



BUILDING REPAIR GRANT SCHEME

Guidance Notes

May 17 v.4

Cupar Conservation Area Regeneration Scheme (CARS) and Townscape Heritage Initiative (THI) is operated by Fife Council and Fife Historic Buildings Trust, and core funded jointly by Historic Environment Scotland, the Heritage Lottery Fund and Fife Council. The five-year CARS/THI programme, which runs until March 2019, will deliver a number of elements: priority building projects, a building repair grant scheme, public realm improvements to Cupar streets and closes, and training, apprenticeships and community engagement.

What is the Building Repair Grant Scheme?

Cupar has a superb architectural heritage, reflected in its many listed historic buildings and large Conservation Area. These historic buildings need regular care and attention and this grant scheme is designed to help property owners and occupiers to repair and conserve the external fabric and traditional appearance of their buildings.

Private owners and tenants with a full repairing lease can apply for grant support to carry out sensitive repairs to historic buildings within the designated area, using traditional materials and skills. The reinstatement of appropriate features and details can also be funded.

What grants are available?

Grants are available for historic buildings in the Cupar CARS/THI area. Grants can support

- building repairs using traditional methods and materials, for example repairs to stonework, roofs and windows;
- reinstatement of architectural details, for example replacements to modern windows and historic shop front improvement schemes;
- buildings in use;
- schemes to bring vacant buildings back into use.

Who can apply for a grant?

Residential property owners and landlords of commercial property or tenants with a full repairing lease can apply for a grant.

During the first two years of the scheme (April 2015 to March 2017) grants will be available for properties within the Cupar CARS/THI area (an area at the heart of the Conservation Area that we have agreed with our funders as a priority for grant support), and some target buildings where we are keen to award a grant. In later years, depending on demand and the funding available, the scheme may be opened up to properties within the wider Conservation Area.

Please see the Building Repair Grant Scheme map for the priority area and target buildings.

How much funding can I get?

We have a total grant pot of approximately £560,000.

Grants up to £25,000 are available. In exceptional circumstances, grants greater than £25,000 may be awarded at the discretion of Cupar CARS/THI.

Residential property owners and landlords of commercial property or tenants with a full repairing lease can apply for a grant of **up to 65% of eligible repairs** and **up to 90% for reinstatement of architectural detail**.

In certain circumstances (for example in cases of need or hardship) grants of up to 75% of eligible repairs may be awarded at the discretion of Cupar CARS/THI.

How are grant applications assessed?

All grant applications and the level of grant awarded will be assessed against the following criteria:

- **Is the building in the Cupar CARS/THI area or one of the priority properties?** 100% of the budget for the first two years will be allocated to these buildings.
- **Is the building listed?** Preference will be given to listed buildings and the level of listing.
- **Does the building have significant townscape value?** Preference will be given to buildings and works which make a significant contribution to the townscape and therefore have wider public benefit.
- **Is the building in poor condition?** Preference will be given to properties in poor condition where the works will safeguard the fabric of the building.
- **Does the project offer value for money?**
- **Are there any specific circumstances involved?** Special consideration may be given in cases of need or hardship, for example elderly applicants with limited resources and/or households suffering from fuel poverty.
- **Will contractors who have attended traditional skills training or who employ traditional skills apprentices be used?** Preference will be given to these applications. It is hoped that a legacy of the Cupar CARS/THI will be to increase the local pool of contractors with a good understanding of traditional skills and the particular requirements of historic buildings, to ensure that the future repairs and maintenance of the huge number of listed buildings and older traditionally built buildings in the area are carried out in an appropriate and sympathetic manner.
- **Applications will be prioritised in the following order**
 1. Repair and re-use of redundant or underused buildings where the scheme will result in a viable use being identified;
 2. Repair and conservation of buildings in use;
 3. Reinstatement of lost architectural detail.

Please note that eligibility for grant does not guarantee that a grant will be awarded - grant awards are discretionary. All applications will be assessed by Fife Historic Buildings Trust on behalf of Fife Council and, if the number of applications exceeds the funds available, referred to the CARS/THI Steering group for a decision. All grants are subject to the availability of funds and to each project meeting the terms and conditions of grant.

What work is eligible?

The grants can fund external repairs to historic buildings and the reinstatement of architectural detail including historic shop front improvement schemes. In order to be eligible, the repair proposals for your property must be acceptable as a whole. All repairs should use appropriate techniques or methods of construction and high quality materials proven by tradition, normally using the same materials as were used in the original construction of each building, and following guidance and advice issued or endorsed by Historic Environment Scotland. Substitute or artificial materials are ineligible and their use is discouraged on grant-aided projects.

Tenders should only be invited from contractors known to be able to achieve the standards of quality required. Grant will not be paid for works that, in the reasonable opinion of Cupar CARS/THI, do not meet generally accepted standards of quality and accuracy in materials or workmanship appropriate to the circumstances, whether in conservation works or new construction.

