

# Historic Environment Fund REPAIR STREAM

Application form and guidance: **September 2016**

Historic Environment Division



## HISTORIC ENVIRONMENT DIVISION'S AIM

*To support and sustain vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.*

## HISTORIC ENVIRONMENT FUND

The Historic Environment Fund has been set up by the Department to stimulate action across the historic environment in support of this aim. It is divided into four streams: Heritage Research; Heritage Regeneration; Heritage Repair; and Heritage Revival.

## HERITAGE REPAIR

This document sets out how you can obtain funding for a project from the Heritage Repair Stream. This part of the Fund is focused upon encouraging sustainability and best practice in repairs to historic monuments and listed buildings.

### WHAT DO WE FUND?

We have limited funds available for this financial year 2016/17 and, following consideration of the relevant issues and the results of a public consultation, the following routes are open for applications:

#### **HISTORIC MONUMENT REPAIR**

#### **LISTED BUILDING REPAIR**

Other routes to funding may be available in future years.

### WHY DO WE FUND IT?

Improvements to historic monuments and buildings are required to support and maintain their key role in creating a sense of place and sense of community. Carrying out essential repair works to these properties can also make important contributions to the local economy and act as catalysts for improvements to the wider area.

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## Introduction – The Historic Environment Fund

The Historic Environment Division (HED) within the Department for Communities (DfC) is responsible for the recording, conservation and protection of the built heritage in Northern Ireland. The statutory authority to provide funding for listed buildings and scheduled monuments is detailed in Sections 199 and 225 of the Planning Act (NI) 2011 and Articles 19, 23, 24 and 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995.

Taken together this allows a wide range of potential avenues to support the Historic Environment<sup>1</sup>. The Historic Environment Fund (HEF) aims to utilise all of these routes to help realise the full potential of our built heritage which has a key contribution to make to society. This can be summarised as follows:

**Our historic monuments and buildings, designed landscapes, and archaeological heritage improve our attractiveness as a destination and provide a powerful sense of connection between people and place, which in turn supports our confidence, capability and wellbeing as individuals and as a society. Our historic environment is also a vital and non-renewable component of our economy which has scope to tackle poverty, create jobs, and encourage community enterprise. In 2012 it was shown to generate an estimated £532 million annually, and create and sustain around 10,000 jobs.<sup>2</sup> Compared to our neighbours, this sector was also shown to have significant capacity for growth.**

It clearly, therefore, has the potential to contribute to many of the objectives of the Northern Ireland Executive's draft Programme for Government Framework 2016-2021. To realise this potential, the Fund has been divided into four streams:

**Heritage Research:** Increasing understanding of our shared resource and facilitating excellence.

**Heritage Regeneration:** Strengthening and improving the physical environment and fostering the positive identity of places among local communities, supporting third sector capacity and regeneration initiatives.

**Heritage Repairs:** Encouraging sustainability and the preservation of the historic environment.

**Heritage Revival:** Promoting the social value of our historic environment and the innate contribution this can make to wellbeing and sustainable employment.

This booklet contains applications forms and guidance relating to Heritage Repair projects.

<sup>1</sup> The Historic Environment is that part of our environment which has been affected by the action of man. The term highlights the wider context in which heritage assets are located and which can be relevant to their appropriate management.

<sup>2</sup> Study of the Economic Value of Northern Ireland's Historic Environment, DOE, June 2012, p40

## Conservation Principles and Values

Underpinning the HEF is a framework, based upon UK and international best practice, for the sustainable management of the historic environment. The six identified principles are as follows:

Principle 1:

**The historic environment is a shared resource and we have a shared responsibility to pass it on to the next generation in good condition.**

Principle 2:

**Everyone should be able to participate in sustaining the historic environment.**

Principle 3:

**Understanding the significance of places is vital.**

Principle 4:

**Significant places should be managed to sustain their values.\***

Principle 5:

**Decisions about change must be reasonable, transparent and consistent.**

Principle 6:

**Documenting and learning from decisions is essential.**

### \*Values

A range of *heritage values*, arranged in four groups, have been identified. These are:

- **Evidential value:** the potential of a place to yield evidence about past human activity.
- **Historical value:** the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.
- **Aesthetic value:** the ways in which people draw sensory and intellectual stimulation from a place.
- **Communal value:** the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.

## The Historic Environment Fund Repair Stream

The Historic Environment Repair Stream is focused upon facilitating improvement works to historic monuments and listed buildings, helping to support and maintain their key role in creating a sense of place and sense of community. Repair works can make important contributions to the local economy and act as catalysts for improvements to the wider area.

The Department will seek to encourage this through two principal routes of funding:

### **HISTORIC MONUMENT REPAIR SCHEMES**

### **LISTED BUILDING REPAIR SCHEMES**

Information on each of these routes is set out in the following pages.

Other routes to funding may be available in future years.

## Evaluation Criteria

Proposals across all streams of the HEF will be scored against standard criteria. The weighting given to each varies between funding routes. Applicants should seek to address their scheme's contribution to:

1. Conservation and enhancement of the historic environment
2. Economic impact - contribution to tourism and to supporting communities
3. Economic impact - supporting the construction and associated industries
4. Social benefits – creating broader and deeper understanding of our heritage
5. Social benefits – enhancing public engagement with the historic environment

These will be the key measures against which the priorities and outcomes of funding will be assessed.

## Historic Monument Repair

The term “historic monument” is defined under Article 2 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995, as being ‘*any scheduled monument and any other monument the protection of which is in the opinion of the Department of public interest by reason of the archaeological, historical, architectural, traditional or artistic interest attaching to it*’.

The statutory authority to provide funding for historic monument repair and conservation projects is detailed in Articles 19 and 23 of the Order.

This support is aimed at providing assistance to the owners of Scheduled Historic Monuments to carry out repairs. 80% of eligible costs up to a cap of £50k is available. 75% of reasonably incurred related professional fees can also be included within this cap.

**This year such work must be complete by 17 March 2017 to receive support and applicants must make a commitment in this regard on their application form.**

Limited funds have been allocated to this stream and in the event of oversubscription applications from the following categories will be considered first.

- Monuments deemed to be in need of urgent maintenance. Every scheduled monument in Northern Ireland is monitored on a cyclical basis and its degree of risk assessed.

Proposals will then be considered relative to their ability to deliver against the main HEF criteria:

1. Conservation and enhancement of the historic environment (40%)
2. Economic impact - contribution to tourism and to supporting communities (15%)
3. Economic impact - supporting the construction and associated industries (15%)
4. Social benefits – creating broader and deeper understanding of our heritage (15%)
5. Social benefits – enhancing public engagement with the historic environment (15%)

For Historic Monument Repair Stream funding the assessment of applications will be more heavily weighted towards aim 1, but delivery against the other aims will remain important. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is [Historicenvironmentenquiries@communities-ni.gov.uk](mailto:Historicenvironmentenquiries@communities-ni.gov.uk).

