

# Long Eaton Town Centre Conservation Areas Townscape Heritage Initiative

## Grant Application Form

A grant programme funded in partnership with Erewash Borough Council

### Important Notes - Please read carefully before filling in this form

1. This application should be accompanied by two copies of the specification and (if necessary) the chosen priced specification. Suitable photographs of the building(s) are also required.
2. No work may be started until written approval is given or you will not be eligible for grant.
3. No work may be started until necessary Listed Building Consent, Planning Permission or approval under Building Regulations has been obtained. These procedures are separate from your grant application.
4. If a grant is offered, it will normally include a condition that, if the building is sold within a specified period, the grant may be recovered.
5. It may be a requirement that you employ an appropriately qualified professional advisor.
6. No less than three written quotations or formal competitive tenders must be obtained depending on value of eligible works (see guidance notes).
7. Any misleading statements (whether deliberate or accidental) given at any stage during the application process, or any material information knowingly withheld could render your application invalid and may require repayment of your grant.

Before submitting this form you should read the supporting notes for the scheme:

- Operation of scheme and conditions
- Guide to eligible work
- Specification requirements for grant aided works
- State aid

All are available from Erewash Borough Council

If you have any queries please contact Townscape Heritage Initiative Project Officer

Erewash Borough Council  
Town Hall  
Long Eaton  
Derbyshire  
NG10 1HU

**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO THE ADDRESS ABOVE**



**1. PROPERTY FOR WHICH GRANT IS SOUGHT**

- 1.1 Name of property:
- 1.2 Address of property:
- 1.3 Is the property a listed building                      Yes                       No

**2. NAME AND ADDRESS OF APPLICANT**

- 2.1 Name of applicant; person(s) or body with legal responsibility for repairs:
- 2.2 Address (including postcode):
- 2.3 Daytime Telephone Number:
- Fax Number:
- Email address:
- 2.4 Please indicate your legal interest in the property (i.e free hold, leaseholdtenancy etc)
- 2.5 Type of applicant e.g. private householder, company, charity, Local Authority
- 2.6 Please state the extent e.g. all property etc
- 2.7 Please state the remaining period of your lease (if applicable).
- 2.8 Please give date of acquiring interest:

2.9 Is the applicant or his/her immediate family related to or associated with an elected member of Erewash Borough Council or an employee of the Council.

Yes  No

If YES please give details:

2.10 Is the property insured (Please provide details)

Yes  No

### 3. AGENT

3.1 Name of agent, professional advisor to act as the Council (If appointed, please speak to the Conservation Officer before submitting this application.

3.2 Profession:

3.3 Address (including postcode):

3.4 Daytime Telephone Number:

Fax Number:

Email address:

3.5 Please confirm that the following have been submitted with the Application Form

### 4. PROPOSED WORKS

*(Please continue on a separate sheet if necessary)*

4.1 Please confirm that the following have been submitted with the Application Form

(Please see additional information provided in supporting notes)

(Tick as appropriate)

Schedule of works/Specification

Drawings

Photographs

Three Quotations Formal Competitive tenders  
(See guidance notes)

Site plan  
(This must be an Ordnance Survey extract)

4.2 When are the works due to start?

Year

Month

4.3 What is the anticipated completion date for the works?

Year

Month

## 5. COSTS

5.1 Is the grant application for the whole project or just part of it?

Whole

Part

5.2 What is the total value of the project, excluding fees and VAT?

£

5.3 What is the lowest estimated cost of grant eligible works (excluding fees and VAT)

£

FEES

£

VAT

£

5.4 Is VAT likely to be recoverable or zero rates on any part of the project?

Yes

No

If YES please give details

5.5 **PROFESSIONAL FEES**  
 Do you wish to include professional fees? Yes  No

If YES what percentage will fees be charged at: % and value of works

5.6 Please give name and qualification of professional advisor

5.7 RIBA Number or RICS Conservation Accreditation

5.8 Estimated current value of building for which grant aid is being claimed

£

6. Often applicants invest in additional (non eligible) repairs and improvements at the same time as the grant aided works. If this applies to you, it would be extremely helpful if you could indicate the nature and cost of such proposed works in order that we may assess the "add-on" value of this grant scheme. For example, Internal alterations to provide better use of commercial premises are to meet requirements of the DDA.

Additional repair/improvement works proposed

Estimate of costs

**7. OTHER FUNDING**

7.1 Have you applied to any other sources for a grant or loan towards this project? Yes  No

If YES please give details of these other sources, and the amount and type (eg grant or loan) of funding you are applying for.

