



BANFF THI

Banff Townscape Heritage Initiative

Grant Application Process



Grant Application Process

Introduction

The Heritage Lottery Fund (HLF) was set up by Parliament in 1994 to give grants to a wide range of projects involving the local, regional and national heritage of the United Kingdom.

Through the Townscape Heritage Initiative, HLF makes grants to address problems in areas of particular social and economic need. It encourages partnerships to carry out repairs and other works to a number of different historic properties within these areas to improve the quality of life for all those who live, work or visit there.

The Heritage Lottery Fund, Aberdeenshire Council, Communities Scotland, Banff & MacDuff ESSG, Banff Preservation Society, Scottish Enterprise Grampian, and ATP Banff and MacDuff and Historic Scotland are jointly contributing some £6.25 million to help finance the regeneration of the historic core of Banff and develop its conservation value by the repair of historic buildings, bringing derelict property back into use and implementing improvements to the towns centre environment.

A detailed survey of the majority of properties within the THI Area has been undertaken to support a heritage merit analysis taking account of various factors including conservation listing, townscape, significance, urgency of repair, vacant/redundant floor space and inappropriate alteration. The work to each property has been assigned a priority and the level of significance of that building given a level of significance from A to E to help evaluate each application.

Key buildings, currently derelict, but significant in architectural, historic and townscape terms have been identified as priority projects and targeted for renovation. A proportion of the budget has been targeted for the renovation of these projects to Historic Scotland

conservation standards, with the remainder of the fund being notionally allocated across the remaining properties within the THI Area.

In addition a budget has been established for environmental improvements to the "heritage core" of the town to enhance the quality of the streetscape.

Finance has been allocated each year from 2007 to 2010 based on an estimate of the likely grant uptake. This allocation may be adjusted if necessary with HLF approval.

Aberdeenshire Council will continue to manage the initiative and a project officer has been appointed to facilitate the scheme.

This leaflet explains how the property grants are intended to work.

Objectives

The overall aim of the THI is to regenerate the historic conservation core of Banff by improving the economic viability of the town through the identification of realistic measures which will enhance its appeal to visitors and investors.

The grant is intended to assist property owners within the THI area to conserve, repair or maintain their buildings to a heritage standard, appropriate to the status of the outstanding conservation area.

Repair is better than replacement and buildings should be regularly maintained. Repairs should respect the fabric, form and technology of the original and not be experimental.

Scope of the grant

The maximum rate applicable to each category is calculated as a percentage of the cost of the eligible works.

Grant Categories

	Eligible Works	% of Eligible Cost	Maximum Award
A	Repair work to roofs, including repairs to traditional dormer windows	75%	£10,000
	Repair or replacement of traditional windows and front doors	90%	£7500
B	Reinstalment or repairs to chimneys and cast iron rainwater goods	90%	£5000
C	Repairs to harling and repointing of stonework with traditional materials	50%	£5000
D	Shop front repair or renewal. Grants are to assist with appropriate repairs or where necessary the replacement of the complete shop front and signage	75%	£10,000
	Replacement of signs to shops	50%	£750
E	Repairs or reconstruction of architectural features	50%	£5000

Note: Some ancillary items may be counted as grant eligible where they are necessary for the proper execution of the work such as scaffolding and preliminary work. Professional fees directly attributable to the grant eligible work can usually be included. VAT, where payable and not recoverable, may be included in the grant calculation and must be shown separately. You may apply for work within different categories, with the max grant being £10,000 per application.

Works excluded

- Purchase of land or property.
- Works which in the opinion of the THI Board do not contribute to the historic character of the town.
- Works without relevant planning permission, building warrant or listed building consent.
- Routine maintenance, redecoration or internal repairs alone, unless the redecoration is needed as a direct result of an eligible repair.

Application Process

In the first instance you should discuss your application with the THI Project Officer.

