

# Building Repair and Shopfront Grant Guidance



## Introduction

This document contains a summary of the details of Building Repair and Shopfront Grants which can be applied for from 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.

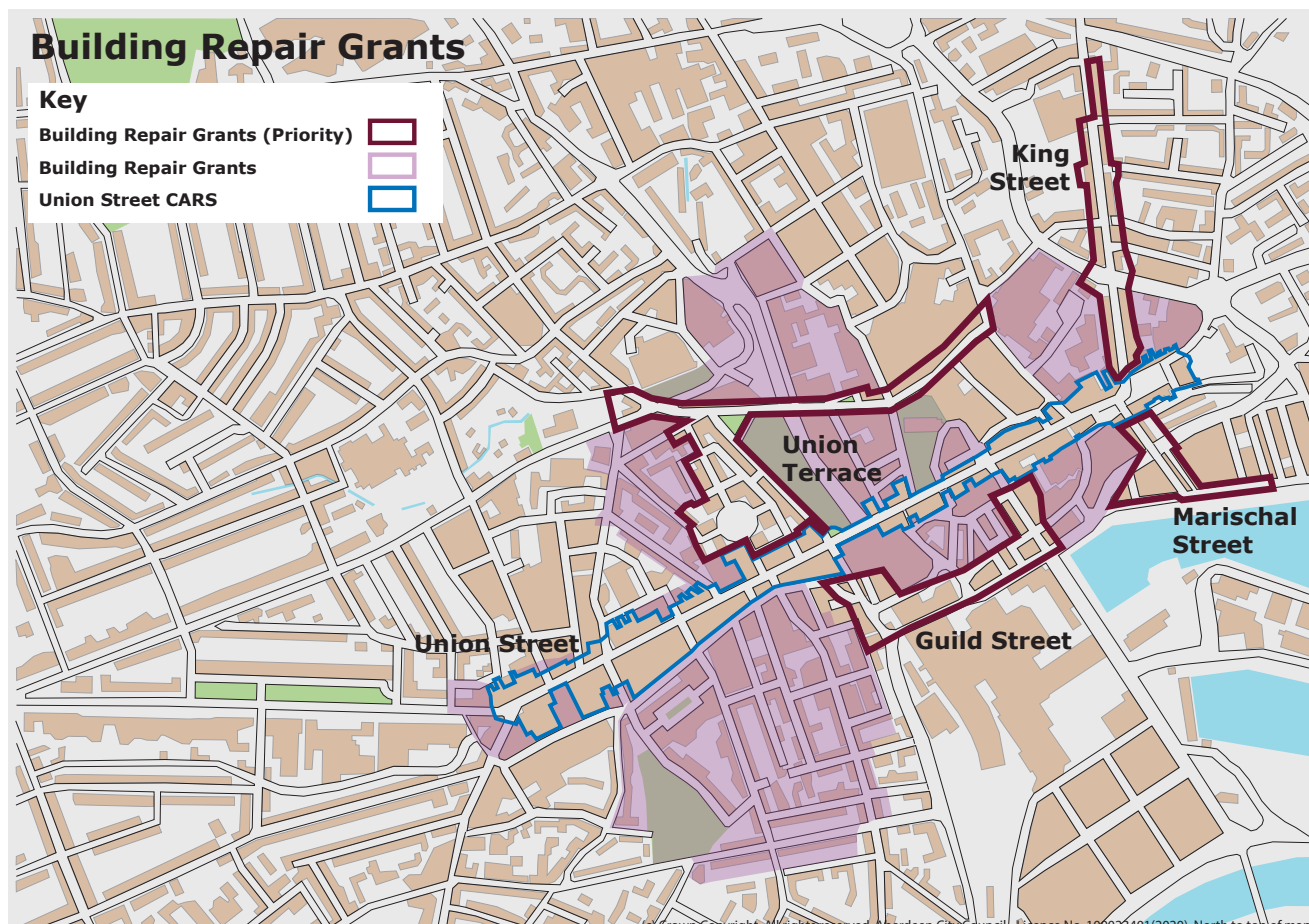
All grants offered by the Trust are discretionary. There is no automatic entitlement to receive a grant for repair works, even where items of eligible work are detailed in this document.

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

## Trust Priorities

In the period to March 2026, 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 is located in Aberdeen City and appears on the Buildings at Risk Register (maintained by Historic Environment Scotland) and is a Listed Building. <https://buildingsatrisk.org.uk/>



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## Types of work that can be applied for (this list is not exhaustive)

Described below are the main types of work that can be applied for grant assistance.

### General structural repairs

The structural repair, conservation or strengthening of an 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 where fundamental to the structural stability of a building. Detailed specification and drawings will need to be approved before any work is tendered for and undertaken, with work based on a comprehensive survey and a scheme of structural repair is acceptable to the Trust.

### 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 considered. In such instances reinstatement should match the original in both material, design and finish.

### Re-roofing and high level repairs

Comprehensive re-roofing, but not partial repair (for example, fixing slipped slates) which is considered to be maintenance work that cannot be applied for. All roof structure repairs 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 repair associated with re-roofing. Associated alterations such as new roof windows or skylights etc should be dismissed before tendering work. Such items may not be eligible but still 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, parapet gutters and areas of lead flat roofing carried out to details recommended by the Lead Sheet Training Academy (LSTA), except where an original design would be compromised. Codes of lead will be in accordance with the latest advised by Historic Environment Scotland. <https://www.historicenvironment.scot/media/5118/advisory-standards-repair.pdf> Every opportunity should be taken to improve the flow and increase the capacity of lead gutters and related outlets.

