

# Building Repair and Shopfront Grant Guidance



## Introduction

This document contains a summary of the details of Building Repair and Shopfront Grants which can be awarded by Aberdeen City Heritage Trust.

Aberdeen City Heritage Trust is a Limited Company and Scottish Charity which receives financial support from Historic Environment Scotland and Aberdeen City Council. The Trust will consider making grants available towards a proportion of the cost of external repairs to property falling within Trust priorities.

All grants offered by the Trust are discretionary. There is no automatic entitlement to receive a grant for repair works, even where items of eligible work are detailed in this document.

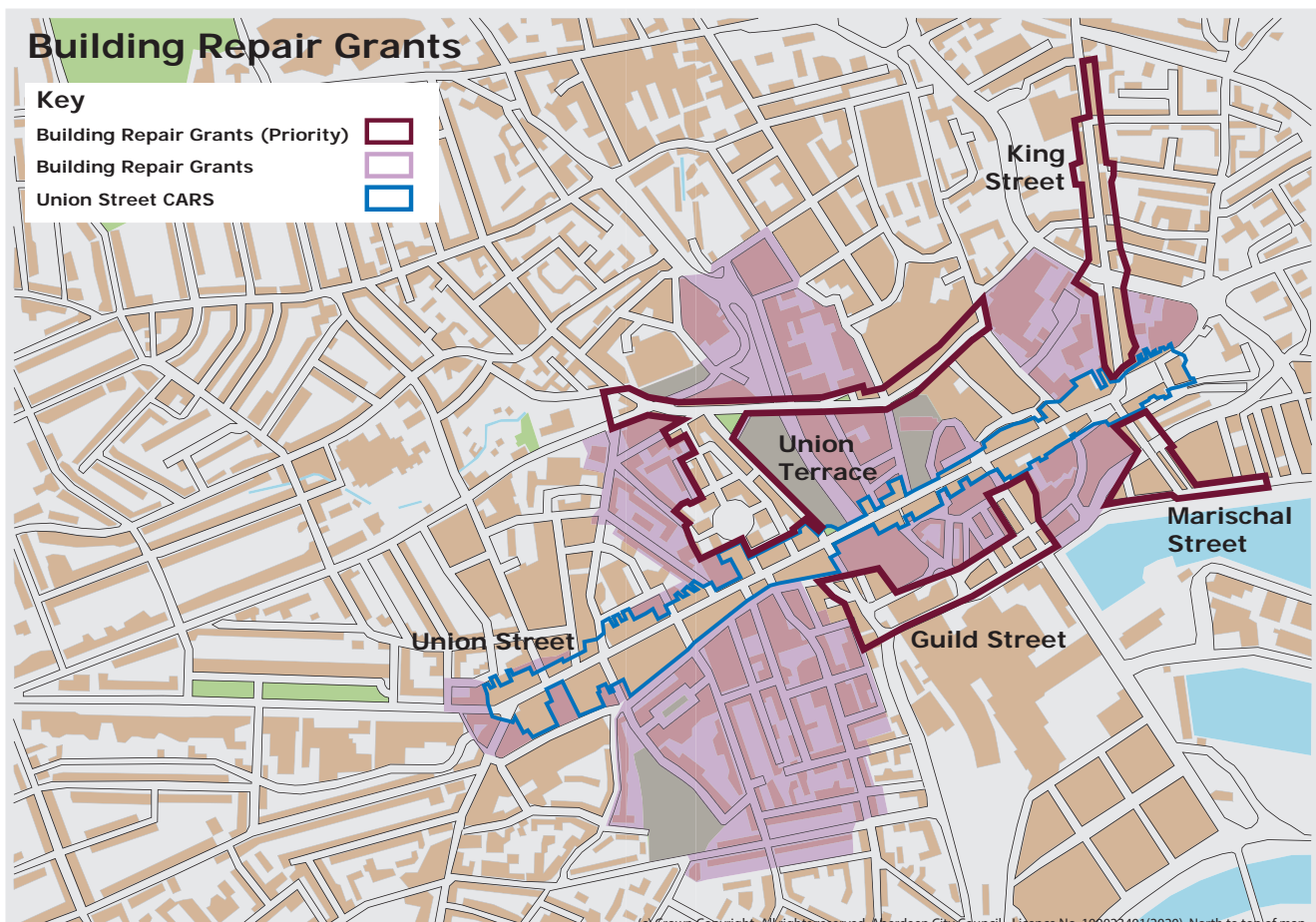
The Trust has a limited budget and it will select the projects it considers best meet its objectives.

## Trust Priorities

In the period to March 2022, the Trust is directing its funding to projects located in the areas illustrated on the map below.

Applications for repair projects relating to property outside these areas will not be considered except where the building appears on the Buildings at Risk Register, maintained by Historic Environment Scotland and is Listed.

The Trust is looking to support external repair to buildings that are being brought back into use for housing or where businesses and jobs are sustained or shall be created as part of a wider project.



## **Types of work that may be supported (this list is not exhaustive)**

Described below are the main types of work that could be eligible for grant assistance from Aberdeen City Heritage Trust.

