



## **HISTORIC BUILDING REPAIR GRANT**

### **NOTES FOR APPLICANT**

#### **1. What buildings are eligible**

- 1.1. The grants are entirely discretionary. There is no obligation on Flintshire County Council to offer a grant in any particular case.
- 1.2. To be eligible for a grant the building or structure must be:-
  - a) Included within the List of Buildings of Special Architectural and Historic Interest – namely 'listed' or,
  - b) Of particular architectural or historic interest. Although not listed, such buildings would particularly include:
    - i. Buildings within conservation areas, or within historic parks and gardens on CADW/ICAMOS Register,
    - ii. Buildings within the curtilage of a listed building,
    - iii. Buildings that lie within an area considered to be within the setting of a listed building.

#### **2. Who can apply for grant aid?**

- 2.1 Any person or body can apply for a grant providing the applicant is in a position to carry out the work.
- 2.2 Applicants should not profit from the award of a grant and they must state if they are entitled to charge the cost of the work against corporation or other taxes.

#### **3. What works are eligible for grant aid?**

- 3.1 The grant is to assist owners who are faced with exceptional expense as a result of the special character of a building in need of repair and where original features are being reinstated. Principles of repair are outlined in a separate guide that is available from the Council alongside this document.
- 3.2 Grants will only be offered for repair in accordance with sound established conservation principles. The radical replacement of historic features with new features should be avoided where the repair of existing fabric will suffice to remedy the problem. Conjectural restoration and reinstatement of features without clear supporting evidence to show that the feature existed should also be avoided and will not be eligible for grant assistance.

- 3.3 Listed Building Consent will be required for works to a listed building that involves any alterations or extensions which would affect its character as a building of special architectural or historic interest. Works of repair and maintenance that do not affect the buildings character are not likely to require listed building consent but may require the submission of a method statement.
- 3.4 It is important that all necessary permissions are obtained prior to commencement of work, particularly as it is an offence punishable by a sizeable fine or imprisonment to execute any works of demolition, alteration and extension to a listed building, without first obtaining consent. The Council's Built Heritage Conservation Officer can advise on whether or not works require listed building consent and/or planning permission.
- 3.5 Repairs to historic buildings is a skilled job and applicants are recommended to obtain specialist professional advice. Fees of professional advisors belonging to recognized institutions will normally be eligible for grant aid.
- 3.6 Grants are not available for modernising, improving or extending historic buildings.

**4. How much grant assistance is paid towards total repair costs?**

|          | <b>Maximum Grant Available</b>  | <b>Type of Building</b>   |
|----------|---|---|
| <b>1</b> | 50% of eligible cost (excluding VAT) up to a maximum award of £5,000  | Grade I and II* listed buildings  |
| <b>2</b> | 50% of eligible cost (excluding VAT) up to a maximum award of £5,000  | Grade II listed buildings   |
| <b>3</b> | 50% of eligible cost (excluding VAT) up to a maximum award of £10,000 | Listed buildings – vacant or at risk  |
| <b>4</b> | 50% of eligible cost (excluding VAT) up to a maximum award of £2,500  | Unlisted buildings within the curtilage of listed buildings, affecting the setting of a listed building, within a conservation area or historic park and garden |
| <b>5</b> | 50% of eligible cost (excluding VAT) up to a maximum award of £2,500  | Buildings of local architectural or historic interest outside designated areas  |

## **5. Specialist Contractors**

- 5.1 Applicants are reminded that contractor's reliability, standard of workmanship and satisfactory general conduct are the applicant's responsibility and that specialists with experience of working on historic buildings should be used. Applicants should make sure that their chosen contractors can demonstrate their competence by providing satisfactory references and by providing evidence that they have carried out similar works successfully in the past. The County Council cannot recommend on the selection of contractors or professional agents.

## **6 Quality of Work**

- 6.1 Any work which is grant aided must be correctly detailed and carried out to the highest standards of workmanship. The County Council reserves the right to withdraw the offer of a grant or to refuse payment where work does not meet these standards or is contrary to the approved specification for the work or does not comply with the grant conditions.

## **7 Starting Work**

- 7.1 Under normal circumstances work should not commence until grant approval has been received alongside any relevant consents. There may be occasions when grants can be paid for work that has started, however, in these rare instances the Council will need to be satisfied that:-
- a) The proposed work is satisfactory in principle and it has been completed to an acceptable standard of workmanship,
  - b) That a preliminary inspection has been carried out by the Council to ascertain the reason why the works need to start urgently.
- 7.2 Remember a premature start of work will normally invalidate an application for grant assistance and applicants starting work prior to receiving confirmation of a grant offer, do so at their own risk.
- 7.3 If starting before the approval of a grant, you should bear in mind that having asked a contractor to carry out work, you are responsible for paying the bill on completion, whether or not you receive a grant.

## **8. Other Grants**

- 8.1 Other sources of grant aid may be available to supplement this grant. Details of other grant applications should be disclosed by applicants.

8.2 The onus is on the applicant to investigate the most appropriate source of funding for any particular project. Applicants will be required to certify that no other grants have been applied for or offered towards the cost of the works, before payment.

## **9. Conditions attached to Grant Awards**

9.1 Offers of grant will be subject to the terms and conditions set out in the grant offer letter. The following standard condition will also normally be imposed on any offer:-

- a) The Council will have the right to inspect the work in progress and on completion,
- b) The whole of the proposed work should be carried out in its entirety and to the satisfaction of the Built Heritage Conservation Officer,
- c) No work should be carried out other than in accordance with the approved schedule of work,
- d) The grant offer must be accepted in writing within one month, the work must be completed within the specified period and the final accounts must normally be received by the Council prior to the 1<sup>st</sup> March of the financial year in which the offer is made,
- e) No contractor other than the one named in the offer letter shall be appointed without the written authority of the Planning, Environment and Economy Chief Officer.

## **10. Value Added Tax**

10.1 The applicant must certify that he/she is unable to recover any VAT paid. VAT will not be eligible for grant assistance under these circumstances, however if VAT is not recoverable, the Council will consider this eligible for aid under the grant scheme.

## **11. How to Apply**

11.1 To apply print a copy of the application form, then complete, scan and e-mail with the accompanying information requested in Section 4 in pdf format to [conservation@flintshire.gov.uk](mailto:conservation@flintshire.gov.uk) . At the present time we are unable to accept applications by post due to Covid restrictions.