A copy of Historic Environment Scotland's guidance on *Advisory Standards of Repair* will be provided – this will guide you and your adviser/contractor(s) in the approach and standards required.

A detailed list of eligible works is given overleaf.

Eligible Works, providing that the repair proposals are acceptable as a whole, are defined as follows:

1. Building repair

The necessary structural repair, conservation or strengthening of the existing structure in response to a proven ongoing defect, using the most conservative approach that is practicable. The survival of vernacular building techniques, often found in town buildings behind later finishes, is very important, and repairs should be in compatible materials.

Structural timber or timber repairs: 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. Detailed specification and/or drawings will need to be approved before any work is tendered and undertaken.

Remedial treatments to eradicate dry rot or beetle infestation can be very destructive to historic buildings. In certain circumstances dry rot eradication and appropriate conservation-based timber preservative treatments may be eligible if a full and thorough assessment confirms active infestation. These must be based on an analysis and specification by an independent consultant with conservation expertise and use non-destructive techniques and non-toxic applications. Precautionary timber treatments are not eligible.

Treatments to eradicate wet rot in the roof or floor structure to ensure that the facades are structurally sound is normally eligible. Wet rot treatments to internal decorative timbers such as panelling, skirtings and window ingoes are not eligible.

Damp-proofing and damp proof course (dpc) installation are usually not eligible. Damp-eradication measures such as improved drainage, the introduction of French drains or the lowering of ground levels, are preferable where practicable and are eligible.

Reinstatement after repair: general internal repairs are not eligible. However, reinstatement of plaster removed to allow repair to beams, joists etc. is eligible. In such instances reinstatement should match the original. Internal decoration is not eligible.

Re-roofing in natural materials appropriate to the area and age of the building is eligible, such as slates of matching type to the same grading and detail, and lead zinc and copper as appropriate. Repairs to the roof structure and high-level external elements should be undertaken at the same time as re-roofing. Partial repair (for example fixing slipped slates) is considered to be maintenance rather than repair and is not eligible.

It is important to consider any associated alterations such as new roof windows or skylights at an early stage and certainly before tendering and commencement of the works. Such items are not eligible but will need to be agreed.

Repairs to chimneys are normally eligible, provided the chimney is retained or reinstated accurately to its original height and profile. Repair of existing chimneys is to be preferred to rebuilding, although the latter can be considered if proven structurally necessary. The reinstatement of the original style of chimney pots/cans is also eligible for grant when associated with other chimney repair works.

The cost of demolishing chimney stacks and roofing over the demolished chimney is not eligible. The retention and repair of existing stacks or stalks may be a condition of grant offered to other works.

Repair or renewal of existing leadwork and the provision of weatherings such as flashings, soakers and cappings when carried out to details and weights recommended by the Lead Sheet Association. The extensive use of lead welding in order to extend the life of lead of historic interest may also be eligible, as may the reforming of steps and falls in lead-lined gutters in accordance with modern practice.

Repair or replacement of rainwater goods or a rainwater disposal system in a building to match the original material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. External painting, where appropriate, of repaired or replacement rainwater goods, is eligible. Aluminium, plastic, PVC or GRP rainwater goods are not eligible.

Repair of external stonework to an appropriate specification. Where the stone face is eroded or crumbly but this does not pose a threat to the weathering function (eg cills), the structural integrity or the architectural interpretation of the building, it is advisable to leave the stone in place for attention at some time in the future. Where soft, cracked or crumbly stones are identified as a threat to the structure or weathering, or significantly detracting from the architectural composition and integrity of the building, repair by carefully cutting out and indenting with a matching stone that respects the existing stone joint pattern may be eligible. Where it is necessary to replace missing, broken, cracked or eroded stones with new stone, the new stone must be a suitable replacement for the original in terms of colour, texture, porosity, crushing strength and weathering properties. Advice on suitable new stone to match existing can be obtained from the British Geological Survey (www.bgs.ac.uk).

Selective rebuilding of existing stonework, if structurally necessary and to an agreed specification, can be considered eligible. Generally, this will involve using salvaged existing materials and/or new matching materials, and should be preceded by a record survey of the existing stonework.

Only re-pointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible. The choice of appropriate mortars should be discussed case by case with the Scottish Lime Centre Trust (www.scotlime.org). Comprehensive re-pointing for cosmetic reasons is not eligible.

Plastic or in-situ resin-based mortar repairs to stonework are not normally acceptable or eligible.

Windows, doors and external joinery: the repair or, if unavoidable, 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. External painting, where appropriate, of repaired or replacement joinery, is eligible.

