



Leicester
City Council

Leicester City Council

Historic Buildings Grant Scheme



Application Form

The Property

Name and Address of Applicant:
.....
.....
.....
Postcode

Name and Address of Agent (if applicable):
.....
.....
.....
Postcode

Telephone
Email

Telephone
Email

Address of the property for which grant assistance is requested:
.....
.....

Is your property: **Nationally Listed / Locally Listed / in a Conservation Area**

Please note that properties located in the Stoneygate and Knighton Conservation Area are currently not eligible for grant funding.

Are you VAT registered? **Yes / No** VAT registration number

What is your interest in the property? **Freeholder / Leaseholder**

If you are the Leaseholder, when does your lease expire?

If you are the Leaseholder, do you need the Freeholders permission for this work? **Yes* / No**

***If Yes, please provide evidence of the Freeholder's permission.**

Proposed Works

Please provide a brief summary of the proposed works:

.....

.....

.....

.....

Please confirm you preferred quote / contractor:

.....

Please list the works proposed and their total estimated costs:

Cost (excl. VAT)

1.	£
2.	£
3.	£
4.	£
5.	£
6.	£
7.	£
8.	£

Sub-total:	£
VAT:	£
Total:	£

Have you obtained the necessary Statutory Consents required for undertaking the works?

Listed Building Consent?	Obtained / Applied For / Not Required
Planning Permission?	Obtained / Applied For / Not Required
Building Regulations Approval?	Obtained / Applied For / Not Required

Estimated start date Estimated completion date

Have you been offered a grant towards these works from any other source? **Yes* / No**

***If Yes, please attach copies of any grant offers or award letters you have received.**

Declaration

1. The information provided in this form and within the attached documents are accurate to the best of my knowledge and no information has been deliberately withheld.
2. I understand that any misleading statements whether intentional or accidental, given at any stage during the application process, or any material information knowingly withheld, could render my application invalid and may require repayment of any grant.
3. I have read and understood the Grant Conditions and the Guidance Notes.
4. I will notify the Council in writing of any changes in the details of this application and in particular the award of any further funding from other sources.
5. I agree that the information I supply may be shared within the Local Planning Authority.

Signed Date

On behalf of (*if signed by an agent*)

Application Checklist

Please provide the following documents along with the completed application form:

- **Proof of freehold or leasehold of the property**
- **Three detailed quotations for the eligible works**

and if required:

- Copy of any statutory consent notifications (i.e. decision notice)
- Evidence of freeholder's permission to carry out the works
- Copy of any grant offers or award letters received

PLEASE RETURN THE COMPLETE FORM TO:

FAO Anne Provan
Conservation Team
Leicester City Council
City Hall
2nd Floor – Halford Wing
115 Charles Street
Leicester
LE1 1FZ

If you require any further assistance, please contact the Conservation Team at planning@leicester.gov.uk

Historic Buildings Grant Scheme

Grant Conditions



Offer and Acceptance

1. The offer of a grant must be accepted in writing within four weeks of the date of the grant offer, unless otherwise agreed in writing by the Council.
2. No works should be carried out before the grant has been formally offered and accepted in writing. Any works carried out prior to the grant being offered and accepted will not be eligible for grant aid unless agreed in writing by the Council.
3. No works should be carried out without the permission of a freeholder (applicable to leaseholders) if such permission is necessary.

Specification of Work

3. All works are to be undertaken strictly in accordance with the specification and schedule of works submitted to and agreed with the Council.
4. The Council's written approval must be obtained in advance of any amendments to the approved specification and schedule of works. Amendments include the omission or variation of the agreed works and the execution of any additional works.

Failure to comply with this condition may invalidate the grant offer even if the additional work is not grant aided.

Progress of Work

5. Representatives of the Council must be allowed access to the property to carry out interim inspections of the works in progress, by appointment at any reasonable time.

Amount of Grant

6. There is no obligation upon the Council to increase the grant if the cost of the works increases, or if any additional work is undertaken. The Council may consider a request for an increased grant, provided that you inform the Council as soon as the additional costs become apparent.
7. A proportionate reduction will be made to the grant if the actual cost of the eligible works proves to be less than quoted.

Payment of Grant

8. The grant will be paid upon satisfactory completion of the works and the submission of a paid invoice. A supporting statement should show how the expenditure relates to the individual items in the approved schedule of works.
9. The grant will be paid to reimburse the payee, not as part payment directly to the contractor.
10. In exceptional circumstances, interim payments against works in progress may be made at the LCC's discretion, up to a limit of 50% of the grant. Claims should clearly indicate a request for partial payment.

Publicity

11. The Council reserves the right to publish illustrations, photographs or other details of your project in promotional literature and other documents associated with Council grant schemes.
12. The Council may provide a sign acknowledging grant assistance, which should be displayed outside the grant aided property while works are in progress.

