



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Advice Note 3

Guide to Eligible Works

General Principles

All work must respect the character and integrity of the building and the Conservation Area. This means in accordance with the relevant national and local conservation policies, and following published guidance and advice, issued or endorsed, by Historic English.

Where consultants, such as Chartered Architects or Surveyors, are necessary to deliver the technical aspects of a project, references will be required from chosen consultants to demonstrate proven ability and experience of conservation projects. The Townscape Heritage Scheme Project Officer needs to approve consultant before they are appointed.

All eligible projects have to consider their environmental impact. Any sustainable development should make a contribution towards addressing issues such as energy conservation, water use, minimizing waste, recycling, biodiversity, transport and the use of local resources, traditional materials and skills, with proper consideration given to the special characteristics of a historic building.

Grant aid will not be issued for work that does not meet generally accepted standards of quality and accuracy in materials or workmanship, appropriate to the circumstances.

Quotes or tenders should only be invited from contractors known to be able to achieve the high standard of quality required. References will be required from chosen contractors to demonstrate proven ability and experience of conservation projects. The Townscape Heritage Scheme Project Officer needs to approve contractors before tenders are sent out to them.

Eligible categories of work

1. Repair works to buildings in use

This category includes the structural and external repair of historic buildings which are in use. Repairs can be grant aided alongside reinstatement and restoration works.

Objective

To put into sound repair the structure and external fabric (envelope) of buildings that make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like for like basis. Substitute or artificial materials are ineligible and their use is generally unacceptable on grant aided projects.

Grant rate:

60% of the eligible cost.

Eligible repairs may include:

Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction in line with the existing structure is eligible, if unavoidable and, supported by clear documentary evidence. The survival of vernacular (locally distinctive) building techniques, often found in town buildings behind later finishes, is very important, and repairs should be in compatible materials.

Appropriate repairs to timber frames, roof structures, beams, floor joists and other structural timbers, based on a careful and comprehensive survey of the existing structure. We cannot accept in-situ reinforced resin repairs to structural timbers unless justified on the grounds of avoiding major disturbance of historic fabric.

Dry rot eradication and appropriate conservation-based timber preservative treatments, based on an analysis and specification by an independent consultant with conservation expertise, and using non-destructive techniques, and non-toxic applications. The consultant's fees are also eligible for grant.

Damp-proofing by traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of French drains or the lowering of ground levels, are preferable where practicable.

Re-roofing in natural materials, traditional to the area, and normally matching the historic roof covering. This should be done by using new materials, and/or re-using sound existing materials from the same roof where possible. Re-roofing with substandard artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstituted slates or artificial stone slates, is not eligible for grant. Reclaimed stone slates from other buildings should only be used when the source can be proven. The use of mineral roofing felt for flat roofs or lining gutters will not be acceptable. Repairs to the roof structure and high-level external elements should be undertaken at the same time as re-roofing.

Repairs to chimneys, including lining or rebuilding, if structurally essential, and provided that the chimney is reinstated accurately, to the historic height and profile. The replacement of the historic style of chimney pots/cans is also eligible for grant. The retention and repair of existing stacks may be a condition of grant offered to other works.

Repair or renewal of existing sheet leadwork, the provision of flashings/weatherings, and the re-forming of gutters to adequate falls. Leadwork repairs should be to the details and codes recommended by the Lead Sheet Association in '*The Lead Sheet Manual*'.

The repair or replacement of rainwater goods, or a rainwater disposal system in a building to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium, plastic, PVC or GRP rainwater goods will not be eligible for grant. The addition of rodding access for easy maintenance should receive particular attention.

The repair of external stonework and brickwork, including decorative elements, to an appropriate specification. Plastic or in-situ resin-based mortar repairs to brickwork and stonework, unless justified on the grounds of avoiding major disturbance of historic fabric, will not be eligible for grant.

Selective rebuilding of existing stonework and brickwork, if structurally necessary, and to an appropriate specification. Generally, this will involve using salvaged materials, and/or new matching materials, and should be preceded by a record survey of the existing stonework/ brickwork. Lime mortars should be used to match traditional specifications. Only re-pointing which is structurally necessary and kept to the absolute minimum required is acceptable. Comprehensive re-pointing for cosmetic reasons is normally not eligible for grant.

The repair or, if necessary, reinstatement of the historic pattern and detail, in the historic material, of windows, external doors and other external joinery, which contributes to the character of the building and/or the conservation area. Where the existing windows and their setting into the external walls allows sufficient space for internal secondary glazing to sit within the window reveal without compromising panelling or shutters, appropriate secondary glazing should be considered. This would improve energy performance with little impact on the appearance of the building.

