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| DATE OF APPLICATION: |  |

ASSET DESCRIPTION

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| ITEM: | *The heritage asset* |
| APPLICANT CUSTODIAN: | *Name of organisation applying for the object* |
| CONTACT DETAILS: | *Whom do we contact and how do we do so if we have questions about this application?* |
| CURRENT CUSTODIAN (IF ANY): | *Which organisation is the current custodian of this object? If the object is not with a current custodian, write ‘residual object’ here.* |
| POSITION OF CURRENT CUSTODIAN: | *Have you approached the current custodian (if it exists) for comment? Is this body supportive of your application? If there is no current custodian, enter N/A.*  *NOTE: If the current custodian is THNSW, you might have to apply for the object under a loan agreement. Discuss this with THNSW first to see if this is applicable to your application. In all other circumstances, this application will be for custody, an arrangement which will be administered under a Subsidiary Custody Management Agreement* |
| OWNER: | TAHE |

DETAILS OF APPLICANT ORGANISATION

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| ORGANISATION DESCRIPTION (tick all that apply) |  | Not-for profit |  | Museum |
|  | Historical society |  | Cultural institution |
|  | Volunteer-led |  | Paid staff |
|  | Heritage operator |  | Council or government funded |
|  | Other (detail) |  | Council supported (i.e. 355 of Council) |
| AIMS AND MISSION | *Detail the mission statement of your organisation and your aims. What are you trying to achieve? What stories are you trying to tell?* | | | |
| COUNCIL AREA: | *Which local council area are you in?* | | | |
| FACILITY: | *Who owns the building/precinct where the loan or custodial asset will be housed?* | | | |
| VOLUNTEERS: | *How many active volunteers do you have?* | | | |
| PUBLIC ACCESS: | *What are your opening hours?*  *How many visitors do you have each year?* | | | |
| VIABILITY: | *Provide details of your organisation’s financial viability or attach a current Business Plan that includes such details.* | | | |

PLAN FOR OBJECT OR ASSET

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| PLAN FOR OBJECT: |  | Static display |  | Operation |
| TERM OF CUSTODY AGREEMENT: | *Custody agreements are for terms no longer than 5 years. At the end of the 5-year period another custody agreement may be negotiated.* | | | |
| PLAN FOR OBJECT: | *Provide detail of what you want this movable object or heritage asset for.*  *How will it help you reach your goals? How does it fit in with your strategic or business plans? How does it fit with your interpretation or exhibition plans?*  *How many people do you estimate it will help you reach (how many visitors to your museum will see it / how many passengers on your trains will ride it)?*  *Do you want to reconstruct it for display or return to service? Do you want to put it on display to educate about a particular story, and how will it help with that story? What stage of its working life are you planning to interpret? How does it fit with this in its current configuration / paint scheme?*  *If you plan to put it on display, how do you plan to interpret it to the audience?*  *If you plan to operate it do you plan to provide contextualising information for your customers?* | | | |
| FITNESS FOR PURPOSE: | *Detail why this object in particular will help you with your aims (i.e. why this one over another?). Is it representative of a type of rolling stock in general that you wish to illustrate? Does it have significance to a local story you are telling? Is it in the correct configuration or paint scheme to help you tell that story?* | | | |
| DETAILED BREAKDOWN OF FIRST STEPS: | *Describe step-by-step how you intend to develop the scope of works? Who will you consult? Will it require removing original material? Can this scoping work be done in 12 months?*  *Will there be costs involved with scoping the project? How do you plan to fund this?* | | | |
| MAINTENANCE: | *How will the asset be maintained while in your care?*  *For an operating object, detail the list of regular inspections and maintenance you plan to carry out, and, if known, a brief list of the work you believe will be required to bring it to that condition.*  *For a non-operating object, detail the work you would like to carry out to make it fit for display, including cleaning, mounting etc.*  *If such work is not permitted (for example, a builder’s plate is not to be repainted because it has extant original paint that is considered significant), will it still be useful for the purpose it is envisaged?* | | | |
| BUDGET AND TIMELINE: | *What is the expected timeline for you to achieve your overall plan?*  *What is the timeline to achieve the initial stages and full scoping of your plan?*  *What are the main cost areas for your overall project? Do you have all or most of the equipment you will need for the tasks being carried out by volunteers? Do you expect to use contractors?*  *Provide a budget showing the expected costs of the first stage only.* | | | |

