

DEWSBURY

TOWNSCAPE HERITAGE INITIATIVE

Guidance Notes



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OTHER DOCUMENTS:

Dewsbury THI Information Booklet

FORMS:

Application Procedure
Expression of Interest Form
Application Form
THI Contractor / Consultant Reference Form

BUILDING ON THE PAST
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www.kirklees.gov.uk/dewsburytownscape

Advice Note 1:

How to Apply for a THI Grant

Could you be eligible for a THI Grant?

- Do you own or lease a property within the THI area?
- Would you like to improve it?
- If you are a leaseholder, do you hold a lease of 10 years or more?
- Could you make a financial contribution towards a grant?

If you answer 'yes' to all the above questions, and your property is in use, you could be eligible for a grant of up to:

75% for external / structural repair and

90% for architectural reinstatement (e.g. of traditional shopfronts);

or,

If your property involves bringing vacant floor space back in to use you could be eligible for a grant of an average of 50%.

First Steps...

Read the 'THI Information Booklet'. This will give you useful background information as to what the scheme is all about.

Define your Project

Identify a list of works, under the Heritage Lottery Fund (HLF) headings of:

- External / Structural repair
- Architectural reinstatement
- Bringing vacant floor space back into use.

Also indicate if your project is to include any elements of new build.

If you are eligible, you will be invited to complete the 'Expression of Interest Form', with the assistance of the THI officer.

You will then be advised whether or not the project could potentially qualify for a THI grant.

Next Steps...

Select an architect to produce and oversee a scheme for you, which will include:

- submitting a planning application
- assisting you to identify and procure a contractor
- appointing a contractor
- overseeing works
- authorising payments
- managing and ensuring final completion.

The architect must be registered. Refer to the 'Architectural Services Guidance Form' for advice on selecting an architect. When you have chosen your preferred architect, ask them to complete the 'Contractor/Consultant Reference Form' and return it to the THI officer.

Once the THI officer has confirmed that the architect is eligible, you should obtain a fee quote for their architectural services. The THI officer will provide you with an overview of the services required to undertake the grant, together with the 'Grant Application Procedure Form', on which the architect can base a quote. Once the fee quote has been approved by the THI officer, you can appoint the architect.

Making an application

When an appropriate scheme has been designed, planning permission has been obtained and the works have gone out to tender, you will then need to submit a full grant application for approval, along with detailed information about the proposed works, including a complete set of plans, schedule of works and costings. A check list for these items is included in the application form.

The THI officer would aim to process your application within 6-8 weeks, although this may take longer, if, for example, the Council needs to seek clarification in relation to aspects of your grant application.

Please be aware that the whole process, from the Expression of Interest stage to the date when the works start on site, is likely to take around 9-12 months and there are several stages in the process. The THI officer will be able to assist and guide you throughout.

Further information

For further information or assistance, please contact:

John Lambe | THI officer

t: 01484 221000

e: john.lambe@kirklees.gov.uk

or visit www.kirklees.gov.uk/business/regeneration/dewsburyTownscape.aspx

Advice Note 2:

THI Grant Conditions

If your Expression of Interest for a THI grant is accepted, you will enter into a contract with Kirklees Council. The main conditions in the Grant Contract are set out below.

1. Preconditions

1.1 Previous grants

If you have made a successful bid to the HLF for any other grant or loan towards this project, you will not be eligible for a THI grant. You will not be eligible for grant funding if you have received other grant funding from any other source in excess of £200,000 over the last 3 years.

1.2 Interest in the property

To apply for a grant you must own or lease the property and in the case of a lease it must have at least 10 years still to run. If you do not have such an interest, you must get the owner or leaseholder to make the application with you, jointly. A lease containing a break clause will not be acceptable.

1.3 Prior to starting works

Applications for a THI grant cannot be made retrospectively. You will not receive grant aid if you start eligible works before your application is approved or before you have signed your grant contract.

