



**OFFICE USE:**

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HDC / Policy Planning / Policies / Conservation  
and Heritage Fund

# Conservation and Heritage Fund Application Form

Funding for Significant Natural Areas, Outstanding  
Natural Features, Significant Trees and Heritage  
Features listed in the District Plan

**Closing Date**

22 March 2024

**For Projects that take place between**

25 March 2024 and 31 August 2024

**To submit your Conservation and  
Heritage Fund application please  
complete, print and return this form  
to:**

Conservation and Heritage Fund  
Administrator

[info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)



## **Read the *Conservation and Heritage Fund Guidelines***

Before you prepare your application, you should read the *Conservation and Heritage Fund Guidelines*. This guide tells you:

- whether you are able to apply for Conservation and Heritage funding for your project;
- which projects and costs are eligible and ineligible;
- what information you will need to include in your application.

Priority will be given to applications that:

- Improve, enhance, benefit or protect or reinstate the Significant Natural Area, the Heritage Feature, Outstanding Natural Feature or Significant Tree;
- Show evidence of the landowner's future commitment to the project, the long term benefits, including the future management and protection of the site (site management plan detailing present and future aspirations);
- Show whether the applicants have explored and developed any opportunities for collaboration and partnership with others resulting in contributory funding from other parties;
- Show the likelihood of the projects success and the applicant's capability to deliver the outcomes of the project. Desirable attributes include a project plan, a project budget providing visibility of all funding sources for the project.

## **Complete the *Conservation and Heritage Fund Application Form***

- Applications can only be submitted using this document
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example:

### **IMPORTANT – DO NOT edit any text outside of these boxes**

- If you are unable to type into the boxes provided please print a copy and complete by hand;
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors;
- We recommend that you keep a copy of your completed application for your own reference;
- Contact the administrator if you need advice on your application (see contact details on the cover page).

## **Before submitting your application, complete this checklist:** *(mark with an X)*

- My project is for Significant Natural Areas, Heritage Features, Outstanding Natural Features or Significant Trees as listed in the District Plan
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided two quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records

## 1. Applicant Details

Are you applying as an individual or group? Individual  Group

Full name:

Contact address/PO Box:

Suburb:  Town/City:

Postcode:  Country:

Email:

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:  GST

Bank account number  
(please also include proof of account/bank deposit slip):

If you are successful your grant will be deposited into this account

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**Would you like to speak in support of your application at the Planning Committee meeting?**

Yes:  No

If you mark yes, the Conservation and Heritage Fund Administrator will contact you to arrange a speaking time.

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## 2. The Property

Address of the property to which the application applies, include land ID if known (please attach a photo):

Legal description:

Name of Owner:

Contact phone number:

Address if different from above:

Status of ownership:  Private  Trust  Company  Other (please specify)

If you do not own the property, also include evidence showing entitlement to use the property.

**Is the property scheduled in the Hauraki District Plan?**  Yes  No

Listing detail:

**Is the property entered on the Heritage New Zealand List?**  Yes  No

Listing detail:

**If no, please provide a brief statement explaining why the property/ feature /species is important.** *(Include photos if necessary):*

**What is the property currently used for/what is the current state of the natural environment/species? Will this use change?** *(If so please explain):*

Do you have a conservation/ecological/environmental restoration plan prepared for the property, feature or species?  Yes  No

If yes, does this work comprise part of the work identified in this plan?  Yes  No

### 3. The Project

**Description of project: proposed work that the funding assistance is being sought for** *(please use any photos or other attachments to illustrate and see relevant part of 3.3, 3.4, 3.5 and 3.6 of Guideline Document for the types of things you can apply for):*

Start date:

Finish

**How will the project happen?**

**Tell us about the key people and/or the groups involved** (*only relevant if you are a group applying on behalf of an eligible landowner*):

**Explain how your proposal stacks up against the assessment criteria for the fund** (*set out in Section 4 of the Guideline Document*):

**Will you be employing a conservation architect/ecologist/specialist?**

Yes    No

**Who will be supervising the project?** *Please include any support from conservation/ecology professionals on the appropriateness of the work being undertaken.*

Does this work require any types of consents and do you currently hold these consents?  
*Please detail:*

**Project Type** (*Select ONE and mark with an X*):

- |                          |                                 |                       |
|--------------------------|---------------------------------|-----------------------|
| <input type="checkbox"/> | <b>Significant Natural Area</b> | DP Identification No: |
| <input type="checkbox"/> | <b>Significant Tree</b>         | DP Identification No: |
| <input type="checkbox"/> | <b>Natural Feature</b>          | DP Identification No  |
| <input type="checkbox"/> | <b>Heritage Feature</b>         | DP Identification No  |

**See District Plan Schedule and District Plan Maps (District Plan in Council’s website).**

Print relevant page of Planning Map(s) or ask the Conservation and Heritage Fund Administrator to send you a copy and mark the project area on this, and return with your application.

#### **4. Previous Work:**

What work has been carried out on the property/feature/species previously and at what cost? (*Use separate sheets if necessary*):

## 5. Community Benefit

Include an explanation of how the Hauraki public will benefit from this project. If necessary, also supply options for how that benefit may be increased. *(The application cannot be considered without this information. Use separate sheets if necessary):*

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## 6. Budget / Funding

**Total cost of the project excluding GST** *(include quotes where relevant):*

\$
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*Please supply an itemised breakdown below of the project costs. Indicate items for which you are applying for funding:*

<b>Project costs</b>	Write down all the costs of your project and include the details, eg Fencing, Pest Control, Planting of Indigenous Species, Implementation of Conservation Plans etc.	
<b>Item</b> <i>eg Perimeter Fencing</i>	<b>Detail</b> <i>Eg. 90 metres of fencing at \$x / metre</i>	<b>Amount eg</b> <i>\$300</i>
<b>Total Costs</b>		<b>\$</b>
<b>Amount you are requesting from the Conservation and Heritage Fund</b>		<b>\$</b>
<b>What percentage of the overall project costs does this represent?</b>		<b>%</b>

**Other financial information:**

**Tell us about any other funding you have applied for or received for this project** *(include own funds)*

<b>Date applied</b>	<b>Who to</b> <i>(Government agency, Charitable trust, other (please specify):</i>	<b>How much</b> \$	<b>Confirmed/unconfirmed</b>

**Tell us about other grants you have received through the Conservation and Heritage Fund in the past three years.**

<b>Date</b>	<b>Project title</b>	<b>Amount received</b>	<b>Project completion report submitted</b> (yes/no)

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

**If you are GST registered, please supply your GST number:**

*Please provide pre-printed bank account details, including; name of bank, account name and account number.*

**What will happen to the project if you do not get full funding?**



**Please provide any additional information/comments in support of your application.** *(Use extra sheets if necessary):*

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### Declaration

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- Complete the project as outlined in this application (or request permission in writing from Council for any significant change to the project);
- Complete the project within a year of the funding being approved;
- Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- Return any unspent funds
- Acknowledge Conservation and Heritage funding at event openings or presentations

I understand that Hauraki District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Hauraki District Council recording the personal contact details provided in this application, retaining and using these details for the purpose of evaluating the Conservation and Heritage Fund applications.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:	
Status (owner/agent):	
Signature:	Date:

When completed, please submit your application to Hauraki District Council:

Via Post: PO Box 17, Paeroa, 3640

Email: [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)