

**City of Brechin THI**

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## **City of Brechin THI - GRANT ASSESSMENT CRITERIA**

### **General principles**

The purpose of grants made under a Townscape Heritage Initiative (THI) is to promote comprehensive repairs to the eligible buildings, taking into account any existing or potential defects, as well as the work immediately proposed. Only structural repairs and the repair (including reinstatement) of historic details are eligible and all should be carried out using natural or traditional materials and methods.

All work must be undertaken with respect for the character and integrity of the building or structure, and of the area in which it lies, in accordance with the Memorandum of Guidance on Listed Buildings and Conservation Areas (1998), and following published guidance and advice issued or endorsed by Historic Scotland.

Please note that eligibility for grant does not necessarily mean a grant will be awarded. All grants will be subject to the availability of grant monies by the Townscape Heritage Initiative grant at the time of the application since there may be more demand than funding available.

### **Reinstatement of architectural details**

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 like balconies, canopies and finials. Reinstatement grants must only be offered where the building is already in sound repair, or will be made so with a concurrent repair grant; the details must be known from the building, its neighbours, or documentary sources, not be speculative; and reinstatement must not involve the removal of later features of interest.

### **Bringing empty historic floorspace back into use**

This includes empty space within partly used historic buildings, such as unused upper floors over shops. Proposals for this type of work must respect the character and interest of the building internally as well as externally.

Only high quality materials and workmanship should be used throughout the works. The property must be brought up to high standards and comply with all current regulations and legislation.

Urgent external repair work might be a condition of grant to safeguard against potential damage due to lack of maintenance of the rest of the building in the past.

In addition to the grant application form, feasibility studies and outline business plans must be submitted to the Heritage Lottery Fund for projects that will bring vacant historic floorspace back into use.

## **GENERAL MATTERS**

### **Professional fees**

Any scheme involving more than one trade or when indicated by the Project Manager needs a professional adviser to coordinate and supervise the work. This adviser should be an independent suitably qualified and experienced architect. The funding bodies require the use of an architect accredited in Building Conservation. The Royal Incorporation of Architects in Scotland (0131-229 7205 or [www.rias.org.uk/content/default.asp?page=s3\\_5](http://www.rias.org.uk/content/default.asp?page=s3_5)) can provide a list of them. Full professional fees for architectural services would only be eligible if the professional adviser inspects the work in progress and is responsible for its certification on completion.

Should the applicant wish to use an architect or shop front designer who is not accredited in conservation strong evidence of previous work experience with historic buildings has to be submitted to the Project Manager. The evidence will be used to decide if an exemption to the above condition could be made.

Should the applicant be a suitably qualified and experienced professional who wishes to undertake the professional work themselves, they can do so subject to the grant aiding bodies' approval. The applicant's professional fees would not be grant eligible.

### **Contractual work**

All contractual work over £5000 (FIVE THOUSAND POUNDS) must be competitively tendered (work under £5000 requires just three estimates). At least three tenders by independent suitably qualified and experienced contractors and a tender report must be submitted for approval. The items should be broken down to show the costs of each element of work detailed in the specification. A 10 % contingency sum is required. **The grant will be based on the eligible works detailed in the specification and calculated on the lowest of the competitive prices, although a more expensive contractor can be used subject to the grant aiding bodies' approval.**

Should the applicant be a suitably qualified and experienced contractor who wishes to undertake the contractual work himself or herself, they can do so subject to the grant aiding bodies' approval. The applicant's contractual costs would be not grant eligible.

### **Value Added Tax**

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, will be eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 *Buildings and Construction* (August 1997) available from the local VAT office.

The applicant's VAT status needs to be submitted to the project manager for the assessment of the level of grant.