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Aberdeenshire Council

Town House

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Although general advice regarding design and specification issues will be provided by the project officer, professional consultants will be required for:

- All major or complex works.
- All works with a significant design element (e.g. new shopfronts).
- In such instances grant assistance will be available to successful applicants in respect of professional fees.

Consultant architects should be registered with ARB, and/or members of the RIAS, or RIBA. Surveyors should be members of the RICS. Engineers and other consultants must be members of the appropriate body.

If the work is modest and only involves like for like replacement of windows or gutters etc. you may wish to organise and administer the contract yourself. You should refer to the published guidance on page 6 in preparing a simple specification to allow you to obtain tenders for the work from suitable contractors (You will need three discrete tenders obtained on a competitive basis). You should also discuss your proposal with your local planning and building control officers to check if the work requires planning permission, listed building consent and/or building warrant.

Drawings and specifications must be assessed by the project officer prior to the invitation of tenders.

For all levels of work, a completed application form will be required together with all relevant permission, approvals, drawings, specifications and tenders.

Work commenced prior to formal approval of grant will not be eligible and may prejudice any subsequent award.

Payment

Applicants should note that grants are retrospective, and that payment will only be made on the production of fully authenticated receipted invoices for the completed works.

Timescale

Fully completed and documented applications must be received no later than 31st October 2009 to allow processing to be completed prior to expiry of the grant award period on 21st January 2010.

All work must be completed and final application for payment submitted by 21st October 2010 to allow final settlement to be made by 21st January 2011.

Checklist

The accompanying flow chart on the back page describes the steps in the grant application process and provides a useful check list for applicants on the information required and the processes involved.

Conditions of Grant

Application

Grants will be dependant on resources available at the time of application.

The offer must be accepted within three months, with the agreed works being commenced within six months and be completed within a year of the offer of grant unless an extension of time is given in writing by the Banff THI.

No grant related work should start until approval in writing has been received from Banff THI.

Where required, Planning Permission, Listed Building Consent and Building Warrant must be obtained before a grant can be formally offered and work started. The requirements of these consents must be complied with and any conflict with the requirements of the grant must be immediately referred to the Banff THI.

Grants will be subject to verification that all relevant Permission etc have been complied with.

All grants will be subject to applicants owning or having a leasehold interest in the building, the latter with not less than ten years to run.

All work must be the subject of competitive tender, on the basis of three offers for each piece of work involving different Contractors (unless otherwise agreed with the Banff THI).



Execution of the Works

Reasonable access to the property must be given to representatives of the BanffTHI and Aberdeenshire Council before, during and on completion of the works.

Depending on the scale and complexity of the agreed works, the Banff THI has the right to insist on the appointment of appropriately qualified Consultants to prepare the drawings, specifications and to monitor the works during implementation.

Work must be carried out to the satisfaction of the Banff THI, Aberdeenshire Council and the local Planning/Building Control Officers (where appropriate) and in compliance with the approved plans and specification.

Any variation must be agreed in writing with the BanffTHI before the works are undertaken.

Payment will only be made on the satisfactory completion of the work and on submission of all relevant paid received invoices.

It is the responsibility of the applicant to ensure that the work is completed to their satisfaction. The BanffTHI cannot be held liable for any design or construction faults.

The Banff THI reserves the right to withhold all or part of the grant if any of the above conditions are not complied with.

General

The Banff THI reserves the right to reclaim the grant within a period of ten years if the grant aided works to the building are inadequately maintained, causing the building to detract from the general appearance of the street. Inadequate maintenance at any time in the future may also deny property owners the right to future property grants that may become available through Aberdeenshire Council (see maintenance notes in the Design Guide).

Grants are only given on the basis that all the information given in the application form is truthful and accurate.

Where the applicant is not an individual (i.e. a Company or Community Group) grants are only given on the basis that the proposal falls within the objects of the applicant's constitution or articles of association.

