

Heritage Fund Application Form

Form Preview

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* indicates a required field

Please refer to the [Fund Criteria & Application Guidelines for information and guidance on the Heritage Fund.](#)

1. Property details

Legal description of property where the protected feature is located

e.g. Lot 1 DP 00707

Property Valuation No.

from rates demand notice

Property location/physical address:

Address

2. Applicant details

Name *

First Name

Last Name

Email *

Must be an email address.

Address *

Address

Address Line 1, Suburb/Town, and State/Province are required.

Contact phone number: day *

Phone number: night

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3. Ratepayer details

Who pays the rates on the property where the protected feature/area is located?

Are these details the same as applicant details?

- ☐ Yes
☐ No

If yes, please skip to 4. Occupier details

First Name

Last Name

Contact address

Address

Who pays the rates at the property

Contact phone number: day

Contact phone number: night

4. Occupier details

Who occupies/lives on the property where the protected feature/area is located?

Are these details the same as applicant details?

- ☐ Yes
☐ No

If yes, please skip to 5. Application details

First Name

Last Name

Address

Address

Contact phone number: day

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Contact phone number: night

5. Application details

See [Heritage Fund Guidelines](#) for details.

Funding category being applied for

- ☐ Preservation project
- ☐ Riparian management project
- ☐ Management project
- ☐ Research or education project

Please tick one

What is the heritage feature/item you are managing/protecting/enhancing?

e.g., wetland, native bush, notable tree, heritage building, cultural site etc

What do you propose to do?

What resources will be required?

Who will be involved?

How long will the project take to complete?

Please attach any relevant supporting information, e.g. photos.

Attach a file:

Refer to Guidelines document for explanation

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Does your proposed project have support from other people/neighbours/environmental groups? If so, please list who these supporters are.

Does the heritage feature/area/item have any kind of formal protection, either at present or being proposed as part of the application? If so, please specify (e.g. QEII Open Space Covenant, Conservation Covenant, Heritage Register listing etc)

Please attach a copy of all relevant protection documentation to your application.

Attach a file:

Please describe how your particular project meets the criteria for projects outlined in the Heritage Fund Criteria & Application Guidelines

Outlined on pages 4-8 of the Heritage Fund Criteria & Application Guidelines document

Please upload further information if needed

Attach a file:

If you need more space for any of the questions

5 Funding details

The maximum total grant allocated under the Heritage Fund scheme is **\$5,000** (excl. GST).

There is no minimum grant amount. A maximum grant of **\$500** (excl. GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement. The maximum grant rate for all projects is a cost sharing of 50:50, i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the cost of the project.

The following costs are not eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

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The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment programme. Labour contributions are eligible as a project cost but should ideally not form more than one third of the total project cost.

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash. Kāpiti Coast District Council has unanimously voted to take the next steps towards becoming an accredited Living Wage Employer. Therefore in-kind contributions can be priced at \$28.95 per hour, the Living Wage rate for 2025/26.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

Applicant's GST number

if applicable

Budget

Project task	NZ \$ Estimated cost
	If you are registered for GST please do not include GST in your costs
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Budget totals

Total project cost *

This number/amount is calculated.

What is the total amount you are requesting from Council? *

Must be a dollar amount.

This can be at maximum 50% of the total project cost

What is the total amount that you are contributing to the project for the 2025/26 financial year (July to June)? *

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This can include in-kind contributions

What is the total project cost for the 2025/26 financial year (July to June)? *

6. Heritage Management Plan

NB: please skip this section if your project is a research/education project.

If your heritage feature is managed under the provisions of a QE II Trust covenant deed or Greater Wellington Regional Council Key Native Ecosystem plan, there is no need to submit a Heritage Management Plan. Please reference the covenant deed or Key Native Ecosystem plan in your application. Otherwise Heritage Management Plans are required for Heritage Fund applications made for Preservation, Management or Riparian Management Projects.

Successful applicants must comply with an agreed Heritage Management Plan once an application has been approved for funding.

A Heritage Management Plan is essentially a straightforward document which sets out the approach to works and/or maintenance of the feature/site for future years and may set out specific conditions to be met.

To support the preparation of a heritage management plan for your project, please upload the following information:

- A line drawing of the property/farm on a A4 aerial photograph (can be obtained free of charge from Kāpiti Coast Maps: <https://maps.kapiticoast.govt.nz/LocalMaps/Gallery/>) showing the area of concern and the proposed management measures;
- A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
- An indication of the annual work/maintenance programme required over the next 3 to 5 years.

Supporting documentation for the preparation of a heritage management plan for your project

Attach a file:

Required documents listed above

7. Declaration

Declaration *

☐ I certify that the information provided above is accurate

Have you...

- ☐ Completed all sections of this form?
- ☐ Attached all relevant supporting documentation, including copies of quotes, copies of covenant documents etc?
- ☐ Included a description of your project, including what is involved, resources required, expected timeframe etc?
- ☐ Included a description of how your project meets the Heritage Fund criteria?

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- ☐ Provided details on the estimated cost of the project & your proposed contribution?
- ☐ If relevant, provided initial details for a Heritage Management Plan outlined under Section 6 of this form?