## Necessity for the works

Ongoing maintenance is probably the most important feature in the long term survival of our built heritage. Without regular maintenance, monuments quickly fall into disrepair. Where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance, these applications will be given higher priority than those where this has not occurred unless there is a clear justification as to why this was not possible.

**You should note that Scheduled Monument Consent is likely to be required for any works of repair to a scheduled historic monument. This must normally be obtained in advance of any funding being awarded.**

## Approach to Work

In general, it is recognised internationally that historic monuments should be conserved. With reference to the Conservation Principles and Values described above, changes to an historic monument should not distort the physical or other evidence it provides, nor be based on conjecture. Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

Conservation also requires the retention of an appropriate visual, sensory and spiritual setting for the historic monument. New construction, demolition, intrusions or other changes which would adversely affect the setting are not appropriate. In addition, the Department advises that, where possible, conservation and repair schemes at historic monuments should provide for the participation of people for whom the place has significant associations and meanings, or who have social, spiritual or other cultural responsibilities involved with the historic monument.

When applying to the HEF for funding to carry out works at an historic monument you should tell us which of the following types of works you wish to undertake:

**Preservation** - Maintaining an historic monument in its existing state and preventing further deterioration. Maintenance is fundamental to conservation.

**Restoration** - Returning an historic monument to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material. Restoration is only appropriate if there is sufficient evidence of an earlier state of the fabric.

**Reconstruction** - Returning an historic monument to a known earlier state with the introduction of new material. Reconstruction is only appropriate where an historic monument is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric. In some cases, reconstruction may also be appropriate as part of a use or practice that retains the cultural significance of the historic monument.

**Adaptation** - Changing an historic monument in a positive manner to better suit the existing use, or a proposed use. Adaptation is acceptable only where the adaptation has minimal impact on the historic monument and its cultural significance.

### **Work we can fund**

We can offer grant-aid assistance towards the repair and maintenance of the original fabric of scheduled historic monuments, where it can be demonstrated that the works are necessary.

We may also offer assistance with some professional fees and, in certain circumstances, with the costs of some elements of condition reports.

### **Work we do not fund**

As our funding scheme is targeted at the repair of the original fabric of scheduled historic monuments, other works will not qualify for support under this route. The types of work we will not support include, but are not limited to the following:

- works to historic monuments which are not scheduled historic monuments;
- works which are normally contrary to legislation and policy e.g. demolition;
- works which are not adequately supported by historical evidence or other detail.

### **Applicants which are not eligible for funding**

- Government/Public Bodies;
- Housing Associations funded by public monies;
- Large Commercial Organisations. For grant purposes this will apply to listed buildings and historic monuments owned by financial Institutions, for example, banks, building societies, insurance companies; and

- Multinational companies - large companies which own or control production, or sells goods or services in one or more countries other than their home country. They can also be referred to as 'transnational companies'.

## Application Form and Process

An application form for the Historic Environment Fund Repair Stream is provided in the following pages. To apply for support, please fill out the relevant sections and refer to the guidance notes on pages 37-49.

**Please note that there is a short time period available to fund projects this year (all work must be complete by 17 March 2017) and therefore projects must be designed and procured with this in mind.**

In advance of the issue of any letter of offer you should note that the following process is envisaged (further advice on these phases is provided in the guidance notes at the end of this document):

**Stage 1.** Applications must be received by the closing date of 5.00pm on 10th October 2016.

**Stage 2.** We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the extent of suitable works with the Department's archaeologists. We aim to advise you of the outcome of our initial assessment within 30 days. Some projects may require more detailed engagement which will add to the length of this stage. To minimise this we advise that you work with a competent professional to ensure that your proposals are sufficiently developed to allow detailed consideration by us.

**Stage 4.** Applicants will then procure<sup>3</sup> the agreed works and submit documentation to the Department. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

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<sup>3</sup> Dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on page 39-40.

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of eligible works. **This offer will be time limited to 17 March 2017.**

The above process will, clearly, impact upon the time available to carry out work on site during this financial year. It is likely that most projects will have less than two months, during a winter period, to carry out work on site. For this reason, the Department suggests that applicants be realistic about the scope of works proposed.

Please note that funding in one financial year does not mean that a further phase of a project is more likely to receive support than other applications in subsequent financial years. Any applications for funding for phases of larger projects should therefore ensure that each phase is a standalone proposal which is not contingent on the future funding of further phases.

Notes on the management of schemes and submitting financial claims are included in the Guidance Notes later in this document. Successful applicants will be expected to agree appropriate access to the scheme for five years following its completion, for instance through European Heritage Open Days; and to the use of the scheme in publicity about the HEF.

## Listed Building Repair

Under Section 199(1) of the Planning Act (NI) 2011, the DfC '*may make grants or loans towards the whole or part of any expenditure incurred or to be incurred in the repair or maintenance of a listed building*'.

This funding route is aimed at providing support to owners for essential repairs to listed buildings.

Support is available to at 20% of the cost of eligible repairs and 35% for window repair (not replacement which, if necessary, will be supported at 20%) for most types of building up to a cap of £50k. 75% of reasonably incurred professional fees can also be included within this cap. Repairs to thatched buildings will be supported at 80% to the same cap. The fund is open to all grades of secular buildings and to Grade A and B+ churches.

**This year such work must be complete by 17 March 2017 to receive support and applicants must make a commitment in this regard on their application form.**

Limited funds have been allocated to this stream and in the event of oversubscription applications from the following categories will be considered first:

- Thatched properties
- Buildings which were on the Heritage at Risk in Northern Ireland Register (HAR NI Register) at end of August 2016. Please note in the event of over subscription that prioritisation of these structures may be further undertaken and in that eventuality only the structures at the higher risk categories (A, B and C)<sup>4</sup>would be considered for funding
- Those individuals qualifying for enhanced rate of funding (see pages 44-45).

Proposals will then be considered relative to their impact upon the main HEF criteria:

1. Conservation and enhancement of the historic environment (40%)
2. Economic impact - contribution to tourism and to supporting communities (15%)
3. Economic impact - supporting the construction and associated industries (15%)
4. Social benefits – creating broader and deeper understanding of our heritage (15%)

<sup>4</sup> The buildings on the Heritage at Risk Register have been evaluated and categorised relative to their level of risk. This information is not published by the Department but is available upon request.

## 5. Social benefits – enhancing public engagement with the historic environment (15%)

For Listed Building Repair Stream funding the assessment of applications will be more heavily weighted towards aim 1, but delivery against the other aims will remain important. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED in advance of any application in order to avail of informal discussion and advice on any proposal. Our general email address is [Historicenvironmentenquiries@communities-ni.gov.uk](mailto:Historicenvironmentenquiries@communities-ni.gov.uk).

### Necessity for the works

Ongoing maintenance is probably the most important feature in the long term survival of our built heritage. Without regular maintenance, buildings quickly fall into disrepair. Where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance these applications will be given higher priority than those where this has not occurred unless there is a clear justification as to why this is not possible.

