

Building Repair and Shopfront Grant Guidance



**Aberdeen City
- Heritage Trust -**

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.

All Trust grants are discretionary. There is no automatic entitlement to a grant for repair work. Each application will be considered by the Trust on its own merit.

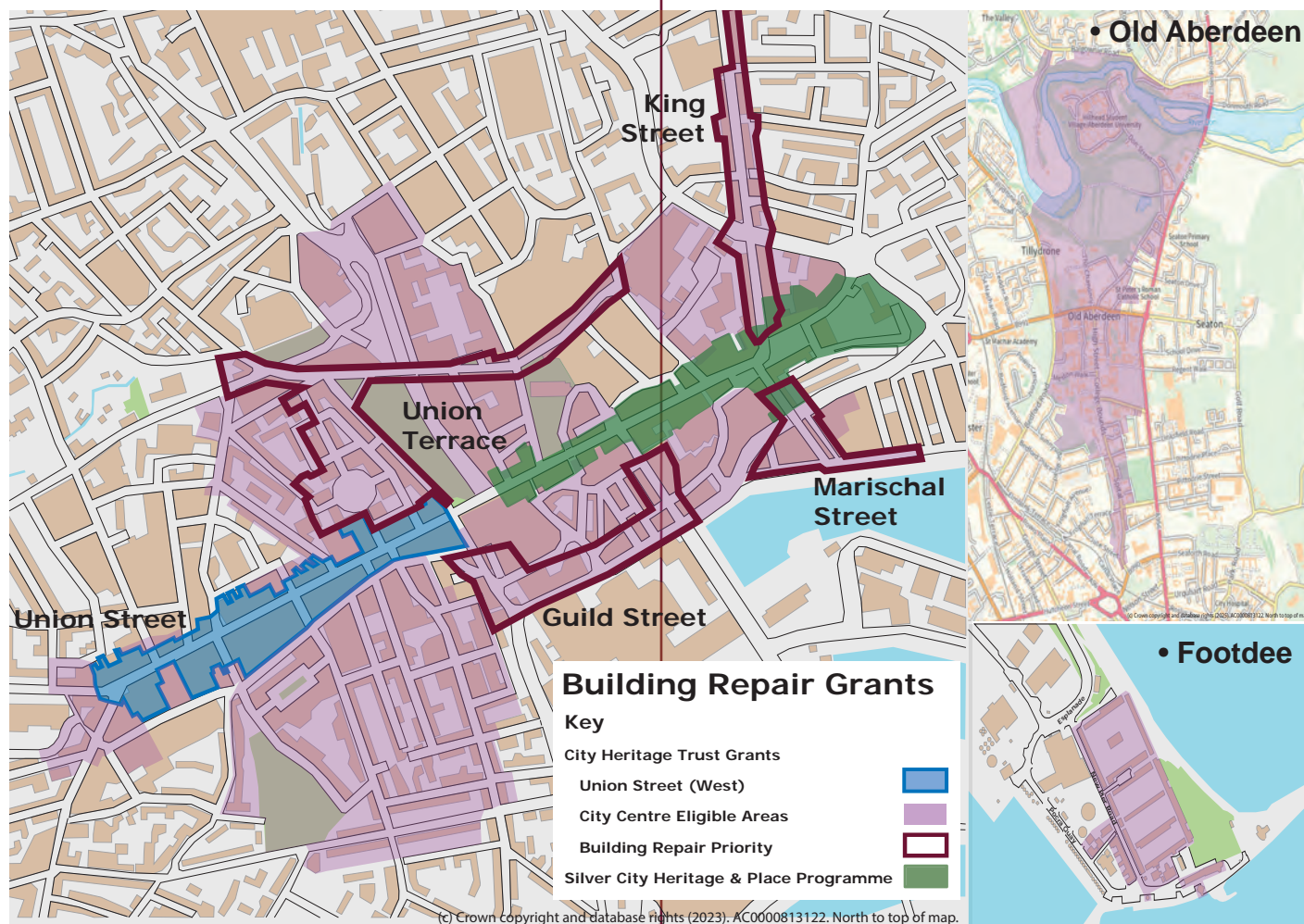
The Trust has a limited budget and it will select the projects it considers best meet its outcomes and the outcomes of its funders.

Trust Priorities

The Trust can consider applications for grant for external repairs of property falling within the areas illustrated by the map, excluding the green shaded area where a separate Silver City Heritage and Place Programme is being developed by Aberdeen City Council.

Applications for repair projects 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/>



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

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

Re-roofing and high level repairs

Comprehensive re-roofing to match the original roofing material. All roof 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 discussed before tendering work. Such items may not be eligible but still need to be agreed by the Trust.

Lead work

Renewal of existing lead work including provision of weatherings such as flashings, soakers and cappings, parapet gutters and areas of lead flat roofing which are all to be 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/9036/grg-annex_asr-for-grant-aided-projects_nov-22.pdf Every opportunity should be taken to improve the flow and increase the capacity of lead gutters and related outlets. Special consideration should be given to the provision and location of overflows.

