



Guide to Eligible Works

General Principles

All work must respect the special character and integrity of the historic building and the Conservation Area. This must be done in accordance with the relevant national best practice conservation advice and policies such as those published by Historic England and the Society for the Protection of Ancient Buildings.

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 Project Officer is required to approve consultants 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 the 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 Project Officer is required to approve contractors before tenders are sent out to them.

Eligible categories of work

1. Repair works to buildings

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.

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 historic buildings behind later finishes, are important, and repairs should be in compatible materials.
- Appropriate repairs to timber frames, roof structures, beams, floor joists and other structural timbers, which should be 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.
- 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. 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 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, where the building isn't a Listed Building aluminium may also be considered. Plastic, UPVC or GRP rainwater goods will not be eligible for grant.
- 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.
- 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 lime based 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.

Grant rate

69% for Repairs in relation to eligible works.

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.

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 cornice, 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.
- Security aspects **instead** of external roller shutter, e.g. toughened laminated safety glass.

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.
- External roller shutters

Grant rate

69% for Reinstatement and Restoration in relation to eligible works.

3. 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 conservation accredited professional with relevant conservation expertise must be used to plan and oversee the works.

Professional fees for architectural services are only eligible for costs incurred after a grant award is made and if the professional adviser supervises the work whilst 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.

4. 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 for example:

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

5. Contingency

On some of the larger projects an amount relating to 'Contingency' might be listed as an item in the grant offer (see 7. Calculation of Grant). Contingency relates to projects where eligible costs increase beyond those quoted/contracted due to circumstances which could not have reasonably been foreseen. If while a project is on-site and it is recognised that costs of eligible works are starting to increase beyond those quoted, a written advice note should be immediately issued to the TH Officer highlighting the level of contingency and the reasons for it. Retrospective claims for contingency cannot be accepted. Contingency cannot be claimed in respect of ineligible works.

6. Value Added Tax (VAT)

Eligible VAT:

VAT may be payable on eligible costs and fees but only where it cannot be recovered by the applicant. Further guidance on VAT or exemptions should be sought from the relevant HMRC VAT manuals and notices and your accountant.

7. Calculation of grant

Grant will typically be calculated on the following basis with the stated percentages for preliminaries and professional fees offered purely for demonstration purposes.

Eligible Works	£40 000
Preliminaries @ 16%	£ 6 400
Construction Works	£46 400
Professional Fees@15%	£ 6 960
Contingency on Construction@10%	£ 4 640
Total Eligible Costs	£58 000
Total Grant Offer @ 69%	£40 020

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

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