**You should note that Listed Building Consent (LBC) is required for any works that alter the special architectural and historic interest of a listed building. While like for like repairs do not need consent most repair projects will also involve changes that require LBC. This must normally be obtained in advance of any funding being awarded.**

### Approach to work

In general, it is recognised internationally that statutorily protected historic buildings should be conserved. With reference to the Conservation Principles and Values described above, changes to a listed building should not seek to distort the physical or other evidence it provides, nor be based on conjecture. Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate (see discussion of BS7913:2013 later in this section).

Conservation also requires the retention of an appropriate visual, sensory and spiritual setting for the listed building. New construction, demolition, intrusions or other changes which would adversely affect the setting are not appropriate. In addition, the Department advises that, where possible, conservation and repair schemes at listed buildings should provide for the participation of people for

whom the place has significant associations and meanings, or who have social, spiritual or other cultural responsibilities involved with the listed building.

When applying to the HEF for funding to carry out works at a listed building you should tell us which of the following types of works you wish to undertake:

**Preservation** - Maintaining a listed building in its existing state and preventing further deterioration. Maintenance is fundamental to conservation.

**Restoration** - Returning a listed building to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material. Restoration is only appropriate if there is sufficient evidence of an earlier state of the fabric.

**Reconstruction** - Returning a listed building to a known earlier state with the introduction of new material. Reconstruction is only appropriate where a listed building is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric. In some cases, reconstruction may also be appropriate as part of a use or practice that retains the cultural significance of the listed building.

**Adaptation** - Changing a listed building in a positive manner to better suit the existing use, or a proposed use. Adaptation should seek to have minimal impact on the listed building and its cultural significance.

You should also confirm that your approach will need to be in accordance with BS 7913:2013 ‘Guide to the Conservation of Historic Buildings’. Among other things, this advises that:

- proposals for repair or change should be based upon a **clear understanding of the significance** of a historic building (paragraph 4.1);
- when considering problems or defects proposals should be based upon '**a full understanding of the** constituent components/ materials and the origin of the problem' (paragraph 6.3.1);
- Such work should be 'the **minimum necessary** to stabilise and conserve the historic building, ensure its long-term survival and meet the requirements of any foreseeable new use' (paragraph 6.4);

- It should seek to ‘retain the performance of the existing fabric’ (Paragraph 6.7) which is usually achieved by using **traditional materials and matching repair techniques**. ‘New materials and techniques should only be used where there is evidence that they perform satisfactorily in use’;
- Work should generally be **legible** i.e. repairs should be carried out without any attempt to disguise them, but should not be unduly obtrusive or unsympathetic. Different approaches may be adopted where aesthetic considerations are particularly significant’ (paragraph 6.8).
- If alterations are proposed as part of the work. ‘Such changes should be designed to minimise their impact on the significance of the historic building, and should avoid losing features that contribute to that significance’ (paragraph 6.16). They should generally be **reversible** i.e., new insertions, such as sub-dividing walls, should be contoured around original features and mouldings so they can be removed in the future, leaving the original fabric intact

### Work we can fund

We can offer grant-aid assistance towards the repair and maintenance of the original fabric of historic listed buildings, where it can be demonstrated that the works are necessary.

We may also offer assistance with some professional fees and, in certain circumstances, with the costs of some elements of condition reports.

### Work we do not fund

As our funding scheme is targeted at the repair and restoration of the original fabric of historic listed buildings, other works to listed buildings will not qualify for grant-aid. The types of work we will not grant-aid include, but are not limited to, the following:

- works to historic buildings which are not listed;
- alterations and improvements;
- demolitions; and
- reinstatement and reconstruction where there is a lack of historical evidence of design and detail.

## Applicants which are not eligible for funding

- Government/Public Bodies;
- Housing Associations funded by public monies;
- Large Commercial Organisations. For grant purposes this will apply to listed buildings and historic monuments owned by financial Institutions, for example, banks, building societies, insurance companies; and
- Multinational companies - large companies which own or control production, or sells goods or services in one or more countries other than their home country. They can also be referred to as 'transnational companies'

## Application Form and Process

An application form for the Historic Environment Fund Repair Stream is provided in the following pages. To apply for support for repairs please fill out the relevant sections and refer to the guidance notes at pages 37-49.

**Please note that there is a very short time period available to fund projects this year (all work must be complete by 17 March 2017) and therefore projects must be designed and procured with this in mind.**

In advance of the issue of any letter of offer you should note that the following process is envisaged: (further advice on these phases is provided in the guidance notes at the end of this document):

**Stage 1.** Applications must be received by the closing date of 5.00pm on 10th October 2016.

**Stage 2.** We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the extent of suitable works with the Department's architects. We aim to advise you of the outcome of our initial assessment within 30 days. Some projects may require more detailed engagement which will add to the length of this stage. To minimise this we advise that you ensure that your proposals are sufficiently developed to allow detailed consideration by us.

**Stage 4.** Applicants will then procure<sup>5</sup> the agreed works and submit documentation to the Department. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of eligible works. This offer will be time limited to 17 March 2017.

The above process will, clearly, impact upon the time available to carry out work on site during this financial year. It is likely that most projects will have less than two months, during a winter period, to carry out work on site. For this reason, the Department suggests that applicants be realistic about the scope of works proposed.

Please note that funding in one financial year does not mean that a further phase of a project is more likely to receive support than other applications in subsequent financial years.

Notes on the management of schemes and submitting financial claims are included in the Guidance Notes later in this document. Successful applicants will be expected to agree appropriate access to the scheme for five years following its completion, for instance through European Heritage Open Days; and to the use of the scheme in publicity about the Historic Environment Fund.

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<sup>5</sup> dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on pages 39-40

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## Historic Environment Fund, Repair Stream

### Application Form

**Applications must be received by 5.00pm on 10 October 2016**

#### For Internal Use

Date Received                    /    /

Batched application?               YES

Council Area                         .....

**PLEASE COMPLETE ALL SECTIONS - INCOMPLETE APPLICATIONS WILL NOT BE VALIDATED AND WILL BE RETURNED.**

*Is your application for repairs to a listed building?* YES / NO

*Is your application for repair works to a scheduled monument?* YES / NO

*HB Reference no.: .....(internal use)*

*SMR Reference no.: .....(internal use)*

## SECTION 1

## APPLICANT'S INFORMATION

### 1. Applicant's Name

Please refer to guidance notes for details of who is eligible to apply for this funding.