Where the applicant is not an individual (i.e. a Company or Community Group) grants are only given on the basis that the named contact/signatory has the power to accept the grant subject to these conditions and the power to repay the grant in the event of the grant conditions not being met.

The signing of this application form by the named contact/applicant, the receipt of a formal offer letter from the Banff THI and the acceptance of that offer by the applicant, forms the basis of a binding Contract between the applicant and the Banff THI.

Clawback

Grants to private owners and developers should not give rise to realisable private gains. All grants will be subject to clawback which may require the repayment of a share of the proceeds if a property is sold or the ownership transferred within a specified period, of 3 years from acceptance of grant.

Works Eligible for the Grant

General Principles

All work must be undertaken with respect for the character and integrity of the building or structure, and of the area in which it lies, in accordance with the relevant national conservation policies, and following published guidance and advice issued or endorsed by Historic Scotland.

Tenders should only be invited from contractors known to be able to achieve the standards of quality required.

Grant will not be paid for work that, in the reasonable opinion of the HFL, does not meet generally accepted standards of quality in materials or workmanship appropriate to the circumstances, whether in conservation work or new construction.

Building Repair

This includes the structural and external repair of historic buildings which are in use. It can sometimes include internal repairs, but only if these are necessary for structural stability.

It does not include routine maintenance, redecoration or internal repairs alone unless the decoration is needed as a direct result of eligible repair.

The repairs to or reinstatement of boundary walls and railings may be grant eligible but not under the small grants scheme. The grant has to be applied for under a 'reinstatement of architectural detail' grant.

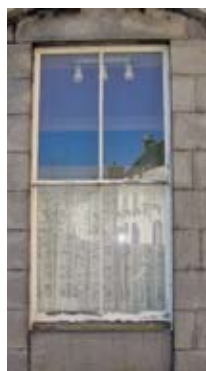
The objective is to put into sound repair the structure and external envelope of buildings that make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods



of construction and high quality natural or traditional materials, normally on a like-for-like basis. Substitute or artificial materials are ineligible and their use generally unacceptable on grant-aided projects.

Repairs may include:

- **Re-roofing** in natural materials traditional to the area, normally to match the historic covering, using new materials and/or re-using sound existing material where possible. Repairs to the roof structure and high level external elements should be undertaken concurrently. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstructed slates or artificial stone slates is not eligible for grant, nor is the use of roofing felt for roofs or lining gutters.
- **Repairs to chimneys**, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks may be a condition of grant offered to other work.
- **Leadwork** - Repair or renewal of existing leadwork, the provision of weatherings, and the reforming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in The Lead Sheet Manual.
- **Rainwater goods** - The repair or replacement of rainwater goods or a rainwater disposal system to a building, to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead. Aluminium, plastic, PVC or GRP rainwater goods are not eligible.
- **Repointing of stonework** - The repair of external stonework including decorative elements, to an appropriate specification. Plastic in situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except for minor areas. Selective rebuilding of existing stonework, if structurally necessary and to agreed specification. Generally this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of existing.



Only repointing, which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible. Comprehensive repointing for cosmetic reasons is not eligible.

- **Windows and doors** - The repair (or if unavoidable, replacement) to the historic pattern and detail, and in the historic material, of window, external doors and other external joinery which contributes to the character of the building and/or the conservation area. The remove of inappropriate uPVC windows and replacement with appropriate timber windows to the historic pattern and detail can be supported.
- **Architectural features** - The repairs to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies and architectural sculpture.
- **Shop fronts** - The town has many shop fronts with original or near original detail. Some shop fronts have been altered inappropriately and some have been replaced using completely modern materials. Grants are to assist with appropriate repairs or where necessary the replacement of the complete shop front and signage.

Advice for Building Owners on Contractors and Consultants

A good contractor working to clear instruction is the key to a successful project whether it is a simple window replacement or a more complicated job involving several different types of work.

Communication

Clear and precise communication is essential in establishing an unambiguous contract between you and your builder.