2. Use of grant

- The grant may only be used to carry out the eligible works to the specified property. The grant is not transferable to another property or person.
- Spending on fees associated with planning permission, building regulations, and conservation area/listed building consent are all eligible for grant, if these fees clearly relate to the building work the grant is being used for. These fees are eligible as part of the grant aid scheme at a rate of 75%.

3. Scope and quality of works

- The works must not detract from the value or integrity of the property as a heritage asset.
- The works must be carried out in accordance with the current 'best practice' in the conservation of historic buildings and the quality must be appropriate to a project of importance to the national heritage.
- The works must be carried out in accordance with the approved drawings and documents.
- Planning permission and any other legally required consents must have been obtained for undertaking the works.
- Works not eligible for grant aid may be carried out at the same time as the eligible works but only if full details have been submitted with your application.

4. Contracts and financial records

- A contract should be made with your building contractor.
- Financial records must be retained and made available to the THI officer when requested.

5. Recommendations and inspections, publicity and access

- Due consideration should be given to recommendations made by the THI officer.
- The THI officer will require access to the property, upon reasonable notice, to monitor the progress and standard of the project works and to keep a photographic record of the project.
- You must publicly acknowledge your THI grant by displaying a prominent sign on the property during the project, featuring the logos of: a.) Kirklees Council, b.) the National Lottery and c.) the HLF.
- Members of the public must be able to view the property, upon reasonable notice, as agreed between you and the THI officer.

6. Calculation of grant rate

- If your grant application is approved, you will receive 75% grant offer for works in relation to external repair/structural works to your building and 90% for restoration of architectural details.
- Your grant offer will take into account both of these to form a single, overall percentage rate.

7. Approval and payment of grants

- Grant applications are presented for approval to the Grants Board, which consists of senior council officers, including the THI project executive and project manager. If approved by the Grants Board, applications are then presented to the HLF for approval.
- Grants above £50,000 are also presented for the approval of Kirklees Cabinet. The Cabinet's decision will be based upon recommendations made by the THI Grants Board.
- Grants are discretionary and subject to funds being available. The THI Grants Board may wish to vary the scope or nature of the works after submission of the application.
- The THI Grants Board reserves the right to suspend or stop payment of the grant if the required funding is withdrawn from the THI, or if works are not undertaken as per award of the grant.
- Repayment of the grant may be required in certain circumstances, such as bankruptcy. These circumstances are identified in the Grant Contract.
- If your property is sold within 10 years of the grant agreement, the applicant may have to repay all or part of the grant. This is known as 'clawback'. (See Advice Note 4 - 'Financial Guidance'.)
- The grant will not be increased if there is an overspend. If works cost less than your grant award, the amount of grant funding will be reduced.

8. Security and encumbrance

- Payment of the grant will normally be conditional upon you granting the Council either a legal mortgage (charge) over the property or a debenture over your assets.
- You must supply information of any outstanding monies, such as mortgages, leases, easements or restrictions, or anything that affects or limits the fee simple title to the property.

9. Insurance

- The property must be insured - both during and after the works - for its full value and against all reasonable risks.
- During the project, the contractor must insure any materials and goods used.
- Depending on the form of contract used, a joint insurance between contractor and applicant is likely to be required for the duration of the works.
- The proceeds of any insurance claim must be used to reinstate the property or the replacement of any goods or materials, unless the Council agree otherwise, in which case, they must first be used to repay the grant.

10. Professional advice and specifications

- For all projects, you must appoint a registered architect/technologist with conservation experience to prepare drawings and a specification of works.
- All professionals must be registered with a relevant professional organisation, such as: the Royal Institute of British Architects (RIBA), the Architects Registration Board (ARB), or the Chartered Institute of Architectural Technologists (CIAT). Their fees are eligible as part of the grant aid scheme at a rate of 75%.
- If the works are likely to cost over £25,000, you will need to employ your architect or another appropriately qualified professional - such as a Chartered Building Surveyor registered with the Royal Institute of Chartered Surveyors (RICS) - to carry out the duties of project manager and oversee the works to completion. The fees of these professionals are eligible as part of the grant aid scheme at a rate of 75%.
- Schemes should be prepared in accordance with Advice Note 3 - 'Guide to Eligible Works', together with budget estimates, itemised schedule of works and details of working methods, split according to the HLF categories of: building repairs, reinstatement of architectural details or bringing vacant floor space back in to use. This initial proposal will be assessed against the THI criteria.