Source of Funding	Amount Applied for	Type of Funding

7.2 Have any other grants or loans from other sources been awarded for the works outlined in section 4.1? Yes  No

If YES please state the amount of grant or loan and any time limits attached to the grant or loan.

Source & Type of Amount	Amount of Funding Awarded	Time Limits Attached to Secure Funding

7.3 Is the property currently receiving any other form of grant aid?  
If YES please give details of the grant including the amount

Source of Current Grant	Date of Grant Award	Amount of Grant

## STATE AID IMPLICATIONS

State aid can exist when public funding is being applied for. There are exemptions to the rule:

- A public body, charitable institution or private individual is likely to fall outside this category and can normally be grant-aided for approved projects without further referral.
- Any Small and medium Enterprise (SME) contributing at least 50% of the overall cost of eligible works, can be grant-aided without further referral. This is the “SME block exemption”.
- Any SME, or larger enterprise, receiving more than 50% grant aid for any element will have a limit placed on the amount of public funding it receives without further referral to the European Commission. This is called the “de minimus exemption”. The limit is 100,000 Euros (approximately £60,000), received in any three-year period. The business is required to confirm that it has not received any public funding over the last three years that will total more than £60,000 when added to this grant. The business will also be monitored over the next three years to see if further public grants take you over this limit.

Townscape Heritage Initiative schemes are compatible with the State Aid provisions and all THI schemes have a licence to operate. In May 2003 an EC notification found that, in cases where the retention or appropriate repair of historic assets entails additional costs part or all of which are to be funded through grants, preserves heritage without affecting trading conditions and competition, and is therefore compatible with the State Aid provisions

**SECTION A**

8.1 Are you a public body or registered charity? Yes  No

If YES please provide further details (attach copies on a separate sheet if required)

**IF THE ANSWER TO THE ABOVE QUESTION WAS YES, PLEASE GO TO SECTION B**

8.2 Have you or your business received public funding during the last 3 years? Yes  No

If YES please indicate the type of grant, amount, date, awarding body, reference number (Please attach separate sheet if required)

8.3 If YES please provide further details (Please attach separate sheets if required)

8.4 Number of full time workers employed by you in the last annual accounting period (seasonal and part time workers should be calculated as a fraction)

8.5 **Your attention is drawn to the accompanying notes on State Aid. If you are awarded a grant of over 50% you will be required to notify Erewash Borough Council of any public funds you apply for during a period of 3 years from receipt of THI grant funding. This is to ensure that the 100,000 Euro threshold is not exceeded. This would be a condition of your grant offer.**

**9. PRESENT USE OF BUILDING**

9.1 What is the present use of the property?

9.2 For a residential building, what is the total number of habitable rooms? (bedrooms & living rooms, not kitchens or bathrooms)

9.3 For a commercial building what is the total floor space area (m<sup>2</sup>). **(If a building has a mixed use answer both 9.2 and 9.3)**

9.4 Have you (the applicant read and understood the informative on the sample offer letter relating to the affect of the works on tenants and leases?  
Yes  No

9.5 **FOR BUSINESSES** What is the present number of employees at the site?

9.6 For sites which are the subject of public realms enhancement works what is the site area (m<sup>2</sup>)?

9.7 Will the repairs enable a vacant or part vacant building to be brought back into use?  
Yes  No

**10. FUTURE OF BUILDING**

10.1 What is the proposed use after repair/enhancement works?

10.2 Will additional habitable rooms be created as a result of the works?  
Yes  No

If YES, How many?

10.3 Will additional commercial floor space be created as a result of the works?  
Yes  No

If **YES** what is the total area (m<sup>2</sup>)?  
 m<sup>2</sup>

10.4 **FOR BUSINESSES** Will additional employees be taken on following completion of the works?

Yes

No

If **YES** how many?

Number of new temporary jobs

Number of new permanent jobs

## SECTION B

### PUBLIC BENEFITS OF PROJECT

Your project will obviously provide some employment benefits whilst work is underway. Will your project provide any other social and/or economic regeneration benefits in addition to these employment benefit?

*E.g. as significant employment opportunities after project completion, viable new use(s) for redundant properties, or upper floor regular and/or wider use of the building for community activities etc.*

Yes

No

IF YES please give brief details

## SIGNATURE

The completed form must be signed here by the applicant at 2.1 above. If the applicant is two or more individuals (e.g. if the property is jointly owned), all should sign. If the applicant is a body, an authorised member of that body should sign and should name his or her post in the body.