Organisation [if applicable]

Company Registration no [if applicable]  
Registered Charity no [if applicable]

**Applicant's address:**

Post Code:

Telephone:

Email:

**2. Name and address of agent**

(To whom all correspondence will be sent)

Post Code:

Telephone:

Email:

**3. Details of lead professional advisor.** (Explain how you have confirmed that they are suitably qualified; or why you have determined that your scheme does not require a professional adviser)

**SECTION 2****DETAILS OF THE PROPERTY FOR WHICH YOU ARE APPLYING**

**4. Address of the building / monument for which funding is sought.** A site name and SMR reference should be provided for archaeological sites without an address:

Brief description of building/monument:

Post Code:

**5. Grade of listing, or SMR number in case of archaeological site.**

A    B+    B    B1    B2    [please circle]

SMR No:

**6. Present and proposed use: buildings.** Please note if 'vacant' and length of time unoccupied.

7. Is the applicant the **owner** of the property? If 'Yes', when did you purchase it?

(If 'No' please give full details of the owner with contact details including tel no and email)

YES / NO

8. Does anyone else have a **legal interest** in the property such as a spouse, partner, organisation or company? ( If 'yes' please give full details of that person with contact details including tel no and email)

YES / NO

9. Are there any **legal or financial restrictions** on the property?

(If Yes, give full details)

YES / NO

### SECTION 3

### DETAILS OF THE WORKS YOU ARE PROPOSING

10. Brief description of project /works:

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11. Do the proposed works require Listed Building Consent [LBC], Scheduled Monument Consent [SMC] or Planning Permission?

If LBC or SMC is required, this must normally be obtained before funding can be awarded. Refer to Guidance notes at Page 38-39.

YES/NO

**12. Do the proposed works require Building Control**

**Approval?** If Building Control approval is required, this must be obtained before funding can be awarded. Refer to Guidance Notes at Page 39.

YES/NO

**13. Conservation Principles and necessity.** Please explain why the proposed works are necessary, and how they will comply with the Conservation Principles associated with the HEF, the Approach to Work set out for this funding Stream and, where relevant, BS7913:2013.

Please specify any urgent defects that require attention to prevent loss or damage to important historic fabric. If available, please enclose a condition report to explain the order of priority of these works. If the necessity of works is not apparent, your application may be rejected. We may decide that a phased approach to the works, focusing on high priority works, would be more appropriate.

**14. Previous Maintenance**

Have you taken action to address water ingress/ remove vegetation and provide basic maintenance at the property?

YES / NO

Please provide evidence to substantiate this - photographic evidence is acceptable as an attachment.

Evidence provided YES/ NO

**15. Criteria for assessment of HEF**

Please explain how your project meets the criteria of the HEF.  
**The information you provide here will be important in determining which applications are funded.**

**1. Conservation and enhancement of the historic environment (40%)**

**2. Economic impact - contribution to tourism and to supporting communities (15%)**

**3. Economic impact - supporting the construction and associated industries (15%)**

**4. Social benefits – creating broader and deeper understanding of our heritage (15%)**

**5. Social benefits – enhancing public engagement with the historic environment (15%)**

**SECTION 4****SHORTLISTING CRITERIA AND OTHER MATTERS**

16. Is the property thatched?

17. Was the property on the  
**Heritage at Risk** Database on 31  
August 2016?

18. Is the owner of the building  
eligible for relevant qualifying  
benefits? [Applies here to listed  
buildings only]

**INTERNAL USE ONLY**

**HAR GRADE OF RISK**

**MONUMENT GRADE OF RISK**

**19. Access**

Do you provide access to your property currently, or have you opened your property to the public for any heritage events?

If Yes Please give details

Please explain how you are willing to display the results of the scheme, for instance in events such as European Heritage Open Days over the next five years.

YES/ NO

**20. Future Maintenance**

How will you make sure that the benefits of your project are maintained after the project is completed? If you have a Maintenance Plan for your site/property, please send us a copy. For historic monuments you must indicate that you are willing to enter a management agreement with the Department.

**SECTION 5****COST OF SCHEME****21. Priced schedule of works**

Please complete the table on the following page

Works proposed	COST
ROOF COVERING AND SUPPORTING STRUCTURE	£
ROOF FLASHING AND OTHER LEADWORK	£
CHIMNEYS	£
RAINWATER GOODS	£
EXTERNAL FACADE	£
STRUCTURAL REPAIRS	£
EARTHWORK REPAIRS	£
VEGETATION TREATMENT & MANAGEMENT	£
FENCING, GATES, ACCESS CONTROL	£
WINDOWS AND GLAZING REPAIRS	£
WINDOW AND GLAZING REPLACEMENT	£
EXTERNAL DOORS	£
SHOP FRONT [IF APPROPRIATE]	£
DAMP PROOF COURSES	£
INTERNAL WORKS	£
DEMOLITION/ALTERATION	£
FLOORS	£
PLASTERWORK/ CORNICING	£
DRY LINING	£
DOORS	£
JOINERY	£
PAINTING	£
MECHANICAL AND ELECTRICAL SERVICES	£
SPECIALIST TREATMENTS	£
DRAINAGE	£
EXTERNAL WORKS	£
ALL OTHER WORKS- SPECIFY	£
PROFESSIONAL FEES [ITEMISE]	£
VAT ON WORK AND FEES	£

**22. Costs of professional Advisors**

Please give details of the estimated costs of any professional advisors that you consider will need to be employed on your project.

<b>Professional Services</b>	<b>Proposed fee rate %</b>	<b>Cost £</b>	<b>VAT£</b>
Architect/ Archaeologist			
Quantity Surveyor			
Engineer (specify)			
CDM			
Other			
<b>TOTAL</b>			

**23. Total Project Costs**

Please provide an estimated breakdown of costs of the project.

<b>Project Costs</b>	<b>Cost £</b>	<b>VAT£</b>
Project Costs- from schedule of works		
Professional Fees		
<b>Total</b>		
YES / NO		
VAT Reg No:		
YES / NO		
YES / NO		
If Yes, please give details		
YES / NO		

**25. Is the applicant applying as a private individual?**

If not please give your status, details of the organisation and proof that the project is within the remit of the organisation:

26. If you are not applying on your own behalf, please **confirm that you have authority** to accept the funding offered subject to conditions, and can repay the monies if required, on behalf of the organisation.

27. Please detail **ALL funding that you have applied (or intend to apply)** for in respect of this project including time limits for expenditure [if any]:

28. Has the site/property been the subject of funding from the HED of DfC [formerly NIEA] or any other funding distributor in the last three years (*including HLF/ NIHE/ Challenge Fund*)?

YES / NO

IF yes please give details including organisation, date of application, amount awarded.

## SECTION 6 Department for Communities Privacy Notice and Declaration

### How we collect and use information about you

The Department for Communities (DfC) takes care to ensure that any personal information supplied to it complies with the requirements of the Data Protection Act 1998. When we collect information about you we may use it for any of our purposes including:

- Supporting you in your search for future employment;
- Administration of benefits;
- Occupational health and welfare;
- Prevention and detection of fraud or maladministration;
- Compilation of statistics; and
- Disclosure to other organisations when legislatively required to do so.

We may also check information we collect about you with other information we hold as well as information provided by other organisations. We may also get information about you from other organisations for any of our purposes if the law allows us to do so.