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, replacement or reinstatement of rainwater goods or a rainwater disposal system to a building to match the original materials.

The capacity and detailing of rainwater systems should always be reviewed and, where possible, be improved without prejudicing the architectural interest of the building. Alterations may require permission or consent from Aberdeen City Council.

Aluminium, uPVC or GRP rainwater goods present at a property should be replaced in cast-iron, so that all rainwater goods match.

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. 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 will not normally accept applications for rebuilding or other work to stone boundary walls.

Most localised repointing is not considered eligible for assistance. Larger areas of pointing, where it is structurally necessary, where existing pointing can be demonstrated, to the Trust's satisfaction as being harmful to a building, may be considered eligible. Repointing will normally be executed to an appropriate specification responsive to the specific needs of a building and the degree of exposure of the areas to be repointed. Pointing will normally be executed in a lime mortar of suitable hydraulicity and aggregate. Analysis of existing mortars may be required to determine appropriate mortar mixes.

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 original joinery, if unavoidable, can be considered provided replacements are faithful 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;
- the 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 shop fronts of architectural interest or reinstatement of shopfronts to an agreed design. This may include the restoration of missing detail. Please contact the Trust to discuss any proposal.

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 additional measures which improve the thermal performance of traditionally constructed buildings in the course of eligible repairs being carried out. The Trust will review applications on a case-by-case basis. Applicants will need to satisfy the Trust that any proposed 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 in accordance with a grant offer. 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.

The Trust normally expects that any application for grant will have been developed with the professional advice of a Registered Architect, Chartered Building Surveyor or Chartered Architectural Technologist with a background and track record in delivering projects on listed or 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 is appropriate to the nature of the works.

A proportion of professional fees can be considered for grant assistance once the Trust makes an offer of assistance. Applications for grant are developed at the applicant's cost including professional costs.

The Trust does not consider statutory fees eligible costs.

In the part of Union Street where the Trust is accepting applications, the following additional types of work can be considered:

- Guttering clearing and associated localised maintenance work to an agreed specification
- Redecoration: where the Trust is satisfied that a property is in a fully repaired state and redecoration would have a significant impact.

It will be a requirement that a maintenance agreement is entered into and thereafter implemented within the period of grant conditions. Failure to do so may result in recovery of grant.

Types of work that can not be applied for (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 normally in themselves eligible for assistance. The Trust may, however, consider them as part of a wider scheme of repair.

Redecoration schemes

Schemes of external redecoration except in Union Street. (see page 3)

Stone cleaning

The Trust will not grant assist stone cleaning of buildings. Any stone cleaning concurrent with grant assisted works will need to be demonstrated to the Trust's satisfaction not to have an adverse effect on masonry and the visual continuity of street lengths.

Specialist treatments

Dry and wet rot treatments, insecticide treatments and the installation of chemical or other forms of damp proof course.

Recent/Post WWII buildings

Repair of recent 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. The Trust will only consider an application for repair to post WWII buildings where the buildings are listed buildings.

Altered buildings

Some buildings have been developed in the past in ways that have compromised their traditional appearance. The Trust is not likely to support projects on significantly altered buildings unless substantial improvement

and restoration can be achieved concurrently with Trust supported work.

Places of Worship

Other organisations may be able to support repair of Places of Worship including Historic Environment Scotland and National Churches Trust.

- <https://www.historicenvironment.scot/grants-and-funding/our-grants/>

- <https://www.nationalchurchestrust.org/get-support/grants>

Council owned and operated property

Community groups considering taking the lead on repairing local features/structures and buildings in Council ownership, should contact the Trust for further advice.

Running maintenance

Clearing gutters, redecoration, localised roof repairs (slipped slates or storm damage) or localised repointing. Clearing gutters and associated repairs in Union Street can be applied for. (see page 3)

Application costs

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 which the Trust considers maybe eligible, you will be issued with a Grant Application form. Please note that your project meeting Trust eligibility criteria, does not mean a grant will be offered.

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 dependent on the circumstances. 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.

For works with a contract value of more than £50,000 pounds (excluding V.A.T.) you must undertake a competitive tendering exercise which should be (i) advertised on Public Contracts Scotland; and (ii) based on a cost and quality approach to ensure that value for money is achieved. A detailed tender report shall be submitted to the Trust.

Works started before you formally accept 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 "Guidance for Repair Grants" available:

https://www.historicenvironment.scot/media/9036/grg-annex_asr-for-grant-aided-projects_nov-22.pdf

Grant rates

Grant rates are discretionary and may be varied subject to demand for grants and the location of the property.

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

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 a pre-application or 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 in order to assist in the evaluation of your application and in seeking the release of public funds to the Trust for the purpose of making awards of grants.
- 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.

NOTE: This Guidance Note provides an outline of Building Repair and Shopfront grants. We advise contacting the Trust to establish more precisely what can be applied for.

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No. 271933.
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