Repairs to external render, and limited areas of renewal, to an approved specification. There is a presumption against total or substantial renewal external render, but if such a coating has been altered or removed, in recent years, to the detriment of the performance and appearance of the building, its reinstatement may be an appropriate form of repair.

The external cleaning of stonework and brickwork is only eligible for grant, where there is such a build-up of dirt, paint or resin coatings on the surface that this must be removed in order to assess the extent of necessary repair, or where the surface build-up is damaging the fabric of the building due to a chemical reaction. Cleaning for aesthetic reasons is only eligible if it significantly improves the building and

conservation area, and does not cause damage to the stone or brickwork. Any cleaning which is necessary, must be done to an approved specification, based on trials and, carried out by specialist conservation contractors.

The repair or reinstatement of retaining walls, boundary walls and/or railings that contribute to the stability of the building, enhance its setting, or contribute to the character of the conservation area.

Ineligible works:

Routine maintenance, redecoration or internal repairs are not eligible for grant aid.

Redecoration may be eligible for grant, if it is needed as a direct result of other eligible repairs, and the public has access to the building by virtue of its use, such as retail premises. Internal repair works are eligible for grant, if they are necessary to ensure structural stability of the building.

2. Reinstatement and restoration of architectural features

The reinstatement and restoration of architectural features is only eligible for grant, where the building is otherwise in good repair, or will be repaired as part of the project, and clear documentary evidence of the original feature is available. The restoration of architectural features can, if necessary, include the reinstatement of missing details/components. Reinstatement and restorations can be grant aided alongside repair works.

Objective

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), render and other applied finishes and details, joinery to historic patterns, and ornamental metalwork such as balconies, canopies and finials. It does not include 'conjectural restoration' work, that is work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings, nor does it include works involving the reversal of alterations that are themselves of quality or interest.

Grant rate

60% of the eligible cost.

Eligible works

The repair, to the historic pattern and detail, of distinctive architectural features, such as architectural sculpture, tiling and other historic finishes, decorative ironwork, including roof finials, balconies, canopies and railings.

The repair of applied details and features, such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering. These should be repaired carefully and accurately to the historic form or profile, and as closely as possible to the historic composition. Joinery or carpentry to historic patterns.

Other whole elements, or significant parts of elements of the exterior fabric, which are essential to the design and character of the building, such as shop fronts and original pattern windows.

Ineligible works:

GRP or similar replacement mouldings are not eligible for grant, nor are proprietary in-situ resin-based repair techniques.

'Conjectural restoration' works, for which there is no firm historic evidence surviving on the building, or recorded in photographs or drawings.

Works involving the reversal of alterations that are themselves of architectural quality or historic interest.

3. Bringing vacant floor space in historic buildings back into use

Works can be grant aided for vacant floor space in historic buildings, or vacant floor space within partly used historic buildings, for example, unused upper floors above retail premises. Proposals for such works

must respect the character and special interest of the building internally, as well as externally. Grants to bring vacant historic floor space into use will only be eligible, if the building is in good repair, or will be put into good repair as part of the project.

Vacant floor space grant aid cannot be offered alongside repair or reinstatement grant aid.

To be eligible for grant aid, vacant historic floor space should be unused because of poor condition or because the historic floor space fails to meet the needs of modern users.

For a vacant building to be brought back into use it will normally be necessary to have a future user in place. The justification for speculative conversion, where future users are unknown, will require supporting evidence, demonstrating that there is a demand for the relevant type of property in the local area.

Development Appraisal

The development appraisal will form the financial basis for calculating grants towards the 'conservation deficit' of a project – that is the difference between the cost of repair/conversion and the increase in the estimated market value of the property when the works have been completed. It sets out the estimated costs of undertaking the works, including the costs of letting or selling the completed development and the estimated value of the development on completion. The figures will be recalculated on completion of the project using actual costs to determine whether any repayment (or clawback) of grant is due to Bradford City Centre Townscape Heritage Scheme.

The conservation deficit should be worked out on the basis of a 'residual valuation'. Valuations must be carried out by an independent, appropriately qualified professional valuation surveyor.

Your development appraisal may be checked by the District Valuer who will confirm whether or not they agree with the calculation of the funding deficit. The District Valuer aims to safeguard public funding and to use it to best advantage.

If the costs worked out in the conservation deficit calculation are greater than the expected increase in the value of the property on completion of the works, there is a funding deficit. The 'vacant use' grant can contribute towards bridging this funding gap. The maximum amount of grant available will be dependent on the nature of the proposed eligible works, and up to a maximum sum.

