



# **GUIDANCE AND CRITERIA**

## **GRANTS FOR THE MAINTENANCE OF HISTORIC BUILDINGS**

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## Listed Buildings and Buildings in Conservation Areas

The cost of repairing historic buildings is often expensive due to the nature of their construction and the need to preserve their original character by using traditional building methods and materials. In recognition of this situation, the Borough Council offers discretionary grants towards the costs of the works required for the preservation or enhancement of the character of listed buildings, and other buildings of historical and architectural importance. Grant aid is not only intended to assist individual owners to keep their properties in good repair, but also to help preserve the quality of the built environment for the benefit of the public as a whole.

## Who can apply?

If you are the owner of a historic building in the Borough or an occupier or body fully responsible for the repair of a historic building you may apply for a grant.

Historic buildings include all Listed Buildings, buildings of local interest, and buildings in Conservation Areas.

## How much is available?

The Borough Council will pay 12½% of the cost of eligible works. The maximum amount payable for any one property in any one year is £2500.

For the repair or replacement of Swithland slate roofs and for the repair or replacement of traditional timber single glazed windows and doors in buildings in conservation areas the Council will pay 25% of the cost.

Grants may also be available for work to Listed Buildings from Leicestershire County Council. Tel: 0116 265 7064.

## What work is eligible?

The grant scheme is intended to help owners to maintain the historic character and appearance of their buildings. In giving a grant we hope to encourage the use of traditional materials and craftsmanship.

- In a Historic or Listed Building:
- Work to the fabric of the building, including garden walls and outbuildings
- Brickwork, stonework, repointing, rendering
- Roofing, chimneys, guttering
- Doors and windows
- Restoration of features, historic conservatories, decorative panels
- Work to the interior when this involves restoration and repair of historic features, staircases, floors, plasterwork, tiling

- Repairs to structural timbers, eradication of dry rot and damp-proofing, if this is essential to the health of the building.
- In a Building in a Conservation Area:
- Work to the exterior of the fabric of the building that would enhance its character in the public realm and restore its historic features.
- This normally means that work to the rear of the property is not included.

## What work is not eligible?

- Normal redecoration, day to day repairs and maintenance
- Work involving non-traditional materials
- Double glazing
- uPVC doors or windows
- Roof insulation
- Re-wiring or re-plumbing
- Kitchen or bathroom fittings
- Any works which we consider detrimental to the historic character or appearance
- Extensions, demolitions or new additions.

## How to apply

Obtain estimates for the work from reputable builders or craftsmen. If the work is complex you may need the services of an architect or engineer. Ensure you have drawings and specifications for the work so that both you and your contractor know and agree what is expected. We will take an interest in the work to ensure that it is carried out to proper standards.

Complete the application form and send it to us, enclosing at least two estimates and any relevant drawings, photographs and specifications.

## Calculating the grant

We will pay a percentage of the costs involved in carrying out the work, based on the lowest of the estimates which you provide, though you are free to employ the contractor of your choice.

Costs may include:

- Craftsmen's and builders' invoices
- Cost of materials if you carry out part of the work yourself
- VAT unless you are able to recover the VAT yourself
- Professional, architects' or other advisors' fees incurred in drawing up, specifying or supervising the work.
- But not fees for Planning Applications, Building Regulations or Listed Building Consent.

## Approving the grant

We will normally arrange to visit you so that we can see the building and discuss the work you are proposing to do. We may wish to impose conditions.

Please do not begin the work until we have agreed in writing to give you a grant. Once the work is in progress we may visit the property to ensure that standards of workmanship and materials are satisfactory. We will normally inspect the work when it is completed.

If the work is urgent, you may ask us to let you to start work without prejudice to your application.

We ask you to let us know when the work is to start and when it is complete so that we can arrange appropriate site visits.

## Payment of the grant

When the work is completed, please send us copies of all the invoices and receipts along with any guarantees for work such as timber treatment and damp proofing. If the work has cost more than the estimate we will be pleased to discuss the unforeseen extra with you. Provided the work has been completed to a satisfactory standard, the grant will be paid.

## Conditions

All the works considered relevant and necessary by the Council shall be carried out. Work must be executed to high standards, normally using traditional materials, styles and techniques. Regard must be made to any conditions attached to the confirmation of offer. All or part of the grant may be withheld if these conditions are not complied with.

If the total cost of the completed work exceeds the approved estimate due to reasonable factors, unknown at the time of initial application, the Council may consider making an adjustment of the grant.

Where final costs are less than the estimate on which the grant was calculated, the grant will be reduced in proportion.

All proposals must be examined by a representative of the Council. Unless prior permission has been obtained no grant will be offered for work carried out before such examination has been made.

Work should normally be started within one year of a grant being offered or within such period as agreed in writing by the Council. Unless there is a good reason why work has not commenced within one year, the offer will be withdrawn and a new application must be made before grant-aided work is started.

The Conservation and Design Team should be informed in writing of the completion of the works. The grant will be paid on submission of final accounts and when the Council is satisfied that the works have been carried out in accordance with the agreed specification.

Payment of any grant is an ex gratia payment. It incurs no liability on Charnwood Borough Council. Applicants must satisfy themselves that works have been carried out satisfactorily; payment by the Council of a grant does not imply any warranty as to the quality of the work.

All necessary approvals (including planning permission, Listed Building Consent, building regulations approval and the approval of English Heritage) must be obtained and paid for before work starts. In the case of an Anglican ecclesiastical building, Faculty or Archdeacon's Certificate must be obtained through the Diocesan Advisory Committee.

The Council may, in very exceptional circumstances, require the applicant to enter into an agreement to make the building open to public access on a controlled basis.

If, during the period of three years beginning on the day on which the grant is paid, the owner disposes of their interest in the whole or part of the property, either by way of sale, exchange, or lease for a term of not less than 21 years, the Council must be notified, giving reasons for the disposal of interest. In certain circumstances, the Council may then require repayment of the whole, or part, of the grant.

Permission for the property to be inspected at reasonable times shall be given prior to, during, and on completion of the works for which the grant is being made.

Any grant will be paid by a cheque made payable to the owner of the building. In the case of an ecclesiastical building this must be the body with legal responsibility for the repair and upkeep of the building.

## Help

Please speak to us if you need to. We are always willing to meet you on site to talk about what you are planning to do. We also keep a list of craftsmen whom we know have done good work in the past.

You may need to obtain Planning Permission or Listed Building Consent from Development Control. You may need Building Regulations approval.

### **Contact:**

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