### **General structural repairs**

The structural repair, conservation or strengthening of the existing structure (in response to a proven ongoing defect) to an agreed specification. In all cases the most conservative solution of structural repair is to be adopted.

### **Structural timber or timber repairs**

Appropriate repairs to timber frames, roof structures, main structural beams and other structural timbers could be eligible for grant where fundamental to the structural stability of a building. Detailed specification and/or drawings will need to be approved before any work is tendered and undertaken, with work based on a careful and comprehensive survey.

### **Reinstatement after repair**

Generally internal repairs are not eligible, however reinstatement of plaster removed to allow structural repairs to main structural timbers etc can sometimes be grant eligible. In such instances reinstatement should match the original in both material and design.

### **Re-roofing and high level repairs**

Comprehensive re-roofing is eligible, but not partial repair (for example, fixing slipped slates) which is considered to be maintenance work and therefore not grant-eligible. All repairs to the roof structure should be undertaken at the same time, for example the repair or renewal of lead work, chimney repairs, repair or renewal of rainwater goods and any other agreed high level repairs associated with re-roofing. It will be important to consider any associated alterations such as new roof windows or skylights etc at an early stage and before tendering and commencement of work. Such items are ineligible but will need to be agreed. It is the applicant's responsibility to ensure that adequate roof ventilation is provided by a discreet method, avoiding surface mounted slate vents.

### **Lead work**

Renewal of existing lead work and the provision of weatherings such as flashings, soakers and cappings, may be grant eligible when carried out to details recommended by the Lead Sheet Training Academy (LSTA) except where an original lead aesthetic would be compromised. Codes of lead will be in accordance with the latest advised by Historic Environment Scotland which are normally heavier codes than recommended by LSTA. Every opportunity should be taken to improve the flow and increase the capacity of lead gutters.

### **Chimney repairs**

Repairs to chimneys may be grant 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, when associated with other chimney repairs is grant-eligible.

The cost of demolishing chimney stacks and roofing over the demolished chimney is not grant eligible.

### **Rainwater Goods**

The repair or replacement of rainwater goods or a rainwater disposal system to a building to match the original materials or sections may be eligible for grant aid. The capacity and detailing of rainwater systems should be reviewed and should be improved wherever possible. Alterations may require permission or consent from Aberdeen City Council.

In most cases cast iron rainwater goods will be required. Aluminium, Plastic, PVC or GRP rainwater goods are not eligible.

### **Stonework repairs and repointing**

The repair of external stonework, if to an appropriate specification, may be grant eligible. Selective rebuilding of existing stonework, if structurally necessary and to an agreed specification can be considered for grant. Generally, this will be using salvaged existing materials from the building and/or new matching materials and should be preceded by a record survey of the building.

Most repointing is considered running maintenance and not eligible for assistance. Repointing, where it is structurally necessary and carried out to an appropriate specification to suit the circumstances may be considered eligible. Repointing will normally be executed in a hydraulic lime mortar that responds to the needs of the building.

### **Windows, doors and external joinery**

The repair of existing windows, doors and other exterior joinery, which are of architectural or historic interest or contribute to the character of the building and/or the street may be eligible. Opportunities to reinstate the original pattern and detail of windows will be encouraged. The replacement of existing joinery, if unavoidable, can be considered for grant provided they are replicas of the original design and material.

Where original windows have previously been replaced with windows the Trust considers inappropriate and a building is unlisted, or listed category B or C, the Trust may be able to support installation of traditionally fabricated timber sash and case windows incorporating double glazing. Further detailed information on the requirements is available from the Trust.

### **Shop fronts**

The repair of original shopfronts of architectural interest or reinstatement of shopfronts to an agreed configuration. This may include the restoration of missing detail. The Trust is keen to encourage shop owners to consider improving retail units. Please contact the Trust to discuss in more detail.

### **Professional fees**

The Trust does not act as an agent on behalf of applicants or as an arbiter between applicants and contractors. It will not instruct or provide technical guidance and does not carry out technical inspections of works. Trust inspections are for the purpose of ensuring that eligible works are complete. Trust payment of grant is not a guarantee of the technical competence of work.

It is a grant recipient's responsibility to ensure that eligible works are carried out

to a standard acceptable to the Trust, appropriate to the nature of the building and to seek any assurances/guarantees from contractors or agents about the technical competency of the work on completion. You should select and appoint a suitably qualified and experienced professional agent to draw up and manage your project with the exception of very small projects. In the event of a grant exceeding £25,000 it will be a requirement to employ a conservation accredited architect, surveyor, engineer or similar.

A proportion of professional fees may be eligible for grant assistance.

### **Types of work that will not be supported (this list is not exhaustive)**

#### **Internal works**

Internal works, repairs, alterations, installation or upgrading of plumbing, electrical or gas supply systems and internal improvements including decoration.

#### **Alteration of properties**

Unless for the purpose of reinstating windows or shopfronts etc..

