.
Administration	The administrative arm of the Corporation of the Town of Walkerville.
Plaque	A plaque is a metal sign mounted flush to a wall or fence where the entire message is contained within the plaque.
Applicant	An applicant is the person requesting to have the plaque installed, this person must be either the building owner and/or the custodian of the building.
Heritage Place	A site that has been identified in the Local Heritage Place Overlay or the State Heritage Place Overlay as contained within the Planning and Design Code that meets the relevant criteria for Local or State heritage listing, in accordance with the <i>Planning, Development & Infrastructure Act 2016</i> and the <i>Heritage Places Act 1993</i> .

3. Purpose of this Policy

The Town of Walkerville is renowned for its heritage character. The heritage values are not only limited to residential dwellings, but also include a range of buildings, landmarks and statues, plants/trees and kerbing.

This policy has been developed to provide a consistent approach to the installation of Heritage Plaques within public and private land that will allow the public to easily identify such places of historic significance within the Town of Walkerville. The policy also outlines a framework for custodians of these places to access budgeted funds for the preparation and installation of these plaques. This policy does not cover cemetery plaques, display boards, plaques that commemorate people or public art.

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4. What Plaque can be accessed through Council?

Heritage plaques allow owners of state or local heritage-listed buildings to showcase the historical significance of their buildings that make a valuable contribution to the historic character of Walkerville.

Upon application to the Council, an owner or custodian of a Local or State Heritage Place can obtain a maximum of one (1) heritage plaque per heritage place in which to be affixed.

Each plaque may identify the property name as identified under the relevant listing and may include a short history of the building. For those properties with limited history, a simple sign identifying it as a “Local Heritage Place” or “State Heritage Place” will be offered.

5. What is the Heritage Plaque Fund?

In each budget year, the Council will allocate a fixed pool of funds towards the cost of one (1) heritage plaque, including the cost of installation by a stone mason or other contractor for each applicant up to a maximum value. The funds allocated shall be known as the Heritage Plaque Fund and shall be subject to a budget determined by Council.

In order to maximise the total pool of funds available, any remaining funds from the previous fund and/or financial year may be carried forward, potentially allowing more properties to access the fund. Should an application be made in one financial year but not installed in the same financial year, those funds may also be carried forward to the following financial year.

6. What is the successful applicant entitled to under the fund?

In order to ensure that there is fair and equitable access to this fund, a successful applicant will have the option of having either a standard “Local Heritage Place” plaque affixed to their property or a specialised Heritage Plaque displaying a short history of the place, along with the cost of any heritage/historian advice and associated installation to be fully subsidised by the Council. The appropriateness of which plaque will be provided will be decided at the discretion of the Chief Executive Officer and will be assessed based on the historic merits of the place.

Once the funds are exhausted in any given financial year, an applicant will need to wait until the next budget cycle in order to apply for future funds.

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7. Who can apply for a Heritage Plaque and the associated funding?

Individuals who have proof of ownership or custodianship of Local or State Heritage listed properties, within the Township of Walkerville, and accordingly documented in the relevant Overlay contained within the South Australian Planning and Design Code.

8. Who cannot apply for a plaque and the associated funding?

- Individuals who are not ratepayers of the Town of Walkerville; and/or
- Individuals whose buildings that are the subject of an application to the fund and are not identified as a Local or State Heritage Place under the relevant Overlay contained within the South Australian Planning and Design Code;

9. Evaluation

Consideration will be given to (but is not limited to) the following:

- appropriately significant structure (Local or State Heritage listed);
- location of sign on the premises of subject site;
- in instances where additional information is sought to be included on the plaque, the additional cost of including the information and the historical accuracy of any supporting evidence will be critical to its inclusion and eligibility to subsequent funding.

10. Conditions of Funding

One plaque per property is permitted.

Where there are extenuating circumstances, relocation and/or further installation of plaques will be considered. Extenuating circumstances may exist but are not limited to the following:

- visibility of originally installed plaque is diminished by vegetation or new structures (ie. fencing)
- number of buildings associated with the heritage listing exceeds one
- replacement for damaged/stolen plaque/s

11. Process

An applicant must apply in writing to the Chief Executive Officer outlining the details of the intended Heritage Place where the plaque/sign will be affixed and the address of the property. Applicants will also demonstrate their preferred location for the plaque in a location that will make it easily identifiable from the public realm. If the applicant is not the owner of the property in question, they will first seek the written consent of the owner and provide a copy of this.

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Council will develop a 'map' to identify the location of plaques within the Township. The map will include additional information including the heritage significance of the item. The map will be available to the public in an electronic format.

All applications will be assessed by the Chief Executive Officer on a case-by-case basis. The decision of Council is final and no feedback will be provided.

For applications seeking the installation of one (1) heritage plaque that states:

Local Heritage Place
or
State Heritage Place,

A Heritage Plaque Grant Application form must be completed.