We may share your personal information with other organisations to protect public funds; detect and prevent fraud; and to check its accuracy. Data will only be shared where the law allows us to and where data sharing agreements exist. Organisations that we may share your data with include:

- Other NI and UK government departments;
- Councils and other public sector organisations;
- Private-sector organisations such as banks and third party private-sector debt collection agencies; and
- Employers via Direct Earnings Attachments.

You have a right under the Data Protection Act 1998 to see a copy of the information we hold about you.

To find out more about how we use information, visit our website [www.communities-ni.gov.uk/publications/dfc-information-charter](http://www.communities-ni.gov.uk/publications/dfc-information-charter) or contact any of our offices.

### Declaration

Your completed application form must be signed by the applicant named in Q1 and where applicable all parties with a legal interest in the property [eg co-owners]. If the applicant is an organisation, an authorised member of the organisation must sign and give his/ her job title.

Please note - the Department will take all opportunity to identify and pursue all fraudulent claims and if you make a false statement or knowingly or recklessly make a false claim for grant, you may be liable to prosecution.

I/ we hereby apply for support from the Historic Environment Fund Repair Stream. I/ we have read and accepted the guidance notes of the Stream and agree to be bound by them. To the best of my/ our knowledge the information given in this application is truthful and accurate. No information has been knowingly withheld. I/we confirm that the works can be completed by 17 March 2017.

Signature of owner:

Print Name:

Date:

Signature for organisation \*:

Print Name:

Job Title [For organisations only]:

Date:

Signature of agent \*:

Print Name:

Date:

Signature of co-owner(s) \*:

Print Name:

Date:

\* - where applicable

**CHECKLIST**

Please tick box if you have enclosed the following

Enclosures	Yes	No
Photographs showing proposals from all angles - printing on professional paper is not required		
Sketches or working drawings		
Specification		
Quotation/ Tender documents if available		
Professional Reports if available		
Confirmation of Benefit Form [if applicable] – Appendix A		
Benefit Authorisation Form [if applicable] – Appendix B		
Proof of Ownership [if applicable]		

**Appendix A****CONFIRMATION OF BENEFIT FORM****HB reference no:** HB ...../...../.....

Name of Owner/ Occupier

Name of Owner/ Occupier
-------------------------

Name and Address of property:

Name and Address of property:
Post Code: Telephone: Email:

*Do not detach these pages. The information provided in this section will be removed and stored securely by the Department on receipt of the application. These details will not be disclosed to third parties unless we are obliged to do so.*

**Please confirm if you are in receipt of any of the following means tested benefits and state the date when you started receiving the benefit.**

- Income-based Job Seeker's Allowance YES / NO
- Income Support YES / NO
- Guaranteed Pension Credit YES / NO
- Tax Credit YES / NO

*Applicants in receipt of any of the above means-tested benefits may be considered for an enhanced rate of assistance. You are required to be in receipt of the benefit continuously for at least 12 months prior to the date of this application and continuously until the scheme is complete. If you are in receipt of an eligible benefit you may be asked for further information.*

**Do you authorise the DfC or HM Revenue and Customs as appropriate to provide details about your claim for benefit to the Historic Environment Fund?**

- Yes - Please complete attached authorisation form [Appendix B]
- No - If you have indicated No, we will process this application at the standard rate of support.

*Please note that if you are eligible for an enhanced rate of support, you must provide proof that you own the property.*

**Appendix B****BENEFIT AUTHORISATION FORM****TO BE COMPLETED BY THE APPLICANT****HB reference no:** HB ...../...../.....**I hereby authorise any details of my [Please tick]:-**

- **Income-Based Job Seeker's Allowance**
- **Income Support**
- **Guaranteed Pension Credit**
- **Tax Credit**

**To be released to DfC upon request.**

Name of Owner/ Occupier

--

Name and Address of property:

Post Code:
Telephone:
Email:

Date of Birth

National Insurance Number

Name and Address of office from  
which your benefit is claimed

Post Code:

**Please note the DfC Privacy Notice at Section 6.**

I hereby authorise any details of benefits which I presently receive to be released to Historic Environment Division of the Department for Communities to assist with the processing of a Historic Environment Fund Repair application. To the best of my knowledge the information given in this application is truthful and accurate. No information has been knowingly withheld.

Signature:

--

Print Name:

--

Date:

--

## **ASSESSMENT FORM (INTERNAL USE)**

	Yes	No
Received by closing date?		
All enclosures received?		
Confirmation that work will be appropriately supervised by a suitably qualified conservation professional – or of why this is not required? (Question 3)		
Have Maintenance works been demonstrated in advance of the application? (Question 14)		
If not has an acceptable argument been put forward? (Question 14)		
Agreement to provide access to the public? (Question 19)		
If not has an acceptable argument been put forward? (Question 19)		
For monuments – willing to enter management agreement? (Question 20)		
Confirmation that work will be completed by 17 March 2017? (Declaration)		

## **DOES APPLICATION FALL INTO A SHORTLISTING CATEGORY?**

Thatched Property?		
Included on the Heritage at Risk Register on 31 August 2016?		
If so what is its grade of risk?		
Is the owner eligible for relevant qualifying benefits?		
If an historic monument what is its category of risk?		

HEF CRITERIA	JUSTIFICATION	SCORE
<b>Conservation and enhancement of the historic environment (40%)</b>		
<b>Economic impact - contribution to tourism and to supporting communities (15%)</b>		
<b>Economic impact - supporting the construction and associated industries (15%)</b>		
<b>Social benefits – creating broader and deeper understanding of our heritage</b>		
<b>Social benefits – enhancing public engagement with the historic environment (15%)</b>		
<b>TOTAL</b>		

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## GENERAL GUIDANCE ON THE HEF PROCESS

This section provides further information on various criteria and processes. The following section provides further guidance on completing the application form.

### Funding levels and rates for repairs to listed buildings and scheduled historic monuments

Schedule of funding for non ecclesiastical listed buildings	Funding for eligible items
Grade A	20%
Grade B+	20%
Grade B1	20%
Grade B2	20%
Ecclesiastical Buildings	Grant-aid available for eligible items
Grade A	20%
Grade B+	20%
Grades B, B1 & B2	NIL
Exceptions which apply	Grant-aid available for eligible items
Thatched buildings	80% for eligible items pertaining to thatch and conservation repairs to roof structures only.
Enhanced grant	90%
Historic Window Repair	35%
Reasonable related professional fees	75%
Large Commercial Organisations, for example Financial Institutions	NIL
Multinational Companies	NIL
Public Bodies	NIL
Government Departments	NIL
Non HAR in Local Authority Ownership	NIL
Schemes which begin prior to issue of a letter of offer	NIL
Schedule of funding for Scheduled Historic Monuments	Funding for eligible items
Scheduled Historic Monuments	80%
Reasonable related professional fees	75%

All support is capped at £50k per scheme and all work must be complete by 17 March 2017.

