



Application Process

Heritage properties may have different requirements for painting, repairs and maintenance than usual, and may need Council approval. The following outlines the steps and information needed for the City to consider an application for a heritage grant to assist landowners with conservation of a heritage property.

Pre-Submission

Before making an application for a heritage grant, please check with the City whether Development Approval is needed. If you do need Development Approval, this should be done before applying for a heritage grant. Please note Development Approval does not guarantee receiving a heritage grant. Information regarding how to apply for Development Approval can be viewed here: [Planning and Development Approvals - City of Bayswater](#)

Submission

To make an application for a heritage grant please submit a Local Heritage Fund Application Form and supporting information to the Strategic Planning & Place department at the City, either via email to mail@bayswater.wa.gov.au, in person at the Civic Centre, 61 Broun Avenue, Morley or via mail at PO Box 467, Morley, WA 6943.

Site Visit

Photos of the place should be included with your application. A City Officer may contact you to arrange an on-site visit. Additional photos and further information may be required to assist with your application.

Assessment and Letter of Offer of Funding

Once the City has all the information it needs, your application will be assessed. You will then receive a letter advising if the conservation works are eligible, and if your application has been successful.

Terms and Conditions of Funding and Schedule of Works

In the event the application is been approved, the applicant needs to complete and return the Heritage Grant Terms and Conditions Agreement within 28 days of being notified, to confirm acceptance of the funding.

Commencement of Works

Once the applicant has submitted the agreement, conservation works for the heritage site can start. The works must be in accordance with the heritage grant approval. Please note that a Building Permit may be required for some works, and this will need to be obtained from the City before starting. Information regarding the application for Building Permit process can be viewed here: [Building Permits and Approvals - City of Bayswater](#)

Upon Completion of Works

Once the works have been completed in accordance with the approval, the Applicant submits a written request to the City for the reimbursement of funds. This should also include proof of payment, such as a payment invoice or receipt, a Certificate of Completion (if any), and photographs of the completed works.

The City's Officers may carry out a site inspection. Once the City is satisfied that the works have been completed, payment will be made to the applicant either via cheque or bank transfer, of the agreed amount.

Disputes

The City of Bayswater reserves the right to make the final decision in case of any disputes.