

VHRF Online Application Check List

You will need to have the following information and electronic versions of documents/images ready to type in or upload before embarking on the VHRF application process online.

1. Property Details

Address, Suburb, Postcode, Building Name (if any), How long have you owned the property

2. A current photograph

A current photograph of the property in an electronic format such as a jpeg that can be uploaded.

Image requirements: at least 600dpi, colour

3. Certificate of Title

A current certificate of title must be uploaded with your application. You can download and pay for one online at landdata.vic.gov.au (link not working on site)

Will need to enter volume and folio number into the application.

4. Owner Details

Name, postal address, suburb, postcode, mobile, other phone, e-mail

5. GST

You will need to know if you are registered for GST – yes or no

6. Description of the Works

Provide a brief written description of the works proposed. This can be typed into the form or uploaded as a pdf or word document. Upload any reports from architects, builders or contractors for works, which are proposed to be undertaken. If you have prepared any architectural drawings of the proposed works, these must be uploaded. If the works went out to tender, a copy of the tender documents are also required.

Note: VHRF will not offer funding for works that have commenced or have been completed. Eligible works must be visible from the street.

7. Historical Information

You will need to upload electronic versions of any historical information you have to support your application. This may be original drawings of the property, old photographs, historical records, MMBW plans or the like.

8. Quotes

At least two firm quotes for each eligible component of works. These should be in an electronic version (such as a pdf, jpeg or word document) so they can be uploaded as part of the online application process.

Quotes must be dated and have been obtained within the last 6 months. The two quotes must be detailed, broken down quotes, and must refer to the same scope of works for direct comparison of tradespeople. For example: If you are applying to reinstate an original fence and to undertake tuck pointing works, you must supply two quotes for the fencing works and two quotes for the tuck pointing works.

9. Total Estimate of Works

Total estimate cost of all works including GST

Total estimate cost of all works excluding GST

10. Permit or Permit Exemption

In order for this application to be processed, you must submit a copy of your approved planning permit and endorsed drawings, or written confirmation from the City Council in which the property is located, stating that no permits are required (permit exemption) for the works you propose in this application.

If your place is included on the Victorian Heritage Register you will need a permit or permit exemption from Heritage Victoria rather than Council.

You will need to upload an electronic version of your approved permit or written notification from Council/Heritage Victoria that one is not required (permit exemption).

11. Other Financial Assistance sought

You will need to outline whether you have sought financial assistance for these or any other restoration works from any other sources