I confirm that the information on this application form and the supporting information enclosed is true and accurate and that information has not been deliberately withheld.

I confirm that the project for which the THI grant is sought is within the objectives of my business / company's / authority's / charity's constitution (delete where appropriate)

I / We confirm that I / We as applicant(s) have the power to accept the grant subject to conditions and I / We have the power to repay the grant in the event of the grant conditions not being met.

**SIGNATURE(S)**

**NAME**

**DATE**

**POST HELD**

(For Bodies only)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

# Guide to Eligible Works

## General Principles

The purpose of grants made under the Long Eaton Conservation Areas Townscape Heritage Initiative is primarily to facilitate the preservation and enhancement of the historic environment through:

- **The repair and conservation of buildings**
- **Reinstatement and restoration of architectural features**
- **Public realm works**

All work must be undertaken with respect for the character and integrity of the building or structure and of the conservation area in which it lies. This is in accordance with the relevant national, regional and local conservation policies. It also follows published guidance and advice issued or endorsed by the Heritage Lottery Fund (HLF) and English Heritage (EH).

Tenders should only be invited from contractors known to be able to achieve the standards of quality required. The contractors must be able to demonstrate that they have knowledge and previous experience of working with traditional building materials to a high standard in the repair of listed buildings.

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

## Eligible Categories of Work

### Building repair

This includes the structural and external repairs to historic buildings which are in use. It can sometimes include internal repairs, but only if these are necessary for structural stability, and redecoration only if the public has access to the building by virtue of its use.

THI grants cannot be offered towards routine maintenance, redecoration or internal repairs alone, unless the decoration is needed as a direct result of eligible repair or as a direct result of eligible structural repairs.

Eligible and non-eligible work can be undertaken in the same programme of work but the costs must be identified separately.

The level of grant should reflect the difference between the cost of repair and financial value added to the property as a result of the repair.

The aim is to soundly repair the structure and external part of the building, all of which makes a positive contribution to the character and appearance of the conservation areas. Ideally, repair should be comprehensive using appropriate materials and techniques of construction. High quality natural or traditional materials, normally on a like-for-like basis should be used. Substitute or artificial materials are ineligible and their use is generally unacceptable on grant aided projects.

Repairs may include:

**General structural repairs:** such as the consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable. The survival of vernacular building techniques (often found behind later finishes) is very important, and repair should be in compatible materials.

**Structural timber or timber frame repairs:** Appropriate repairs to timber frames, roof structure, beams, floor joists and other structural timbers, based on a comprehensive survey and understanding of the existing structure. Detailed specification and/or drawings will need to be approved before any works are tendered and undertaken.

All timber will expect to be sourced from sustainable woodlands.

Generally, in situ reinforced resin repairs to structural timbers are **not** acceptable for grant, unless justified on the grounds of avoiding major disturbance of the historic fabric which otherwise may be necessary.

**Specialist Treatments:** Dry rot eradication and timber preservative treatments, if they are shown to be based on a full and independent assessment by a consultant familiar with the issues associated with historic buildings (in which case the consultant's fees are also eligible). Reports by remedial companies who would undertake the actual works may not be accepted. Non-destructive investigation techniques and non-toxic applications should be adopted wherever practicable.

Damp-proofing by traditional methods may be used only where damp is causing structural damage to the building. Damp eradication measures such as improved drainage, the introduction of well designed French drains, or the lowering of ground levels will be preferable and grant eligible. The technique or method to be adopted must be agreed in advance of any stripping out works.

**Re-roofing and high level repairs:** Re-roofing in natural materials which are traditional to the area and accord with evidence on the site are grant eligible as is using new materials and/or using re-using sound existing materials where possible. The roof covering usually should be replaced to match the original historic covering. Repairs to the roof structure and high level external elements should be undertaken concurrently with the roof repairs.

Re-roofing with artificial or alternative materials such as concrete tiles, asbestos cement slates, 'reconstituted' slates or 'artificial stone' slates, is not eligible for grant funding. Neither is the use of roofing felt for flat roofs or lining gutters, or the cost of providing insulation.

**Chimney repairs:** This includes lining or re-building if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile. The replacement of the historic chimney pots is also eligible. Repair of existing chimneys preferred to re-build. The retention and repair of existing stacks or stalks may be a condition offered to other works.

**Leadwork:** The 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 ([www.leadsheetassociation.org.uk](http://www.leadsheetassociation.org.uk)).