Applicants may apply for separate distinct phases of work in subsequent financial years.

## Before you submit your application

For listed building applicants we recommend that you read the document *Advisory Standards of Repair and guidance for works to listed buildings*.

This and the application form and guidance notes can be downloaded from our website at [www.communities-ni.gov.uk/topics/historic-environment](http://www.communities-ni.gov.uk/topics/historic-environment)

## OTHER STATUTORY REQUIREMENTS

### Scheduled Monument, Listed Building and Planning Consents

If you propose to carry out repairs, alterations or demolition or to construct an extension which would alter/ affect the character of a listed building, Listed Building Consent must be obtained. Please be aware that proposals for works to scheduled monuments normally require Scheduled Monument Consent. Please refer to our guidance document Consultation Guide: A Guide to Consulting HED on Development Management Applications at  
<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/consulting-hed-development-management-applications-consultation-guide.pdf>

Your local council's planning team will be able to advise you on whether the proposed works will require Listed Building Consent or Scheduled Monument Consent and can supply you with the appropriate application forms. In many cases a separate application for Planning Permission may also be required. The council's planning team can give you advice about this too. You can find contact details for your local council's planning teams on the Department for Infrastructure's website at [www.infrastructure-ni.gov.uk](http://www.infrastructure-ni.gov.uk)

Churches are exempted from Listed Building Consent, but this does not remove the owner's obligation to ensure that the building's character is maintained. Please note that the residence used by a minister of a church, and church halls, are not regarded as church buildings in this regard.

Because of the value of listed buildings to our architectural heritage, it is an offence under Section 85 of the Planning Act (Northern Ireland) 2011 to demolish, materially alter or extend a listed building in any manner that would affect its character without first obtaining Listed Building Consent. Similarly, scheduled monuments are legally protected from intervention by the Historic

Monuments and Archaeological Objects (NI) Order 1995. Carrying out works at a scheduled monument without consent from the Department may leave you liable to prosecution.

## **Building Control Approval**

Where changes require Building Control approval, it is always advisable to apply to the HEF and for Building Control approval concurrently. Any conflict between the guidance in the Building Control Advisory Standards documents and emerging site information or documentary evidence should be brought to our attention and a way forward agreed in writing before proceeding.

## **Procurement**

### **FOR SCHEMES COMPETITIVELY TENDERED**

#### **For projects costing up to £5,000**

You should obtain 2 quotations based on a brief specification which clearly sets out the extent of the proposed work.

#### **For projects costing between £5,000 and £25,000**

You should obtain 3 competitive tenders for the work based on drawings and specifications which clearly set out the precise extent of the proposed works.

#### **For projects costing between £25,000 and £250,000**

The project must be put out to tender in accordance with the Code of Procedure for Single Stage Selective Tendering 1996 published by the National Joint Consultative Committee for building.

Tender documents must include working drawings, a full specification and a detailed schedule of works or Bills of Quantities.

#### **For projects costing more than £250,000**

The project must be put out to tender in accordance with the Code of Procedure for Single Stage Selective Tendering 1996 published by the National Joint Consultative Committee for building.

Tender documents must include working drawings, a full specification and Bills of Quantities.

## **FOLLOW ON PHASES OF WORK**

We will not accept ‘follow on phases’ of work without new tenders being sought, unless prior permission has been obtained, in writing, from us.

### **FOR SCHEMES NOT COMPETITIVELY TENDERED**

Whilst it is possible to recommend competitive tendering in every case, applicants (particularly in smaller schemes) may choose to carry out works on a different basis. The following is a list of other

methods and the documentation required.

### **Builder Developer**

With a Builder Developer scheme we do not require competitive tendering. However we require an estimate of cost, prepared by a consultant QS or Architect. The estimate of cost must be based on working drawings. The information we require in such cases is as follows:

<b>Up to £25,000</b>	Itemised estimates
<b>£25,000 - £250,000</b>	Detailed schedule of works and specifications or Bills of Quantities
<b>Over £250,000</b>	Bills of Quantities

### **Direct Labour Scheme**

Occasionally, applicants prefer to carry out the work by obtaining separate quotations for different parts of the work, e.g., roof, windows, external rendering. Initially we require a detailed estimate of all the works. On completion we require copies of the various quotations, including receipts obtained for each element of the work.

### **Own Labour**

In smaller schemes applicants may wish physically to undertake the work themselves. A detailed record of time spent should be maintained and submitted upon completion of the scheme, along with receipted invoices for material supplied and specialist works.

### **OTHER MATTERS**

Applicants must be aware of their duties and responsibilities in relation to CDM (Construction Design and Management Regulations 2016): <https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016>.

Applicants/contractors should be aware of the Buildsafe NI Initiative. This initiative was formulated to eliminate deaths and substantially reduce injuries through improvements in the application and management of health and safety within the construction industry.

Bats are protected under legislation and it is an offence to disturb bats and their roosts. The property, and any adjacent trees to be affected, should be surveyed for bats. Depending on the type of works proposed it may be necessary for you to commission a bat survey to confirm if bats are present or not, and how to proceed [or not] if they are found. This may be required regardless of whether works are being carried out with funding assistance or not. Any bat survey is the

responsibility of the owner. The earlier in the process the bats are taken into account the less disruption to work plans there will be. **For further information, please see the guidance below:**

[http://www.planningni.gov.uk/index/advice/northern\\_ireland\\_environment\\_agency\\_guidance/standing\\_advice\\_15\\_bats\\_issue\\_01\\_may\\_2015-2.pdf](http://www.planningni.gov.uk/index/advice/northern_ireland_environment_agency_guidance/standing_advice_15_bats_issue_01_may_2015-2.pdf)

## How we will process your application

**Stage 1. Receipt of Applications.** Applications must be received by the closing date of 5pm on 10 October 2016. On receipt of a completed application form together with the required supporting information (which must include photographs), we will acknowledge your application. We will normally expect to do this within 5 working days for non-batched applications such as thatch projects. The checklist on page 32 provides details of the information that must accompany your properly completed application form. Please note that incomplete applications will be rejected and will be returned to you.

**Stage 2. Batching.** We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

**Stage 3. Agreement of Proposals.** Successful applicants will be notified and a member of our staff will visit you to assess the structure and the proposed scheme. Please note that our staff will only provide limited technical input on the application. It is your responsibility to ensure that you have obtained and will retain relevant professional input, both for submitting the application, drawing up satisfactory proposals that are conservation-led, and for monitoring the conservation works while on site to final account and conclusion of the conservation works. These proposals will be reviewed by the Department. We aim to advise you of the outcome of our initial assessment within 30 working days. We will write to you to confirm if your submitted drawings, schedule of requirements and technical specification etc are adequate. We may request additional information, such as additional drawings and a more detailed specification. On receipt of the necessary required documentation, we will determine if the proposed scheme is acceptable and inform you of our decision.

