

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

Fax

Email

Telephone

Fax

Email

Address of property for which grant assistance is requested:

.....
.....

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 items of works proposed and their 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:

The information given in this form and the attached details are true and accurate to the best of my knowledge and no information has been deliberately withheld.

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.

I have read and understood the criteria for this grant.

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.

I agree that the information I supply may be shared with 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
- 3 detailed quotations for the works

and if required:

- Copy of any statutory consent notifications (i.e. decision notice)
- Evidence of freeholders 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 on

0116 454 1000 or 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.

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.

(The grant will be paid to reimburse the payee, not as part payment directly to the contractor.)

9. Interim payments against works in progress may be made at the Council's discretion, up to a limit of 90% of the grant assistance. Claims should clearly indicate a request for partial payment.

Publicity

10. 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.
11. 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

12. The Council's approval of the proposed scheme for grant aid does not override the need for consent to be obtained under planning, ancient monument or historic building legislation, or 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.

Repayment of Grant

13. If the applicant undertakes any work that, in the opinion of the Council, significantly alters or removes any elements of the grant aided work, the Council shall have 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.
14. 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 historic buildings. The purpose of the grant aid is to encourage the sympathetic repair of historic buildings, preserving their special architectural and historic interest.

Grant assistance is available for the following historic buildings; the amount available for each type of historic building is also provided below:

1. Statutory Listed Buildings

Grants are available for 50% of the total cost of the eligible works, to a maximum of £5,000

2. Historic Buildings within Conservation Areas

Grants are available for 50% of the total cost of the eligible works, to a maximum of £2,500

3. Local Heritage Assets (on the Local Heritage Asset Register / Local List)

Grants are available for 50% of the total cost of the eligible works, to a maximum of £2,500.

Voluntary and 'not-for-profit' organisations may be eligible for a higher percentage of grant (but would still be subject to the maximum payment level), particularly where the proposed works would have a wider social or community benefit.

Grant assistance is available for external repairs (provided these are carried out in traditional materials) and for the reinstatement of traditional features. The council do not normally provide financial assistance for internal works (unless in exceptional circumstances)

Works eligible for grant assistance would include:

- Restoration of original windows & doors
- Reinstatement of traditional windows & doors
- Brickwork repairs and repointing
- Reinstatement of traditional roof coverings (i.e. Swithland slate)
- Chimney repairs or rebuilding works
- Stonework repairs
- Timber frame repairs
- Reinstatement of lost architectural features

Grant assistance is not available for:

- Alterations to the rear of a building (where there is no wider public benefit)
- Installation of Upvc windows and doors
- The injection of damp proof membranes
- Redecoration (internal or external)
- Scaffolding (as part of a scheme of repairs)
- General maintenance works

To apply for a historic building grant, please complete the accompanying grant application form and return to the Council's conservation team along with three comparable and detailed quotations for the works.

Important Notes

- Grants must be offered and accepted before any works commence on site. The council will not grant aid works retrospectively.
- 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 are undertaken. The council will not grant aid works that do not have the benefit of the appropriate permission/s, or works that seek to address unauthorised works (and works that are the subject of enforcement action by the Council).
- Grants are paid out by the Council to the applicant (by BACS payment) once all works have been completed and the contractor has been paid. We will not pay the contractor directly.
- Owners are allowed one grant per financial year and a maximum of two grants within a five year period.

As of the 1st April 2008, grant assistance is only available to those areas of the city that are located within the City's most deprived super output areas. This is generally those areas located within the 20% most deprived areas nationally, based on the latest Index of Multiple Deprivation (provided by Central Government).

At present, this means that grant assistance is not available to those properties located within the Stoneygate & Knighton conservation areas.

Listed Buildings & Local Heritage Assets located within areas of least deprivation are also ineligible for grant assistance at this present time.