**Rainwater goods:** The repair or replacement of rainwater goods or a rainwater disposal system to a building, to match the original material and sections is eligible for grant funding. Generally, the rainwater goods will be cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium, plastic or GRP rainwater goods are not eligible.

**Brickwork and stonework repairs and repointing:** The repair of external brickwork and stonework, including decorative elements to an appropriate specification if grant eligible.

Selective rebuilding of existing brickwork and stonework, if structurally necessary, and to an agreed specification is grant eligible. Generally, this will be using existing salvaged materials and/or new matching materials and should be preceded by a record survey of the existing structure. 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.

Plastic in situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible, except for minor areas.

**Windows, doors and external joinery:** The repair, or if unavoidable, the replacement to the original historic pattern and detail of external doors, windows and other external joinery, which contributes to the character of the building and/or the conservation area is grant eligible.

If extensive repair or replacement is required then, wherever practicable, original hand made glass should be salvaged and reused.

**Render repairs and re-rendering:** Repairs to external render or stucco and limited areas of renewal (there should be a presumption against total or substantial renewal of render, unless this is avoidable), to an approved specification is eligible. If such a coating has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair. Also eligible is the repair of applied details and features such as cornices, string courses, window architraves, columns, pilasters, 'rusticated' rendering and the like. These should be repaired carefully and accurately to the original form or profile, and as nearly as possible to the historic composition. Generally, GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in situ resin-based repair techniques.

**External cleaning:** The external cleaning of stonework and brickwork is only eligible where there is such as build-up of dirt, paint or built-up resin coatings on the surface, which must be removed, in order to assess the extent of necessary repair or where surface build-up is damaging the fabric of the building by chemical action. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist conservation contractors. 'Stone Cleaning: A guide for Practitioners' is helpful.

**Reinstatement of architectural features:** The repair to the historic pattern and detail of distinctive architectural features, for example ironwork such as balconies, canopies and railings, tiling and other historic finishes and architectural sculpture is grant eligible.

**External works:** The repair or reinstatement of retaining walls, boundary walls and/or railings, if they contribute to the stability of the building, enhance its setting, or are of particular interest in the conservation area is grant eligible.

## Reinstatement of architectural features

This can include the reinstatement of architectural features, but only where the building is otherwise in sound repair, or will be repaired as part of this project. The objective is to reinstate in whole or part elements of the exterior fabric of buildings which are essential to their design and character, such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details, joinery to historic patterns, and ornamental metalwork such as balconies, canopies and finials.

It does not include routine maintenance, conjectural restoration (work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings). Nor does it include works involving the reversal of alterations that are themselves of quality or interest.

The level of grant will reflect the financial value (usually modest) added to the property as a result of such work.

## Public realm works

This includes urban green spaces, historic surfaces and other townscape features, such as old walls and railings that define historic public places, using appropriate natural materials. This may include external works associated with a grant-aided repair project which enhances the setting of the building and the removal of unsightly clutter on buildings and other eyesores which are detrimental to the appearance of the conservation area. Repair work should involve the use of natural materials and traditional techniques so as to match the historic work as near as possible.

It does not include routine maintenance, conjectural restoration, the recreation of wholly lost features, modern layouts generated by traffic management or pedestrianisation schemes, the replacement of street furniture, or burying overhead cables.

The grant for public realm projects will be limited to the difference between the cost or repair or renewal to normal standards, and the conservation option.

We will need to see formal assurances about the maintenance of public realm works from the responsible authorities, and routine maintenance will be made a condition of grants to third parties.

## General Matters

### Professional fees

Expenditure on fees for qualified professional advisers is eligible for grant provided they belong to one of the recognised institutions (normally architects but not architectural technicians or Chartered Surveyors who are members of the RICS) with an appropriate level of experience. The involvement of a professional advisor is encouraged in the interests of both the applicant and the grant giving body. Professional fees for architectural services are only eligible if the professional advisor supervises the work whilst in progress and is responsible for its certification.

### Archaeological work

The cost of archaeological work in accordance with relevant national and local planning policies is eligible in the following cases:

Recording and analysing historic buildings of early origin or complex evolution as a basis for devising repair or conservation work, and monitoring during those works

Archaeological assessment, evaluation, excavation and monitoring in connection with alteration, extension or new build projects

Publication of the results, if necessitated by works which are themselves eligible within the scheme

### Value Added Tax (VAT)

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, it will be eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 Buildings and Construction available from the local VAT Office.



**LONG EATON TOWNSCAPE HERITAGE INITIATIVE**