CARE FOR ITEM

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| OBJECT WILL BE HOUSED / DISPLAYED:  (tick all that apply) |  | Undercover |  | In an enclosed building |
|  | In a site with secure perimeter fencing |  | In an environmentally controlled environment |
|  | Other (detail) |  | Behind a barricade |
| DETAIL OF HOUSING: | *Fully describe the conditions you have ticked above e.g. The engine will be stored undercover in a purpose-built storage shed with walls on three sides.* | | | |
| PROTECTIONS FOR THE ITEM: |  | Burglar alarm |  | Restricted keys |
|  | Regular security patrols |  | CCTV |
|  | Caretaker on site |  | Fire / smoke alarms |
|  | Adoption of collection management procedures |  | Emergency plan |
|  | Signage (don’t touch) |  | Display monitoring |
|  | Regular pest inspections / control |  | Lock up procedure |
|  | Other (detail) |  | |
| DETAIL OF PROTECTIONS | *Fully describe the controls you have ticked above e.g. The building is locked every evening by the duty supervisor, following a strict lock-up procedure. Only three people in the organisation have keys to the building and a strict key sign-out procedure is in place. The building has a smoke detector that alerts the local fire brigade, and pest inspections and controls are carried out every six months.* | | | |

COSTS

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| --- | --- |
| RELOCATION: | *How do you plan to relocate the object?*  *How do you plan to fund this relocation? Will you be seeking grant funding or S2 funding through THNSW, or other funding streams, or paying for it internally?* |
| DISPLAY / OPERATION / FIT FOR USE | *How do you plan to fund the costs of displaying the object (exhibitions) or operating/using the object (initial return to use and ongoing preventive, regular and major periodic maintenance)?* |
| INSURANCE: | *What public liability insurance is held by your organisation?*  *$20 million should be held directly by the Custodian.*  *$250 million in public liability insurance is required for all operating rolling stock. The remaining $230 million is provided by Transport for NSW.* |

OTHER SUPPORTING INFORMATION

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| *Use this space to include any other information that may help your application.* |

REQUIRED SUPPORTING DOCUMENTS

*Please tick all the required supporting documents you will supply with this application:*

Strategic Plan and/or five-year Business Plan

Most recent Annual Report

Certificate of currency from your insurer

Images, maps or diagrams showing the location you seek to display or house the object

Your accreditation to operate (does not apply to applications for static display)

LIST FUTHER DOCUMENTS

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| *Use this space to list any other attached supporting documents, which may include:*   1. *Supporting letters about your proposed exhibition or operation from the local council, tourist information bureau, current custodian, other historical organisations or museums etc* 2. *A copy of your maintenance or inspection documentation for this type of object* 3. *Historical images that show this object, or one similar, in the same context as what you wish to display this one* |

PREPARED BY:

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| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

APPROVED BY *(must be committee or board member)*:

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| --- | --- | --- | --- |
|  |  |  |  |
| NAME | SIGNATURE | POSITION | DATE |

FORWARD VIA EMAIL:

Sector Development Officer

Transport Heritage NSW

[sector@thnsw.com.au](mailto:sector@thnsw.com.au)

If you are not able to send all required supporting documentation via email, please alert the Sector Development Officer that a package will be arriving.

POSTAL ADDRESS *(if necessary)*:

Sector Development Officer

Transport Heritage NSW

PO Box 24, Thirlmere, NSW 2572

NOTES TO APPLICANTS:

The prompts above are intended as a guide to help you explain your aims and why you seek the listed heritage item/s; and will assist THNSW in considering your application.