Upon receipt of the completed Heritage Plaque Grant Application form Council Administration will commence assessment of the application.

Heritage Plaque Grant Application assessment may take up to 28 days from lodgement. Should further information be sought, Council Administration will contact the applicant. In the event that the installation of a plaque requires development approval, ie. State Heritage listed places, Council administration will meet with the applicant and explain the processes involved in lodging a development application but will not prepare, lodge nor pay for the lodgement/assessment fees.

For applications seeking the installation of one heritage plaque that states further information than what is envisaged in the above scenario, Council Administration will review the suitability of including further text on plaques, on a case by case basis. In the interests of consistency and affordability of plaques, the standard plaque size endorsed by Council cannot be altered

12. Assessment

In making their decision, the Chief Executive Officer will assess each application on a case-by-case basis and will also take into consideration:

- whether the Heritage Place has been acknowledged by another plaque (or similar) within the Township;
- the suitability of the preferred location specified by the applicant (i.e. will there be any damage to the place? is the location discernible from the street?);
- whether the correct approvals have been obtained;
- whether the consent of the owner of the property has been obtained.

If the applicant does not specify a preferred location, Council Administration will choose a location on their behalf.

If the preferred location requested by the applicant is not suitable, Council Administration will advise on suitable alternatives and make its decision. The applicant will be advised accordingly.

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13. Plaque Specifications

Plaques will be sourced by the Town of Walkerville. All plaques will adhere to the following guidelines:

- a) to ensure uniformity across the Township, all plaques will be made of aluminium, of a standard oval size 280mm x 205mm;
- b) the words “Local Heritage Place” or “State Heritage Place” will be included plus any additional wording on the name and history of the place; and
- c) the Town of Walkerville logo will be displayed.

Once approved, the Marketing and Communications Manager will contact the applicant to develop appropriate wording and artwork for the plaque.

14. Location and Installation

All plaques will need to be affixed to either a fence, post, masonry wall or concrete slab in a manner that will minimize damage on the place itself. The plaque may be located within private land or within public land, if a suitable location on private land cannot be found.

In most circumstances, plaques will be fixed to the building or fence by drilling two or four small holes (depending on the type of plaque) into the substrate. Lugs/anchors will then be fixed into the holes with non-damaging adhesive. The installation method may vary depending on the substrate.

The plaques must be in plain sight of the footpath allowing interaction between the building, the plaque and the public. The location must take into consideration the heritage buildings fabric, size and style.

15. Responsibility

Council Administration will be responsible for the installation of any plaque, whether inside private or public land. However, if the plaque is wholly contained within private land, the owner of the relevant land will bear the costs of ongoing maintenance. No special care or guarantee for replacement is given in the case of vandalism or theft. Cost associated with the ongoing maintenance and replacement will be worn by the building owner and/or custodian.

16. When can persons/organisations apply?

Applications can be lodged anytime during the financial year. The project or activity is to be completed within the financial year that the funds have been awarded. A financial acquittal form is to be completed and received by Council Administration no later than 30 days after the plaque has been installed.

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17. Successful/Unsuccessful Applicants

Successful and unsuccessful applicants will both be advised by Council administration in writing.

18. Payment of successful applications

The cost of the heritage plaque including, but not limited to, the cost of the plaque, historian and installation will not be paid directly to the applicant but will be paid by Council directly to a Council approved contractor.

19. Reporting Requirements

Successful applicants will be required to provide Council, with a signed financial acquittal form together with a brief financial statement detailing how the funds were expended. This form will be provided with your Fund approval letter. The financial acquittal form is to be received by Council Administration.

20. Grievances

Any grievances in relation to the Policy or its application should be forwarded in writing to the Chief Executive Officer of the Town of Walkerville.

21. Applications must include:

The following documents are essential to assess the application, please attach:

- completed application Heritage Plaque Grant Application form, available [here](#).
- proof of custodianship or ownership of subject Local or State Heritage listed place
- any other relevant information to the assessment of the application

Applications together with attachments should be forwarded to:

Plaques Fund Applications
Town of Walkerville
PO Box 55 Gilberton SA 5081

Or email: walkerville@walkerville.sa.gov.au

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22. Availability of Policy

This Policy will be available for inspection at the Council Office, 66 Walkerville Terrace, Gilberton during ordinary business hours and on Council's website www.walkerville.sa.gov.au. Copies will Heritage Plaques Policy be provided to interested parties upon request for the payment as per Councils Fees & Charges listing

23. Review

Review Council may deviate from this Policy by way of Council resolution. This Policy will be reviewed every two years or otherwise as required. Any queries or questions regarding this Policy should be directed to the Group Manager Planning, Environment & Regulatory Services or by emailing: walkerville@walkerville.sa.gov.au.