11. Information required in support of your application

You must supply the following information, documents and drawings, where applicable, in support of your grant application.

a.) Full details of the proposed works

If you are applying for funding under more than one category (see Advice Note 3 – ‘Guide to Eligible Works’), these categories need to be identified separately and you must provide, for each of these:

- a full specification of works, which must include details of materials and a method statement
- drawings - annotated plans, elevations and cross sections at an appropriate scale
- photographs of elevations and architectural details
- a work programme including timescales
- expenditure profile / cost plan.

b.) Drawings and specifications

- In line with the principles of the grant and the guidance, all works must be undertaken with respect for the character of the building and the Conservation Area.
- Drawings should be developed in consultation with the Planning Department’s conservation officer and the THI officer, who can give advice on appropriate materials, techniques for repair, styles of windows and similar matters. Building regulations advice, and related advice, should be obtained in accordance with relevant national policies. Advice can be sought from Kirklees Council Planning Department on 01484 221000 (ask for ‘Planning’).
- The drawings and specification should be produced in accordance with Advice Note 5 - ‘Conservation Manual/Drawing Requirements’.

c.) Development Appraisal

- If applying for a ‘Vacant Floor Space Grant’ you must submit a ‘Development Appraisal’, together with independent valuations of the current value of the property and estimated value of the property upon completion of the works.

d.) Details of quotations and tender submissions

- For grants of up to £15,000, three written quotations are required. For grants with a value of £15,000 or above, three tenders are required for eligible works, based on clear specification of works. To assist with the calculation of grant rates, your architect should ensure that the priced specification states whether works fall under the category of building repairs, reinstatement of architectural details or vacant floor space. You must supply a copy of the summary sheet for all tenders received and a fully costed schedule of works for the successful tender.
- All quotations / tenders must be accompanied by a completed Contractor Reference Form, which you will find in the application pack. These references are required to show that all of your building contractors (including subcontractors) have experience of conservation projects. You should only invite tenders from contractors who have a reputation for achieving the standards required and who can demonstrate their experience of working on conservation projects. Your professional advisor should obtain all contractor reference forms required.
- If you want to accept a tender other than the lowest tender, you must provide a written justification when submitting your application. If the THI Grants Board does not agree with your reasons, any grant awarded will be reduced by a percentage which reflects the difference between the lowest acceptable tender to the THI Grants Board and the tender you choose to accept.

e.) Private companies, sole traders and charities

If you are a private company, sole trader or charity, you must supply:

- a copy of your most recently audited accounts; and
- a copy of your Articles of Association or Memorandum of Agreement.

f.) Proof of identity

If your application is successful, you will be required to provide photographic ID, (e.g. passport or driving licence) and two forms of proof of address (e.g. utility bills).

12. Acceptance of the grant

You must accept the grant within three months of it being offered, or it may be withdrawn.

13. Commencing work

If you do not start work within six months of the grant being offered, the grant offer may be withdrawn.

14. Completion of the project

You must complete the works within the time period agreed in advance with the THI Grants Board, unless they agree in writing to extend this period.

15. Maintenance

Following completion of the works, you must maintain the property in a manner consistent with its character and appearance.