**Stage 4. Procurement.** Applicants will then procure<sup>6</sup> the agreed works and submit documentation to us. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

**If we approve your scheme for HEF funding.** For successful applications, we will issue an offer letter detailing the amount of funding available. This will also set out the conditions which will apply to the offer. You will be required formally to accept any offer before your application is progressed further. **You must not start work until you have received written approval to do so from the Department.**

**How long will a decision take?** Small scale repair schemes are likely to be more straightforward to assess and we anticipate that we will be able to process these applications more quickly than larger, more complex schemes. This is of course dependent on the quality of information received and your choice of consultant(s) / service provider(s).

#### **Monitoring of Works and Payment**

The goal of the HEF is to provide financial assistance to owners to help meet the recognised additional costs of repairing and conserving listed buildings and scheduled monuments to an acceptable standard. You should note that we will only process full payments once works have been carried out to an appropriate standard and on receipt of original accounts (which need to have been paid in full). We will inspect the repairs. Funding will not be paid against inappropriate materials or a poor standard of workmanship. Failure to carry out works to an appropriate standard may also be a breach of planning legislation, where applicable, and may also lead to enforcement action being instigated. Normally, you will receive the payment within 40 working days of receipt of your paid accounts / invoice, and a satisfactory inspection of the works. . Given the tight timescales in this phase of HEF funding, you should ensure prompt submission to us

Upon completion of the works, the Department will compile a post scheme review of the benefit of the works. We may seek access for photographs of the works (primarily external), to provide 'before' and 'after' pictures of the benefit of funding. These will be retained by the Department and may be published. We will seek to collate the benefits of government spend on our historic buildings and historic monuments and to share this information in an effort to increase public awareness of our diverse heritage.

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<sup>6</sup> Dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on pages 39-40.

The following pages give advice on how to complete each section / question on the application form.

## GUIDANCE ON FILLING OUT THE APPLICATION FORM

### SECTION 1 – Applicant’s details

**Q1 Details of Applicant.** Applicants must be organisations or individuals who have a legal responsibility for the repair of a listed building or historic monument. You will normally need to own the building or historic monument, or hold a lease or a tenancy agreement which places a responsibility on you to carry out repairs to the property.

**Q2 Details of Agent.** We will accept applications prepared on behalf of the owner(s). However, we require full details and a contact telephone number for the owner(s) and they must sign the declaration. We will not accept an application form with a photocopy of this signature.

**Q3 Details of Lead Professional Advisor.** Depending on the nature and scope of the proposed works it may be appropriate/ necessary for you to appoint a professional advisor to provide advice on your proposals, draw up scheme designs and, most importantly, supervise the works. In these instances, fees to cover this work may also attract some funding. Where minor works and repairs on a limited scale are proposed (e.g. splice repairs to sash windows, minor vegetation treatment or fencing), it may not be necessary to appoint a professional advisor, provided that the works are undertaken by a competent craftsman.

Where the extent of proposed works is such that professional advice is required, the Department requires that this advice is provided by a suitably qualified person(s) or organisation with membership of a recognised body and with expertise in building or monument conservation.

Professional membership bodies recognised by the Department include RSUA (Royal Society of Ulster Architects), RIBA (Royal Society of British Architects), RIAI (Royal Institute of Architects of Ireland), RICS (Royal Institution of Chartered Surveyors), and IHBC (Institute of Historic Building Conservation). This list is not exhaustive. The advisors used by you should list their previous work undertaken on historic/listed buildings/scheduled or historic monuments to demonstrate their understanding of the aesthetic and technical issues of the conservation. Please note that the Lead Professional Advisor must oversee and supervise the works in order to ensure that they are carried out to an acceptable standard.

A Register of Conservation practitioners and contractors can be found at [www.uahs.org/built-heritage-at-risk-register-northern-ireland/traditional-skills-directory](http://www.uahs.org/built-heritage-at-risk-register-northern-ireland/traditional-skills-directory) Please note that this is merely a register of firms and practitioners who have undertaken conservation works/ have indicated that they have conservation experience. It is up to you as the applicant to validate the information provided in the register. You should note that, from April 2017, the Department will require that any listed building scheme which receives HEF funding of £10,000, or over, is supervised by a conservation accredited professional.

## SECTION 2- Details of the property for which funding is being sought

**Q4 Property Details.** Please provide the full postal address of the property for which you are applying for funding and a brief description of the building/monument

**Q5. Grade of Listing or SMR number if an historic monument.** The Grade of listing can be found for most buildings (over 65% of the list) on the Historic Buildings Database which is accessible from the Historic Environment Division's website at [www.communities-ni.gov.uk/services/buildings-database](http://www.communities-ni.gov.uk/services/buildings-database) The SMR No can be found on the Sites and Monuments Record accessible at [www.communities-ni.gov.uk/services/sites-and-monuments-record](http://www.communities-ni.gov.uk/services/sites-and-monuments-record)

**Q6 Present and proposed use of property.** Please provide details of the use of the property; whether vacant and period of vacancy. This is applicable only to listed buildings. You should also detail any changes to the proposed use of the property. If it is a listed building and vacant, please explain why. We will compile records of buildings brought back to use through HEF assistance. This information helps us assess how useful HEF funding has been in bringing vacant or derelict properties back to use and therefore conserving the historic environment. Note - Change of use may require planning permission.

**Q7, 8 & 9. Details of Property ownership [including additional legal interests and any legal or financial restrictions on the property].** You may be asked to supply copies of documents to confirm the nature of your interest in the property, e.g. lease. If you are the occupier/tenant, a copy of your tenancy agreement should be provided. You must be responsible for the repairs to the property and the documents provided should confirm this. We need to know whether any other parties have a legal interest in the property – for instance spouse, partner, organisation or company. For example the property may be jointly owned, or owned by another individual or organisation. Other

organisations may hold debt that is secured against the property, which is also a relevant consideration for us when determining whether to fund a scheme.

## SECTION 3- Details of the proposed works

**Q10 Brief description of the project works.** You will need to provide an accurate description of the proposed repair works and why they are necessary. Historic fabric should always be retained and repaired in the first instance, before consideration is given to replacement. You should itemise the proposed repairs, e.g. vegetation management, earthwork repairs, masonry pointing, roof structure, roof coverings, walling, windows, doors, ironmongery, internal features such as internal plasterwork, partitions, flooring and fireplaces, and joinery including staircases, doors, and architraves.

Please provide photographs to support your application. This is to assist with the assessment as site visits will not be undertaken in advance of batching. Photos should be clearly labelled.

For more complex projects, you may already have commissioned professional reports such as a conservation work specification, condition report, feasibility study, conservation or management plan. In order to help us to assess your proposals, please enclose any available reports with your application. For listed buildings, funding is not normally available for these reports/plans, with the exception of some elements relating to a condition report.

If completing in hard copy, please continue on a separate sheet. Please identify whether the works proposed are works of preservation, restoration, reconstruction or adaptation- see pages 8-9 and 14.