The following costs (where applicable) would be used to work out the conservation deficit:

- Current value of the property;
- Eligible development costs, including construction costs, preliminaries and planning fees;
- Consultant's fees;
- VAT (unless it is recoverable);
- Letting or sales fees;
- Loan financing fees (initial fee, not interest on the loan);
- Developer's profit (for private sector) or management fees (for charitable sector). Private owners and developers may include an allowance for a reasonable 'developer profit' on their investment.

Organisations, such as building preservation trusts and other charitable developers, may include a similar management fee;

- Estimated end value of the property.

Grant Rate:

This will depend on the outcome of the development appraisal. The grant aid possible will be limited to the 'conservation deficit' – i.e. the difference between the cost of repair and conversion and the increase in value when converted. Grant aid cannot contribute to the cost of fitting out space for a specific use.

Eligible works:

All aspects of the physical works of conversion are eligible, including any necessary internal and external alterations, basic provision of heat, light, power and ventilation, and basic decoration.

Some proposals to bring vacant historic floor space back into use may involve an element of new-build construction. The cost of this work may be considered in the conservation deficit calculation, if the new-build component of the project is essential to future use.

Ineligible works:

Furnishings and fittings, such as kitchen units and appliances, bathroom units and plumbing, shop or restaurant fittings.

Services beyond the basic provision of heat, light, power and ventilation.

Other Eligible Costs

4. Professional fees

Eligible fees:

Expenditure on fees for qualified professional advisers. This is eligible for grant, provided the adviser belongs to a recognised institution. For example, architects will be members of the RIBA, and chartered surveyors will be members of the RICS with an appropriate level of specialist experience. Structural Engineers should be MICE or MStructE registered. If the grant contribution to a project is more than £25,000, a qualified professional with relevant conservation expertise must be used to plan and oversee the works.

Full professional fees for architectural services. These are only eligible if the professional adviser inspects work in progress and is responsible for its certification on completion, i.e. the service involves the inspection and certification of works on site up to completion and not just design. Full professional fees as defined in the [RIBA Plan of Work 2013](#) are 'the provision of design services from Stage 2 (Concept Design) to Stage 6 (Handover and Close Out)'.

5. Statutory fees

These fees must clearly relate to the eligible project and eligible conservation works the grant is being used for.

Eligible fees:

- Fees associated with planning permission.
- Fees associated with building regulations.
- Fees associated with listed building consent.
- Fees associated with advertisement consent.

6. Preliminaries

Most building projects involve preparatory work, or 'preliminaries'. Preliminaries are a fundamental part of the cost of the work and are therefore eligible in principle.

Eligible preliminaries include:

- Contractors setting up the site before building work starts.
- Ensuring site security, for example putting a fence around the site.
- Ensuring health and safety requirements are met.
- Erecting scaffolding needed to deliver eligible conservation works
- Providing welfare facilities for site based construction workers, where no alternative amenities exist, such as installing Portaloo's.
- Erecting temporary buildings essential for the delivery of an eligible conservation project.

7. Archaeological works

If archaeological evaluation work is required prior to conservation works, to inform decisions about development, it may be eligible for grant.

Projects should try to preserve deposits in situ where possible, and, where disturbance is unavoidable, mitigate this by organising a full archaeological investigation.

Eligible works:

Recording and analysing historic buildings of early origin or complex evolution as a basis for devising repair or conversion works, and monitoring during those works.

Archaeological assessment, evaluation, excavation and monitoring, in connection with alterations.

Analysis and publication of the results, and appropriate archiving, if necessitated by works which are themselves eligible within the scheme.

Ineligible works:

Archaeological works not associated with Townscape Heritage Scheme projects are not eligible for support.

8. Value Added Tax (VAT)

Eligible VAT:

VAT may be payable on eligible repair costs and fees, and, where it cannot be recovered, it is eligible for grant.

Guidance on VAT buildings and construction is contained in [VAT Notice 708](#). This document refers to other relevant VAT Notices.

9. Building surveys, feasibility studies, options appraisals and business plans

Eligible surveys, studies, appraisals and plans:

If a survey, study, appraisal or plan is vital for the project to develop it may be eligible for grant. An example of an eligible work would be a survey to identify asbestos containing materials where refurbishment or demolition is required.

Ineligible surveys, studies, appraisals and plans:

Stand-alone condition and structural surveys, technical feasibility studies, business plans are ineligible, because there is no guarantee that these studies would result in actual work being carried out to a property.

For further advice on making your application and for an application pack, please contact:

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