### Chimney repairs

Provided the chimney is retained or reinstated accurately to its original height and profile. Repair is to be preferred to rebuilding, unless proven to the Trust's satisfaction to be structurally necessary. Reinstatement of the original style and number of chimney pots is expected. The cost of partially or completely demolishing chimney stacks and capping or roofing over the demolished chimney is not eligible.

### Rainwater Goods

The repair or replacement of rainwater goods or a rainwater disposal system to a building to match the original materials. Aluminium, uPVC or GRP rainwater goods present at the property should be replaced in cast-iron, so that all ironwork matches. The capacity and detailing of rainwater systems should always be reviewed and be improved without prejudicing the architectural interest of the building. Alterations may require permission or consent from Aberdeen City Council. Cast iron gutters, rainwater goods etc. should be repaired or reinstated where appropriate.

### 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. The Trust cannot normally accept applications for rebuilding or other work to stone boundary walls.

Most localised repointing is not considered 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 of suitable hydraulicity or other lime mortar (e.g. hot lime mortar) that responds to the specific needs of a 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 provided replacements are replicas of the original design and material.

Where original windows:

- have previously been replaced with windows the Trust considers inappropriate;
- do not contain glass the Trust considers architecturally significant and windows are beyond repair

the Trust may be able to support installation of traditionally fabricated timber sash and case windows incorporating proprietary slimline double-glazing. Further detailed information on Trust requirements is available from the Trust on request.

#### **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. Please contact the Trust to discuss in more detail.

#### **Thermal improvements in context of building repair**

Trust assistance is primarily for supporting building repair or restoration. From time

to time, however, opportunities may arise where it is possible for the Trust to support measures which improve the thermal performance of traditionally constructed buildings in the course of eligible repairs being carried out. The Trust will review opportunities on a case-by-case basis and will need to be satisfied that any suggested measures will not result in harmful or unintended consequences for built fabric.

#### **Professional fees**

The Trust does not act as a professional 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 progress inspections are limited to ensuring that eligible works seem to be progressing or have been completed. 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 professional agents about the technical competency of the work on completion.

Consequently, the Trust normally expects that any application will have been developed in collaboration with and the professional advice of a Registered Architect, Chartered Building Surveyor or Chartered Architectural Technologist that can demonstrate to the Trust's satisfaction adequate skills and experience in relation to conservation of traditionally constructed buildings.

Professionals should survey property, specify and tender work and manage your project to completion and final certification.

In the event of a grant exceeding £50,000 it is an essential requirement to employ a Conservation Accredited Architect, Chartered Building Surveyor, Engineer as appropriate to the nature of the works.

A proportion of professional fees can be considered 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 or restoring property.

### **Reinstatement of architectural details**

The reinstatement of missing architectural features, for example decorative ironwork, balconies, canopies and railings are not in themselves eligible for assistance. The Trust may, however, require reinstatement of such features as a condition of any grant it awards where repair work is being supported at a property.

### **Redecoration schemes**

Schemes of external redecoration not associated with agreed eligible repairs.

### **Stone cleaning**

The Trust will not normally grant assist stone cleaning of buildings. Any stone cleaning associated with grant assisted works will need to be demonstrated not to have an adverse effect on masonry.

### **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.

### **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 falling in conservation areas and of exceptional quality or interest.

## **Substantially altered buildings**

Some buildings, including some listed buildings and buildings in conservation areas have been developed in the past in ways which have compromised their traditional appearance or setting such that recovery of a coherent traditional form is impracticable without substantial restoration taking place. The Trust is not likely to support projects unless substantial improvement and restoration can be achieved concurrently with Trust supported work.

## **Places of Worship**

The Trust cannot support repairs to Places of Worship. Contact the Grants Team at Historic Environment Scotland to see whether you could apply for a Historic Environment Grant. <https://www.historicenvironment.scot/grants-and-funding/our-grants/historic-environment-grants-programme/>

## **Council owned and operated property**

Repairs to Council owned and operated property. Community groups considering taking the lead on repairing local features and structures in Council ownership, should contact the Trust for advice.

## **Running costs or running maintenance**

Running costs or running maintenance e.g. clearing gutters, redecoration, localised roof repairs or localised repointing. There will however be a requirement that all grant recipients prepare a maintenance schedule which will thereafter be implemented within the period of grant conditions. Failure to do so may result in recovery of grant funding.

## **Application costs**

Costs in developing an application for grant assistance even if it is unsuccessful. 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 and statutory fees for preparing building warrant, planning and/or listed building consent applications or any other permissions or consents that might be required.

## **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 Aberdeen City Heritage Trust website at <https://www.aberdeenheritage.org.uk/grants/building-repair-grants-preapplication/> and submit this to the Trust.

Should your property/restoration project contain works amounting to a viable application, you will be issued with a Grant Application form. Please note that your 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, evidence of property ownership, a completed application form and such other information as the Trust may require as part of an application. The Trust will then consider your application and decide whether it will make an award of grant. Where funding is limited, 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 will not be 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 or that they are in place prior to commencement of grant assisted works. 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**

For grants from £50,001- £100,000 you will be required to have a Standard Security and Constitutive Deed drawn up in favour of the Trust for a term of 10 years and for grants of over £100,000, 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 045813  
E-mail: [info@aberdeenheritage.org.uk](mailto:info@aberdeenheritage.org.uk)

# Aberdeen City Heritage Trust

## Building Repair and Shopfront Grants

### 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 and in order to assist in the evaluation of your application.
- 3) Any consultant contracted by the Trust to undertake Trust duties but bound under contract to comply with Trust data processing requirements.

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 for grant, 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 <https://www.aberdeenheritage.org.uk/privacy-policy/> or by contacting the Trust's Project Officer.

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