Specifications and drawn information are the best way to communicate your requirements to your potential contractors. A specification is a detailed description of the work which you want to have carried out down to the smallest detail. It should include a general description of the work, the type and quality of the materials, the way in which they are to be built, and all relevant details of size, shape, colour and texture. In some instances drawings or sketches will be necessary to communicate clearly your requirements. A programme with identified start and finish dates is also essential.

Advice on specification, about the conservation and restoration of historic properties can be obtained from Historic Scotland. They also produce useful publications, including "Looking after your Home" and "Looking after your sash and case windows" which contain helpful check lists for property owners.

Simply providing a specification will indicate to potential contractors that you expect a competent and professional service.

If your project is sufficiently larger or complex, perhaps involving several different trades, you may be advised to employ a professional, architect or surveyor who will prepare the necessary documentation for you and can oversee the work on your behalf.

Finding consultants and contractors

Professional fees directly attributable to the grant eligible



work can usually be included, at a percentage of 75%. The fee would have to be competitively tendered for or shown to be within the normal guidelines.

Consultants

Must be professionally qualified and should ideally have specific experience in the restoration and repair of historic properties.

Architects in order to practice must be registered with the Architects Registration Board (ARB) and are likely to be members of the Royal Incorporation of Architects in Scotland (RIAS) or the Royal Institute of British Architects both of whom retain registers of members specialising in conservation works.

Surveyors should be members of the Royal Institute of Chartered Surveyors.

The scale of the work involved in the THI Area is comparatively small and you should consider using local consultants who are familiar with traditional construction methods, local building types, techniques and materials.

You should ask to see illustrations of, or inspect recent projects ideally of the same type and size of your own project. A list of current clients whom you might approach for references should also be requested.

Contractors

Building contractors are usually of two types, those specialising in a single trade, joiners, masons or bricklayers etc. or "all trades" contractors who provide a range of skills and who will often manage or co-ordinate projects requiring several disciplines. In either case they should be members of the appropriate trade associations or

registration body. These organisations should be able to provide lists of members local to your area.

Once you have identified a few names, contact the tradesmen or builders that suit the size and type of work you want carried out. Again, get confirmation that they have experience in the type of work involved, emphasising the need for tradesmen with the traditional skills needed to conserve and maintain older buildings.

Ask for information about recent jobs which they have done so that you can check the quality and talk to previous customers about the work which has been completed.

The grant helps to cover the cost of materials and labour. Aberdeenshire Council can not be held responsible for the work carried out by the contractor.

When asking for quotations, make sure the builder wants to do the work and will be available when you want it done.

Additional Checks

- ✓ Do the builders have headed notepaper showing a legitimate contact address and telephone number (not just a mobile).
- ✓ How long have they been in business.
- ✓ Do they have full and current insurance cover.
- ✓ Are they VAT registered (only very small firms can avoid registration). Unregistered builders still have to pay VAT on materials, tools, transport etc and will pass these costs on to you. VAT free is a myth.

Quotations and tenders

Make up a list of builders who are prepared to price your job and with whom you would be happy work. You need three firm prices. Go to more than three companies, since some will inevitably drop out.

It is important to give each builder exactly the same information about the job so that you can compare prices fairly.

Ask for detailed, written quotations clearly identifying the cost of the different parts of the job and giving a programme with firm start and completion dates.