Advice Note 3:

THI Grant Conditions

1. General Principles

- 1.1 All work must be undertaken with respect for the character and integrity of the building or structure and the Conservation Area. This is in accordance with the relevant national conservation policies, local guidance and following published guidance and advice issued or endorsed by the relevant national heritage organisation.
- 1.2 Details of the Dewsbury Conservation Area Appraisal, Dewsbury Design Guide and Strategic Development Framework can be found on the THI webpage: www.kirklees.gov.uk/dewsburytownscape
- 1.3 You must use an accredited agent registered with either the Royal Institute of British Architects (RIBA), the Architects Registration Board (ARB) or Chartered Institute of Architectural Technologists (CIAT), to prepare drawings.
- 1.4 The Council is committed to furthering the objectives of sustainable development through the THI projects we fund. This means that, as far as possible, we will take account of all long term environmental benefits and costs. When considering matters such as energy efficiency, water, building materials, construction waste, soil, peat, timber, biodiversity and transport, proper consideration must be given to the special characteristics of a historic building.

2. Eligible categories of work:

2.1 Building repair

This includes the structural and external repair of historic buildings which are in use. It can sometimes include internal repairs but only if these are necessary for structural stability. It does not include routine maintenance, redecoration or internal repairs alone, unless the decoration is needed as a direct result of eligible repair.

2.1.1 Objective

To put into sound repair the structure and external envelope of buildings that make a positive contribution to the character or appearance of the conservation area. Repairs should be comprehensive in scope, using appropriate techniques or methods of construction and high quality natural or traditional materials, normally on a like for like basis. Substitute or artificial materials are ineligible and their use is generally unacceptable on grant aided projects.

2.1.2 Grant Rate

Up to 75% of eligible cost.

2.1.3 Eligible repairs may include:

- 2.1.3(a.) Consolidation or reinforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction in line with the existing structure is eligible if unavoidable and supported by clear documentary evidence. The survival of vernacular (locally distinctive) building techniques, often found in town buildings behind later finishes, is very important, and repairs should be in compatible materials.
- 2.1.3(b.) Appropriate repairs to timber frames, roof structure, beams and other structural timbers, based on a careful and comprehensive survey of the existing structure. In situ reinforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric.
- 2.1.3(c.) Dry rot eradication and appropriate conservation-based timber preservative treatments. These must be based on an analysis and specification by an independent consultant with conservation expertise and use non destructive techniques and non-toxic applications. The consultant's fees are also eligible for grant.
- 2.1.3(d.) Damp-proofing by traditional methods, but only where damp is causing structural damage to the building. Damp-eradication measures, such as improved drainage, the introduction of French drains, or the lowering of ground levels, are preferable where practicable. Post-application damp proof courses are ineligible and often further damage or exasperate damp problems in historic buildings.
- 2.1.3(e.) Re-roofing in natural materials traditional to the area, normally to match the historic covering. This should be done by using new materials and/or re-using sound existing materials from the same roof where possible. Re-roofing with available but substandard artificial or alternative materials – such as concrete tiles, asbestos cement slates, reconstituted slates or artificial stone slates – is not eligible for grant. Reclaimed stone slates from other buildings should only be used when the source can be proven. The use of roofing felt for flat roofs or lining gutters is also unacceptable. Repairs to the roof structure and high-level external elements should be undertaken at the same time as re-roofing.
- 2.1.3(f.) Repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is reinstated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks may be a condition of grant offered to other works.
- 2.1.3(g.) Repair or renewal of existing lead work, the provision of weatherings, and the re-forming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in 'The Lead Sheet Manual' published by the Lead Sheet Association at: <http://leadsheet.co.uk/manuals>.