Statutory Consents

- 13.. The LCC's approval of the proposed scheme for grant aid does not override the need for consent to be obtained under planning, ancient monument, historic building legislation, building regulations or any other relevant legislation. All such consents needed must be obtained before the work commences, and the work must satisfy the conditions of any such consent.
14. If the applicant undertakes any work that, in the opinion of the LCC's significantly alters or removes any elements of the grant aided work, the Council has the right to recover such proportion of the grant as it sees fit. This condition shall apply for a period of five years starting on the day on which the final grant payment is made.
15. Under Section 58, Part 4 of the Planning (Listed Buildings and Conservation Areas) Act 1990, if any grant condition is contravened or not complied with, the Council reserves the right to recover the grant, or such part of it as the Council sees fit.

Historic Buildings Grant Scheme

Guidance Notes



Grants are available for the repair or reinstatement of traditional features to formally identified heritage assets. The purpose of the grant aid is to encourage sympathetic works to historic buildings, preserving or enhancing their special architectural and historic interest.

The categories of heritage assets eligible and the maximum amount of grant funding available are as follows:

1. Nationally Listed Buildings

Grants are available for 50% of the total cost of the eligible works, to a maximum of £6,000.

2. Historic Buildings in Conservation Areas

Grants are available for 50% of the total cost of the eligible works, to a maximum of £3,000.

3. Local Heritage Assets

Grants are available for 50% of the total cost of the eligible works, to a maximum of £3,000.

In exceptional circumstances, properties may be eligible for a higher percentage and amount of the grant offer, particularly where the proposed works would have a substantial public and/or wider community benefit (e.g. voluntary and 'not-for-profit organizations).

Grant assistance is available for external repairs (provided these are carried out in traditional materials and sympathetic to the property under consideration) and reinstatement of traditional features (where these have been lost or are beyond repair) to primary elevation, namely those fronting public highway and open public spaces. The LCC does not provide financial assistance for internal works (unless in exceptional circumstances, where there is external impact).

Works eligible for grant assistance include:

- Repairs of original windows and doors
- Reinstatement of traditional windows and doors (when those have been lost or are beyond repair)
- Reinstatement of lost architectural features
- Reinstatement of traditional roof coverings (e.g. Swithland slate) and rooftop features (e.g. ridge tiles, chimneystacks)
- Rooftop repairs (e.g. chimneystacks, reinstatement of slipped slates / tiles), where there is public benefit (i.e. to roof slopes fronting public highway or open spaces)
- Repairs and reinstatement of traditional rainwater goods (e.g. cast-iron downpipes)
- Stonework and brickwork repairs
- Repointing
- Reinstatement and repairs of traditional boundary treatments

Works **not** eligible for grant assistance include:

- Internal works
- Alterations to rear and side (where there is no public benefit) elevations

- Installation of PVC (e.g. guttering) and uPVC (e.g. windows and doors) features
- The injection of damp-proof membranes
- Redecoration (e.g. repainting)
- Scaffolding
- General maintenance works (e.g. removal of vegetation)

Important Information

- All works for which funding is requested must be eligible as set out by the Historic Building Grant documents, with only those items included in the application form.
- Grants must be offered and accepted before any works commence on site. The LCC will not grant funding retrospectively (unless in exceptional circumstances).
- Where planning permission, listed building consent or any other form of statutory consent are needed to carry out the proposed works, these permissions must be approved before any grant aided works commence on site. The LCC will not support works that do not have the benefit of the relevant statutory permission(s) or works that are the subject of enforcement action by the LCC (unless in exceptional circumstances).
- Grants are paid out by the Council directly to the applicant once all eligible works have been completed and all relevant invoice documents submitted.
- Each property is eligible for one grant offer per financial year and a maximum of two grants within a five-year period.
- Measured drawings of any new architectural features (where neither planning nor listed building consent is required), including 1:5 or 1:10 cross-sections (where appropriate), may need to be submitted for approval of the LCC before the approval of the grant offer or as a condition of the grant offer.

As of 1st April 2020, grant assistance is not available for properties located in the 40% least deprived areas nationally, based on the 2015 Index of Multiple Deprivation. At present, this means that grant assistance is **not** available for properties (including Nationally Listed Buildings) located in the Knighton and Stoneygate Conservation Areas (unless in exceptional circumstances).

Heritage assets identified to be at risk from neglect, decay and vacancy (included on the Historic England and LCC Heritage at Risk Registers) will also be prioritised for grant funding. For more information please visit the Council's website at: <https://www.leicester.gov.uk/planning-and-building/conservation/heritage-conservation/heritage-at-risk-register/>.