Modern uPVC double glazing is not eligible. Double glazing is eligible where it is replacing inappropriate windows in Category C(S) and unlisted buildings, subject to the following parameters:

- timber windows are constructed to a traditional pattern;
- glazing bars/astagals are part of the sash construction;
- glazing elements are fitted/mounted with putty or modern equivalent, dry glazing would not be supported;
- moulding detail reflects local patterns or examples from buildings.

Where the windows are original then we continue to wish to see them retained. We will provide an enhanced rate of grant support to encourage owners to carry out this type of repair.

Repairs to external render, stucco or harling and limited areas of renewal (there is a presumption against total or substantial renewal), to an approved specification. Traditional lime harls and lime washes are encouraged where appropriate and should be discussed case by case with Historic Environment Scotland and the Scottish Lime Centre Trust (www.scotlime.org).

External cleaning of buildings in certain circumstances, and approved methods of paint removal, may be eligible where this is necessary to establish the condition of the stone underneath. Cleaning for cosmetic reasons is not eligible. Any cleaning which is confirmed as eligible must be done to an approved specification, based on trials and carried out by specialist conservation contractors.

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.

2. Restoration of architectural features and historic shop fronts improvement schemes

The restoration of architectural features is only eligible where the building is otherwise in good repair, or will be repaired as part of the project and clear documentary evidence is available. The restoration of architectural features can, if necessary, include the reinstatement of missing details.

Reinstatement of architectural details: the repair to the historic pattern, detail and material of distinctive architectural features, for example architectural sculpture, tiling and other historic finishes, and particularly decorative ironwork such as roof finials, balconies, canopies and railings.

Reinstatement of historic shop front details, informed by existing historic fabric or sound historic evidence.

Repair of applied details and features that contribute to the character of the building and the conservation area, such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering. These should be repaired carefully and accurately to the original form or profile, and as closely as possible to the historic composition. Fibreglass or similar replacement mouldings are not eligible for grant, nor are proprietary in-situ resin-based repair techniques.

3. Associated costs

Fees for qualified professional advisers are eligible for grant, provided the advisers belong to a recognised institution, for example a chartered architect or a chartered surveyor with an appropriate level of specialist experience. Full professional fees for architectural services are only eligible if the professional adviser inspects work in progress and is responsible for its certification on completion. The normal standard grant eligible percentage for fee costs is 16% of the cost of grant eligible works. We may in exceptional circumstances vary this depending on the number of professionals in the team; however it should not exceed 20%.

Planning and building warrant fees directly attributable to grant eligible work are also grant eligible.

Contractor preliminaries, for example site huts, fencing, site toilets, insurances and scaffolding, are grant eligible.

VAT may be payable on eligible repair costs and fees, and, where it cannot be recovered, it is eligible for grant. Evidence that VAT cannot be recovered will be requested; and VAT amounts must be shown separately.

What work is not eligible?

- Any works that do not use traditional materials, methods and skills.
- Routine maintenance and minor repairs – this is work that we would expect to be carried out on a regular basis to keep a building from deteriorating.
- Alterations and improvements: the installation of new features (for example extensions, dormer windows or secondary glazing) is not eligible. Other new work such as insulation, renewing or installing electrical wiring, a new garden feature or loft conversion is also not eligible.
- Repairs to features that are not original or complimentary to the property.
- Certain works to eradicate wet and dry rot or insect infestation.
- Installation of damp proof courses.
- Internal repair and redecoration.
- ‘Conjectural restoration’ works – 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 quality and interest.
- Demolition of whole buildings or of individual features. However, in very exceptional circumstances, we may give a grant for:
 - careful dismantling prior to reinstatement; and
 - making good historic fabric after the removal of later work which alters or obscures the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement.

How do I apply?

Please come and talk to us at the earliest stage about your proposals to check eligibility and discuss the likelihood of grant funding being available. We can visit your property and give you as much guidance as possible to develop your thinking. An application form and guidance on conservation standards of repair will be provided. Please contact us well before any work is due to start as grants will not be considered retrospectively. **No grant aid can be given for works that have already started.**

If you are organising the works yourself, for example for smaller, less complex works, you may need to get advice from contractors to define your proposed works. For complex projects the advice of a professional building surveyor or architect will be required. We can provide useful guidance on **working with contractors and consultants**. The guidance and specifications we give you on standards of repair must be shared with your contractors/adviser. All grant funded works must be to the standard identified in the specifications unless agreed in writing with us first.

Three quotations/ tenders from contractors are required to support your application. Quotations should be assessed on a cost/ quality basis. Best value may not be the lowest quote and will depend on evidence of appropriate skills, experience and methodology. If a case for not selecting the lowest quote is made this will be considered by Cupar CARS/THI. For all projects we strongly encourage the

use of contractors who have attended traditional skills training or who employ traditional skills apprentices. For grants over £25,000, contractors who employ apprentices must be included on the tender list.