- 2.1.3(h.) The repair or replacement of rainwater goods or a rainwater disposal system in a building to match the historic material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium may be appropriate in certain circumstances but this will need to be justified. (Plastic, PVC or Glass Reinforced Plastic ('GRP') rainwater goods are not eligible.) The addition of rodding access for easy maintenance should receive particular attention.
- 2.1.3(i.) The repair of external stonework and brickwork, including decorative elements, to an appropriate specification. Plastic or in-situ resin-based mortar repairs to brickwork and stonework are not normally acceptable or eligible but may be considered subject to justification.
- 2.1.3(j.) Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally, this will involve using salvaged existing materials and/or new matching materials, and should be preceded by a record survey of the existing stonework/brickwork. Only re-pointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate specification, is eligible, using lime-mortar where appropriate. Comprehensive re-pointing for cosmetic reasons is normally not eligible.
- 2.1.3(k.) The repair or reinstatement to the historic pattern, detail and opening mechanisms, and in the historic material, of windows, external doors and other external joinery which contributes to the character of the building and/or the conservation area. Where the existing windows and their setting into the external walls allows sufficient space for internal secondary glazing to sit within the window reveal without compromising panelling or shutters, well-designed secondary glazing may be considered. This could improve energy performance with little impact on the appearance of the building. Specification of windows should be discussed with the THI officer.
- 2.1.3(l.) Repairs to external render, stucco or harling and limited areas of renewal (there should be a presumption against total or substantial renewal, unless this is unavoidable), to an approved specification. If such a coating has been removed in recent years to the detriment of the performance and appearance of the building, its reinstatement may be the most appropriate form of repair.
- 2.1.3(m.) The external cleaning of stonework and brickwork is only eligible where there is so great a build up of dirt, paint or resin coatings on the surface that it must be removed in order to assess the extent of necessary repair or where the surface build up is damaging the fabric of the building by chemical action. Cleaning for cosmetic reasons is not eligible. Any cleaning which is agreed to be eligible must be undertaken to an approved specification and carried out by specialist contractors.
- 2.1.3(n.) The repair or reinstatement of retaining walls, boundary walls and/or railings, if they contribute to the stability of the building, enhance its setting, or are of particular interest in the conservation area.
- 2.1.3(o.) Internal works - Redecoration works or cosmetic repairs can be funded if they are a direct result of eligible works. Internal works can be funded if necessary for structural stability.

2.1.4 Ineligible works:

- 2.1.4(a.) Routine maintenance
- 2.1.4(b.) Cosmetic redecoration (except in circumstances provided in 2.1.3(o.))
- 2.1.4(c.) Cosmetic repairs (except in circumstances provided in 2.1.3(o.))

2.2 Reinstatement of architectural details

The reinstatement and restoration of architectural features is only eligible where the building is otherwise in good repair, or will be repaired as part of the project and clear documentary evidence is available. The restoration of architectural features can, if necessary, include the reinstatement of missing details. Reinstatement and restorations can be grant funded alongside repair works.

2.2.1 Objective

To reinstate in whole or part elements of the exterior fabric of buildings which are essential to their design and character, such as ornamental masonry (including architectural sculpture), stucco and other applied finishes and details, joinery to historic patterns, and ornamental metalwork such as balconies, canopies and finials. It does not include 'conjectural restoration' work, that is work for which there is no firm historical evidence, either surviving on the building or recorded in photographs or drawings, nor does it include works involving the reversal of alterations that are themselves of quality or interest.

2.2.2 Grant Rate

Up to 90% of eligible cost.

2.2.3 Eligible reinstatement of architectural details grants may include:

- 2.2.3(a.) The repair to the historic pattern and detail of distinctive architectural features, for example architectural sculpture, tiling and other historic finishes and decorative ironwork such as roof finials, balconies, canopies and railings.
- 2.2.3(b.) The repair of applied details and features such as cornices, string courses, window architraves, columns, pilasters and rusticated rendering. These should be repaired carefully and accurately to the historic form or profile, and as closely as possible to the historic composition. Any joinery works undertaken should follow historic patterns, with local reference when applicable.
- 2.2.3(c.) Other whole elements or parts of elements of the exterior fabric which are essential to the design and character of the building. These include shop fronts and windows.
- 2.2.3(d.) Design of shop fronts, including any associated security measures and lighting. This must be in compliance with the Dewsbury Design Guide. Full details can be found at:
www.kirklees.gov.uk/business/regeneration/dewsburyTownscape.aspx

2.2.4 Ineligible works:

- 2.2.4(a.) GRP or similar replacement mouldings are not eligible for grant, nor are proprietary in-situ resin-based repair techniques.
- 2.2.4(b.) 'Conjectural restoration' works – works for which there is no firm historic evidence surviving on the building or recorded in photographs or drawings.
- 2.2.4(c.) Works involving the reversal of alterations that are themselves of quality and interest.