#### **Reinstatement of architectural details**

The reinstatement of missing architectural features, for example decorative ironwork, balconies, canopies and railings are not eligible for assistance. The Trust may, however, require reinstatement of such features as a condition of any grant awarded where repair works are being supported.

#### **Redecoration schemes**

Schemes of external redecoration not associated with agreed eligible repairs.

#### **Modern buildings**

The cost of repairing modern buildings or components or extensions of buildings, except where they are, in the opinion of the Trust, of sufficient architectural or historic interest or make a positive contribution to the character of a conservation area. It is not likely that the Trust will consider supporting repairs to post WWII buildings unless the buildings are listed buildings and of exceptional quality or interest.

### **Places of Worship**

Repairs to Places of Worship. You may be able to attract grant assistance from the Heritage Lottery Fund [www.hlf.org.uk](http://www.hlf.org.uk)

### **Running costs or running maintenance**

Running costs or running maintenance e.g. clearing gutters, redecoration, localised roof repairs or localised repointing.

### **Council owned and operated property**

Repairs to Council owned and operated property.

### **Stone cleaning**

The Trust will not normally grant assist stone cleaning of buildings. Any associated stone cleaning will need to be demonstrated not to have an adverse effect on masonry and have the necessary consents and permissions.

### **Specialist treatments**

The Trust will not grant assist specialist treatments such as dry and wet rot treatments, insecticide treatments and the installation of chemical or other forms of damp proof course.

### **Application costs**

Costs in developing an application for grant assistance. An applicant develops any application for grant assistance at their own cost on the basis that an application may or may not be successful in attracting grant assistance.

The cost of professional fees for preparing planning and/or listed building consent or any other permissions or consents that might be required. The Trust does not contribute towards statutory fees.

## **How to apply**

Having read through the information in this guidance note, if you want to find out whether your property and any parts of your repair or restoration project may be eligible for grant assistance, you should complete the Preapplication enquiry form available from the City Heritage Trust website at [www.aberdeenheritage.org.uk](http://www.aberdeenheritage.org.uk) and submit this to the Trust. Should your property/restoration project contain eligible works amounting to a viable application, you will be issued with a Grant Application form. Please note that your property/restoration project meeting Trust eligibility criteria, does not mean you will necessarily receive grant assistance.

With your Grant Application form you will need to submit ideally four, but at least three quotations/tenders for the cost of eligible works. The Trust will then decide whether it will make an award of grant. Grant Applications will be batched and considered at the next available Trust meeting.

Works started before you formally accepted an offer of assistance from the Trust is not eligible for assistance. Retrospective applications for grant will not be considered. It is your responsibility to investigate and ensure that you have all necessary permissions in place prior to any eligible work starting and you will need to provide evidence of statutory consents/permissions as part of

your application. A Trust grant award does not override or replace the need for you to obtain all necessary statutory permissions.

The fact that your project has statutory permission does not mean that work will be eligible for grant assistance. Applicants need to ensure that they comply with all relevant legislation and that the proposed works also meet the requirements of the Trust.

In developing any application for assistance, you should take note of the relevant content of Historic Environment Scotland's latest version of "Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland", available at [www.historicenvironment.scot](http://www.historicenvironment.scot)

### **Grant rates**

Grant rates vary depending on what type of work you propose and where your building is located. Grant rates are discretionary and may be varied subject to demand for grants.

### **Large grants**

Where a grant exceeds £25,000 you will be required to have a Standard Security and Constitutive Deed drawn up in favour of the Trust for a term of 15 years. Both your legal costs and the Trust's legal costs are borne by the grant recipient. You should factor this into your project costings.

## Contact Details

For further details about Trust grants please contact:

Project Officer  
Aberdeen City Heritage Trust  
PO Box 10450  
Aberdeen  
AB10 1WS

Telephone: 01224 522755  
E-mail: [info@aberdeenheritage.org.uk](mailto:info@aberdeenheritage.org.uk)

## Data Protection Statement

Aberdeen City Heritage Trust (the "Trust") is registered under the Data Protection Act 2018. If you submit an application for grant form to the Trust (your "application"), the Trust will use the personal information you provide on your application for the purposes of processing your application and for contacting you by mail, telephone and e-mail about your application.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal, regulatory or contractual obligation.

The information you provide on your application may be made available to:

- 1) Aberdeen City Council, for the purpose of verifying the presence of or need for any statutory consents and in order to assist in the evaluation of your application.
- 2) Historic Environment Scotland, for the purpose of reporting on the use of and seeking the release of public funds to the Trust for the purpose of making awards of grant.

Your address (excluding your name) may also be included by the Trust in details of properties identified as being the subject of grant, which may be made publicly available or used for the purposes of academic research.

By signing your application, you acknowledge that Aberdeen City Heritage Trust is required to process the personal information you provide in it for the purposes described above.

Further details of our data protection provision may be found in our Privacy Policy available at [www.aberdeenheritage.org.uk/privacy-policy](http://www.aberdeenheritage.org.uk/privacy-policy) or by contacting the Trust's Project Officer.

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**No. 271933.**  
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