Three quotations are also required for any goods, works or services worth £10,000 or more.

We can provide initial advice as to whether your proposals require any **planning consents and/or building warrants** from Fife Council, but it will be your responsibility to liaise with the planning authority to discuss this in detail. If consents/ warrants are required, no grant offer can be made until you have these in place.

For planning advice, please contact the Fife Council Economy, Planning and Employability Services team. For advice on building warrants, please contact the Fife Council Building Standards & Safety team. Both can be contacted at:

Kingdom House, Kingdom Avenue, Glenrothes, KY7 5LY

Telephone 08451 55 11 22

Online via www.fifedirect.org.uk – follow links under Planning and Buildings Standards

Once your proposals are worked up in detail, with drawings/ specifications/ costs/ consents in place, **use the application form to apply and include all the additional information requested in the application form checklist.** Please allow yourself sufficient time to specify and price your project before making an application.

For **commercial development projects** (defined as either bringing vacant floor space back into use; or where the intention is to make repairs to a building and sell it on for profit as a result of the works carried out, or let on a long lease of 25 years or more) additional information is required with your application - please refer to the *Advice on Commercial Development Projects* document for details.

We aim to respond within 28 days of receiving your application – and usually much earlier – to advise if an application is successful or if more information is required. If a grant cannot be offered you will be advised why and whether any changes to the application may alter the decision. The decision of Cupar CARS/THI is final.

Accepting the grant offer and starting works

If a grant is offered you will be asked to sign an acceptance slip followed by a grant contract, which must be returned within one month of the grant offer. A copy of the model contract used for grant offers is available on request. We would advise you to take your own legal advice before signing the grant contract – these legal costs are not grant eligible. **Work should not begin and no grant can be paid until the contract is signed.**

If a grant is offered, to allow us to draw up the grant contract you will need to provide:

- evidence of adequate insurance for the building and for the contract works – sufficient to re-instate the building using historic materials and workmanship;
- proof of ownership or lease;
- proof of landlord's consent if your lease is for less than 20 years;
- evidence of any other grant you have been awarded towards the works (if applicable);

- BACS payment details on headed paper – bank name, account name, sort code, account number, name/address/telephone/email for account holder contact.

Contracts for commercial development projects and grants of £25,000 or more will require Fife Council to take a standard security over the property.

Once you have accepted an offer of grant you must let us know when works are about to start. You should inform us, in writing, at least one week before works commence, giving a start date for the works and an estimated completion date.

We will need reasonable access by arrangement before, during, and on completion of the works, to inspect the operations in progress and/ or to inspect the standard of workmanship.

You will also be required to display a sign in public view indicating that the works have benefited from financial support from Cupar CARS/THI.

Work must be carried out to the satisfaction of Fife Council in accordance with the approved plans and specification. Any variations must be agreed in writing with us before any works are undertaken. Unacceptable work, including poor workmanship, will lead to no grant being paid.

When work is complete

The work must be completed within one year of the date of offer of grant (or earlier if specified in the grant offer) unless an extension of time has been given, in writing, by Fife Council.

Grant payments will normally be made in arrears and following an inspection by Fife Council and/or its advisers to satisfy itself that work has been carried out to the standards and specification agreed. Following the inspection you will be asked to send the **receipted invoices** to us, as the work must be paid for by you before the invoice is sent to us. The grant payment (via BACS) will be sent within 28 days of receipt of the invoice.

Grants are awarded on the basis of contractor quotes or professional budget costs. If the works cost less, or all the qualifying works are not carried out, the amount of grant you receive will be reduced proportionately.

Terms of grant

Grant offers are made via a contract with standard terms of grant. Other specific conditions may be detailed according to the nature of the work proposed (e.g. methods, materials, detailing or a requirement to approve a sample area of work) and the terms of any Planning or Listed Building Consent obtained.

Contracts for grants will include a clause allowing Fife Council to make a claw back claim in the event of the property being sold or let on a long lease. Contracts for commercial development projects and grants of £25,000 or more will require Fife Council to take a standard security over the property and will include a clawback clause. We would advise you to take your own legal advice before signing the grant contract – these legal costs are not grant eligible.

Fife Council reserves the right to withhold all or part of the grant if any of the conditions are not complied with. In submitting an application for grant you are confirming acceptance of the terms of grant as detailed in this guidance note, the contract and all other application documents, and you are

agreeing to be bound by those conditions. We recommend that you seek legal advice before signing the contract. All information submitted shall be treated in the strictest confidence and will be used for the sole purpose of processing the application.

Applications should be submitted to: Fiona Stenke, Project Officer, Fife Historic Buildings Trust,
Kinghorn Town Hall, St Leonard's Place, Kinghorn KY3 9TS
Email: fiona@fifehistoricbuildings.org.uk Telephone: 01592 890060