



## BUILDING REPAIR GRANTS

### APPLICATION GUIDANCE NOTES

**Building Repair Grants** are available for works of building repair, and some architectural re-instatement to properties within the Riverside and Crown conservation areas in Inverness. The grants are funded by Historic Scotland and The Highland Council and administered by Inverness City Heritage Trust. Inverness City Heritage Trust is an independent Company Limited by Guarantee, a Scottish charity and a registered Conservation Body.

#### Application Assessment

A number of **key factors** will be considered in the assessment of an application. Within these key factors a number of priorities have been set. Applications will be considered in batches, scored against each key factor and those with the higher scores will be prioritised for grant award.

**All grant awards are at the discretion of the board of Inverness City Heritage Trust.**

#### Key Factors

**Eligibility** – the building must be of traditional design and construction and fall within our **Designated Area**.

**Project Impact** – the impact the works will have on the building and its environment.

**Building Conservation Value** – the architectural and or historical merit of the building.

**Eligible Works** – the proposed works must be as stated within our Technical Advice Notes.

**Need for Repair** – the condition of the building fabric and its need for repair.

#### Designated Area

Riverside and Crown **conservation areas**, which lie wholly within the boundary of the **City of Inverness** will be considered.

Refer to back page for maps of the conservation areas within Inverness.

## Project Impact

Priority will be given to applications which the Trust judge to have the greatest impact on their environment.

## Building Conservation Value

**Priority will be given to the following buildings:**

### High Priority

Listed buildings, in priority: Category A, Category B, Category C(S).

### Medium Priority

Unlisted, traditional buildings, which remain unaltered and a good example of their particular type and / or add value to their environment.

### Low Priority

Listed and unlisted buildings which have had incremental change to an extent where the original fabric and / or appearance of the building is deemed by the Trust to be severely compromised.

## Eligible Works

The purpose of the grant is to conserve the structure and external envelope of the building, through appropriate repair. All works must be carried out using high quality natural or traditional materials as applicable and will be normally on a like-for-like basis. Full details of eligible and appropriate works are detailed in Inverness City Heritage Trust's **Technical Advice Notes**, which should be read prior to completion of the Application Form.

Applications for large scale conservation grants **must be for comprehensive** schemes that undertake **comprehensive repairs /refurbishment /restoration, which will ensure the future of the building for the next 50 – 75 years.** Grant applications from properties in mixed use including tenement properties are welcomed. Note that written agreement of all responsible parties will be required before a grant will be considered. Grant rates may vary between commercial and residential properties. **Priority will be given to the following:**

Projects involving **multiple repair** issues.

Projects where there is evidence of **conservation gain** e.g. tackling window repair and appropriate window reinstatement at the same time.

**Multiple applications** from a tenement, terrace, semi-detached or neighbouring properties.

A comprehensive project may consist of repair, reinstatement and replacement of the various elements of the building. **Priority will be given to the following type of works:**

### High Priority - Repair

- Repairs to the original building fabric, for example: windows, stonework, guttering, chimneys, and roofs (NOTE: not replacement roofs)

### Medium Priority - Reinstatement

- Re-slating of a roof in its original material. Roof slate should be re-used and combined with matching salvaged material as required.

- Reinstatement of important elements of the original fabric

### Low Priority - Replacement

- Replacement, for example: roofs with alternative approved slate.

- Other reinstatement works of non-critical, decorative elements.

**Not eligible**

- Vacant outbuildings, new works, works to non original outbuildings.

## Need for Repair

All properties must demonstrate a need for repair. In particular applications for slate replacement must demonstrate that the present roof covering has reached the end of its life. Applicants may be asked to provide a statement from the contractor, professional survey and / or slate test.

### Priority will be given to the following applications:

#### High Priority

Buildings displaying multiple, and / or severe repair issues.

Buildings that are presently unoccupied and where repair work will assist with the occupancy of the property.

#### Low Priority

Buildings where need for repair cannot be quantified.

Buildings which are presently unoccupied with no identified new use.

## Other Eligible Costs

**Large-scale Conservation Grant schemes must engage the services of a professional advisor.**

- Professional fees, up to a rate of 50% of the total fee may be eligible. Fees are generally eligible up to 16% of the cost of eligible works.
- VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, may be eligible for grant. Guidance on VAT and listed buildings is contained within VAT Notice 708 *Buildings and Construction* (August 1997) available from the local VAT office.

## Grant Levels

- A grant level band between **25 – 75% of all eligible works** will operate.
- The rate of grant given will be entirely at the discretion of the board and will be based on the application score.

## Grant Administration

- The Trust Project officer will assess each application and provide a report to the Trust Grant Sub Committee with a recommendation to approve or reject the application.
- The Grant Sub Committee will consider all application reports and make a recommendation to the full Trust board.
- The amount of overall grant to be committed at the first round may be agreed at the first sub committee meeting and will be dependent on the application numbers, their value and projected grant uptake for the coming year(s). It is anticipated that not all grant monies will be committed at round one.
- 3 grant assessment dates will be put in place per annum. Applicants will be advised of the next assessment date on application.
- Grant offers will remain valid for a period of three months. If works have not commenced within that time period then an applicant may have to re-apply.

- Any materially deliberate misleading statement made at any time during the application process could render the application invalid and the applicant liable to return any money already paid out.
- The Trust reserves the right to impose a claw back condition on the grant offer. In the event of the sale or lease of a property within a set time the Trust may ask for repayment of part of the grant.
- **A Standard Security will be required for comprehensive projects in receipt of a grant over £25,000. All costs of the Standard Security will be borne by the applicant.**

## Statutory Consents

- Grant eligible works may require Listed Building Consent, Planning Permission and/or Building Warrant. **These requirements are separate from the grant application process.**
- It is the responsibility of the applicant to ensure that **all statutory consents are in place prior to works being commenced** on site.
- The Trust may request confirmation that approvals have been sought and received.
- Applicants are strongly advised to contact The Highland Council, Planning Department to check whether the works require any consents prior to an application being submitted.

**Grant will not be paid for works undertaken without the necessary permissions.**

## Non-eligible Works

- The Trust reserves the right to withdraw the grant offer if other non-eligible works or inappropriate repair works are carried out concurrently with grant aided works, without prior agreement of the Trust Project Officer.

## Pre-application Discussion

**The Trust requires that any person or organisation wishing to make a grant application must in the first instance contact the Trust to discuss the project and arrange a pre-application site visit.** Contact the Trust on 01463 724384.

Further details of the work of the Trust can be found on the Trust's website

[www.heritage-inverness.org](http://www.heritage-inverness.org)