



Leicester
City Council

GUIDANCE NOTES

**Architectural Feature
Lighting Scheme**

Introduction

These Guidance Notes have been produced as an aid to assist you in your application for Architectural Feature Lighting (AFL) grant funding. Please read through the Guidance Notes carefully before commencing with your application.

1. What is Architectural Feature Lighting?

Leicester is the East Midlands' largest city, its streets a constant bustle of activity. But rarely do its residents take the time to stop and look up at the extraordinary architectural heritage all around; world-class architectural detail, comprising of stunning sculpture, ornament, friezes, gables and decoration, the vast majority of which are hidden in plain sight above eye level.

Leicester's AFL scheme seeks to illuminate these hidden treasures. AFL is a specialist field within the built environment professions, whereby the aesthetics of buildings and public spaces are enhanced via permanent illumination.

2. What is the Leicester AFL scheme?

The Leicester AFL scheme is a £200,000 regeneration programme that seeks to:

- Create inviting, atmospheric spaces after dark;
- Enhance the shopping and leisure experience for residents and visitors after dark, and;
- Support the growth of local business.

Businesses across the city have already benefited from the transformational impact AFL can have on their premises and wider surroundings. Leicester City Council has now extended the scheme and is inviting expressions of interest.

3. What funding is available?

Grants will be awarded up to a maximum of £30,000, which is to be match-funded by the applicant. If the applicant is carrying out additional works to improve the aesthetics of their premises, then it may be possible for the additional works to constitute match-funding.

4. What type of work may be funded?

Funding will be allocated to eligible projects based on an application and assessment procedure. Examples of the type of work that may be eligible include:

- Illumination of selected; architectural and sculpture features;
- Ground-based floor lighting on buildings;
- Dynamic lighting/ projected images onto buildings;
- Cross-lighting, up-lighting and back-lighting on buildings;
- Lighting of public realm space.

These are indicative examples and not exhaustive; all applications will be considered on merit.

5. Who can apply?

Applications are welcome from owners of buildings of architectural merit anywhere within the wider city centre area however applicants are particularly encouraged within the following areas:

- The Cultural Quarter;
- The Old Town;
- The Lanes/ St Martins;
- Town Hall Square through to, and including, Market Square.

6. How do I apply?

You must first complete and return an 'Expression of interest' form, outlining your AFL proposal. This proposal will be assessed by the City Council and, if successful you will be invited to complete and return an application form.

7. What should your application aim to achieve?

Not all proposals will be eligible for an AFL grant. The grant will only fund proposals which are considered to further the council's aims, as set out in section 3 of these guidance notes.

8. Will I require planning approval?

Light itself, and most light fittings do are not subject to planning controls. Nevertheless, you should take into account when designing your lighting scheme the

impact the scheme may have on neighbouring properties. If your property is listed, or is within a conservation area/ townscape heritage zones, then 'Listed Building Consent' or 'Conservation Area Consent' will be required.

If you would like to discuss whether your proposals require planning approval please contact the Council's Planning Section on 0116 454 1000 or write to them: Planning Team, Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ, or email planning@leicester.gov.uk

10. What do I have to supply to support my application?

In order to consider your proposal, we require the following:

- Completed application form – You must complete a grant application form. This contains basic information about your project.
- Proof of ownership/lease – If you do not own the property, you will need to provide proof that you have permission from the owner to carry out the works. The building owner must countersign your application to show that they have given permission for the works to be carried out.
- Cost estimates including two recent comparable quotes - Evidence that you have obtained at least two quotes from contractors. You should state which of the two contractors you would like to employ and why. Please note that any grant offer would usually be based on the lowest costs. The following information must be contained in each quote:
 - A breakdown of the individual cost of each element of the scheme;
 - Total price for the whole scheme (remember to also include project support costs and VAT as separate items);
- A programme of works – this should be provided to you by your contractor.
- Recent photographs of your building – this should include photographs of your building both during the day and after dark, along with photographs of any architectural detail (sculpture, ornament, friezes, gables, decoration etc.) you would like to light.
- De-minimis form – You will need to demonstrate that you are eligible to receive the grant lawfully under the de-minimis state aid rules by completing a de minimis declaration form which is included in the application pack.

Depending on your circumstances, you may also be required to send us:

- Details of other works, if these works are being put forward as match-funding – match funding is required for all projects, however, if the applicant is carrying out additional works to improve the aesthetics of their premises, then it may be possible for the additional works to constitute match-funding. If you intend to include additional works in your match-funding calculation then full details must be included.
- Copies of statutory consent notifications – if your property is listed, or is within a designated conservation area, then consent may be required from the planning department.
- Copies of grant/ award letters from other sources – if your AFL proposal is in receipt of financial support from other sources, then you must provide the council with full details.

11. How long will it take to make a decision on my application?

We will try and make a decision on your application within six weeks of receiving a fully complete application.

If your project required planning consent and your grant is approved we will write to you making an offer in principle of funding. We will then issue a formal offer letter if and when planning permission is granted.

12. Who will decide whether my application is approved?

Applications will be considered by a panel made up of Council officers, who will consider proposals against the criteria approved and the grant funding available. The grant programme has a finite budget. The grant scheme will be administered by Leicester City Council.

13. What conditions will apply to the grant?

Any offer of grant funding will be subject to applicant evidencing their ability to match-fund 50% of the grant value. Additionally, Leicester City Council will require agreement from the applicant on terms and conditions relating to the provision of grant funding. These terms and conditions will be in the form provided by the

Council. Finally, all grants will be conditional on applicants securing the appropriate statutory consent, where applicable.

14. When will the grant be paid?

Subject to the parties having agreed terms under a grant funding agreement, grants will be paid on production of invoices from contractors showing a detailed breakdown of costs. Payments will be made after all works are completed and evidence is provided through bank statement records that that the contractor has been paid.

15. Data Protection

Leicester City Council is the data controller for the purposes of the Data Protection Act.

We will use the information you give in this form, and in any supporting evidence you send, to process your application for grant assistance and, if your application is successful, to process your claim for grant payment.

We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so.

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

Further information is available on the website at <http://www.leicester.gov.uk/your-council-services/council-and-democracy/data-protection-and-foi/data-protection>