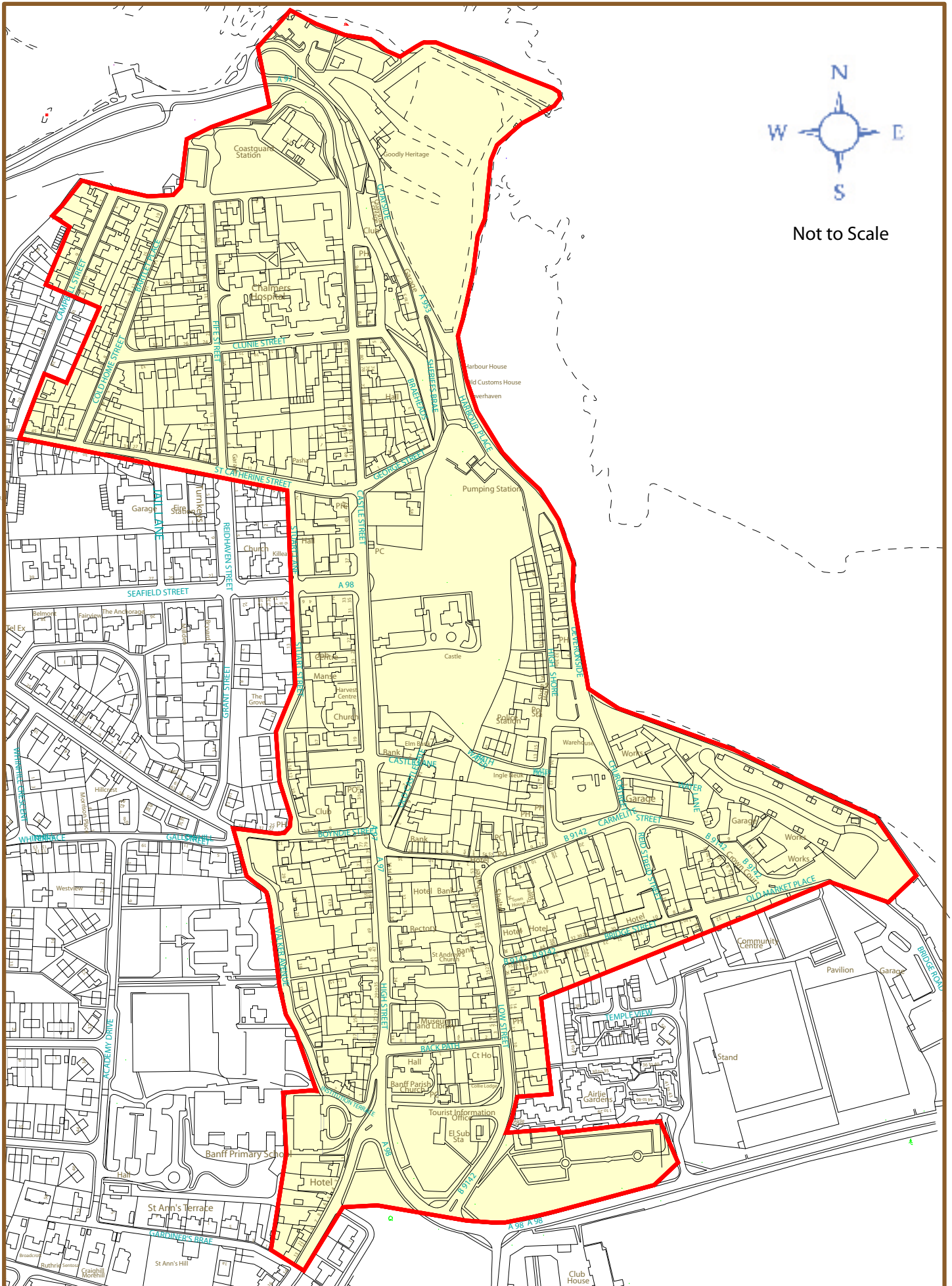
For larger or more complicated projects, use a formal contract. The joint Contracts Tribunal Minor Works Contract has been specially written for this kind of work and is an industry standard. For work at this level you should get professional help.

Payment

Never pay in advance. Reputable builders should be able to cover the initial outlay on labour and materials. Payments should only be made when the work is satisfactorily completed as described in your quotation or tender.

If you have employed an architect or surveyor, they will tell you when to pay your builder.

Extent of Banff THI Scheme



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