**Q11 Requirement for Scheduled Monument Consent, Listed Building Consent and/or Planning Consent.** If you propose to carry out repairs, alterations or demolition or to construct an extension which would affect a scheduled monument or listed building, Scheduled Monument Consent or Listed Building Consent must be obtained – see general guidance notes for more information.

**Q12 Building Control Approval.** See notes on page 39.

**Q13 Details of how the proposed works are necessary and will comply with the Conservation Principles, the Approach to Work and for listed buildings BS7913:2013.**

Clarify how your project will comply with the principles and advice set out in these sections.

**Q14 Previous Maintenance.** Regular preventative maintenance is fundamental to the conservation of historic monuments and buildings. Guidance on maintenance has been prepared by Society for the Protection of Ancient Buildings, and the Institute of Historic Building Conservation, and can be downloaded from: <http://www.ihbc.org.uk>. Ongoing maintenance is probably the most important feature in the long term survival of the built heritage. Without regular maintenance, buildings quickly fall into disrepair. Where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance these applications will be given higher priority than those where this has not occurred. If you have a maintenance plan for your property, please send us a copy with your application.

**Q15 Criteria of the Historic Environment Fund.** Assessment of applications is a competitive process that also takes account of any wider benefits that the repair project may provide. Please detail and itemise any outcomes which will be delivered through the delivery of the works and the longer term benefits which may be accrued through the scheme. **This is a critical element of your application form, as the information you provide will determine how we rank the applications received.**

## SECTION 4 -Shortlisting Criteria and Other Matters

**Q16 Is the property thatched or was it originally thatched?** Thatched buildings are an integral part of our vernacular heritage. Since the 1950s an estimated 15,000 thatched buildings have been lost and today fewer than 200 remain. As an increasingly scarce feature of our landscape, the Department is committed to encouraging the retention of traditional thatched buildings through priority grant-aid.

**Q17 The HAR NI Register.** The Heritage at Risk in Northern Ireland Register (HAR NI Register) is an online database compiled by the Ulster Architectural Heritage Society (UAHS) on behalf of the Department, which highlights buildings of special architectural and historical interest, and some scheduled monuments, the survival of which is under threat. Such structures are deemed to be in need of urgent repair and maintenance. Details of Heritage at Risk in Northern Ireland can be found on the DfC website or by contacting Ulster Architectural Heritage Society. Their website address is [www.uahs.org.uk](http://www.uahs.org.uk).

**Q18 Qualifying benefits. Enhanced Rate of Funding for listed buildings.** Enhanced rate of funding

may be available for repairs to listed buildings. This is currently 90% of the costs of eligible works, for those applicants in receipt of the following specific means tested benefits for a continuous period of at least 1 year prior to the date of application: Income Based Jobseekers Allowance; Income Support; Guaranteed Pension Credit; Tax Credits. We will seek confirmation of entitlement to benefits which are eligible for enhanced grant from the relevant Government Department e.g. Department for Communities, or Her Majesty's Revenue and Customs. We reserve the right to amend these criteria.

**Q19 Access and publicity.** The Department requires as a condition of support that all recipients of suitable offers will be required to agree to an appropriate level of public access for five years from the date of final payment being made by HED, such as through European Heritage Open Days. One of the ways in which we raise awareness is through our co-ordination of the European Heritage Open Days, a Europe wide event held annually in September. Details of this event can be found on the following website at the link:

<http://www.discovernorthernireland.com/loveheritageni/EHOD.aspx>

It will be a condition that additional publicity including description of proposals, photographs and information including financial award[s] will be available for web dissemination, social media and printed publication.

**Q20 Future Maintenance** Regular preventative maintenance is fundamental to the conservation of historic monuments and buildings. Guidance on maintenance has been prepared by Society for the Protection of Ancient Buildings, and the Institute of Historic Building Conservation, and can be downloaded from: <http://www.ihbc.org.uk>. If you have a maintenance plan for your property, please send us a copy with your application.

## SECTION 5 – Cost of Scheme

**Q 21 Priced schedule of Works Cost Breakdown.** Our funding is targeted at repairs to the historic fabric of the monument or listed building. Please provide detail of your proposed works and costs in the table.

**Q22 Costs of Professional advisors.** Please give details of the estimated costs of any professional advisors that you consider will need to be employed on your project. The Department will only deem

eligible reasonably incurred professional fees.

**Q23 Total Project Costs - Estimated priced schedule of works.** The Estimated Cost of Works details must be completed and submitted on the application form. Applications without this information completed will be regarded as incomplete and rejected. We recommend that the priced Schedule of Works form is completed by a competent professional person who is experienced in conservation work. The priced schedule form is for our internal use only and is not a substitute for the required tender documentation. The estimate must be a realistic indication of total scheme cost based on level of information available. Please provide a brief description of the work under each heading.

**Q24 Vat** In general, we will offer funding on VAT where there is documentary evidence that all work is liable to VAT (unless you tell us in your application that you are able to reclaim some or all of the VAT which you will be charged, or that the work will be zero rated). Funding is only paid towards the VAT that you are unable to recover. If you are subsequently able to recover the VAT towards which funding has been paid, you will be required to repay the relevant amount to the Department. HM Revenue & Customs (HMRC) can give you advice about this. You can find contact details and advice on the HMRC website – [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

If some or all of the works are zero rated, we will take this into account in working out any funding amount. Churches are eligible for a VAT rebate through the Listed Places of Worship Scheme, details of which can be found on <http://www.lpwsscheme.org.uk>.

**Q25 Status of applicant.** If you are applying on behalf of an organisation or commercial interest, you will need to clarify that the organisation is empowered to enter into a legal agreement with the Department and that it is allowed, under its constitution and with regard to any relevant covenants, to undertake such work.

**Q26 Confirmation of authority.** Where you are applying on behalf of an organisation or commercial interest, you must show that you are able to act on behalf of the organisation and can enter into a legal agreement with the Department regarding the HEF. This might include, for example, the ability to repay the funding if conditions were not complied with.

**Q27 Details of other sources of funding – Have you applied, or do you intend to apply, to any other organisation(s) for funding towards the works proposed in this application?** This includes other funders and organisations such as other Government Departments / Agencies, Northern Ireland Housing Executive, Heritage Lottery Fund, Listed Places of Worship Grant Scheme. Gain share/claw back conditions are now added to DfC letters of offer, depending upon the level and nature of the

funding assistance. These will be assessed on a case by case basis, with appropriate conditions included in the letter of offer.

**Q28 Details of previous grant awards – previous funding applications to the Department and other funding distributors.** This applies to work that may have been carried out while the building or historic monument was in previous ownership. You should tell us about any fund aided works that have been carried out on the monument or building over the last three years.

## **THANK YOU FOR APPLYING TO THE HISTORIC ENVIRONMENT FUND**



Supporting and sustaining vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.

**Historic Environment Division**

Causeway Exchange

1-7 Bedford Street

Belfast

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