2.3 Bringing vacant historic floor space back into use

2.3.1 Works can be grant aided for vacant floor space in historic buildings or vacant floor space within partly used historic buildings, for example, unused upper floors over shops. Proposals for such works must respect the character and special interest of the building internally as well as externally. Vacant floor space grants must include internal and external repair to the whole of the building. To be eligible for grant, vacant historic floor space should be vacant because of poor condition or because the historic floor space fails to meet the needs of modern users.

2.3.2 For a vacant building to be brought back into use, it will normally be necessary to have a future user in place. If there is a clear justification for speculative conversion, there must be a demand for the relevant type of property in the local area as demonstrated by the required development appraisal.

2.3.3 The development appraisal will form the financial basis for calculating grants towards the 'conservation deficit' of a project – that is the difference between the cost of repair/conversion and the estimated market value of the property when the works have been completed. It sets out the estimated costs of undertaking the works, including the costs of letting or selling the completed development and the estimated value of the development on completion. The figures will be recalculated on completion of the project using actual costs to determine whether any repayment (or clawback) of grant is due to Kirklees Council and the HLF.

2.3.4 The conservation deficit should be worked out on the basis of a 'residual valuation'. Valuations must be carried out by an independent, appropriately qualified professional valuation surveyor.

Your development appraisal may be checked by the District Valuer who will confirm whether or not he agrees with the calculation of the funding deficit. He aims to safeguard public funding and to use it to best advantage.

If the costs worked out in the conservation deficit calculation are greater than the expected value of the property on completion of the works, there is a funding deficit. The THI grant can contribute towards bridging this funding gap. The maximum amount of THI grant available will be dependent on the nature of the proposed eligible works, and up to a maximum sum. The THI officer can advise further.

2.3.5 The Development Appraisal

The following costs (where applicable) should be used to work out the conservation deficit:

- Current value
- Eligible development costs, including construction costs, preliminaries and planning fees (see Advice Note 3 – 'Guide to Eligible Works')
- Architect's fees
- VAT (unless it is recoverable)
- Letting or sales fees
- Loan financing fees (initial fee, not interest on the loan)
- Developer's profit (for private sector) or management fees (for charitable sector). Private owners and developers may include an allowance for a reasonable '*developer profit*' on their investment. Organisations, such as building preservation trusts and other charitable developers, may include a similar management fee.
- Estimated end value of the property.

2.3.6 Grant Rate

This will depend on the outcome of the development appraisal. The grant will be limited to the 'conservation deficit' – i.e. the difference between the cost of repair and conversion and the value when converted. Grants cannot contribute to the cost of fitting out space for a specific use.

2.3.7 Eligible works may include:

- 2.3.7(a.) All aspects of the physical works of conversion, including necessary internal and external alterations, basic provision of heat, light and power, and basic decoration.
- 2.3.7(b.) New build, where this is justified to bring vacant historic floor space back into use.

2.3.8 Ineligible works:

- 2.3.8(a.) Furnishings and fittings, such as kitchen units and appliances, bathroom units and plumbing, shop fittings, restaurant fittings, etc.
- 2.3.8(b.) Services beyond the basic provision of heat, light and power.

2.4 Other eligible costs:

2.4.1 Professional fees:

- 2.4.1(a.) Expenditure on fees for qualified professional advisers. This is eligible for grant, provided the adviser belongs to a recognised institution. For example, architects should be members of the RIBA, ARB, or CIAT (Chartered Institute of Architectural Technologists) and chartered surveyors should be members of the RICS with an appropriate level of specialist experience. Structural Engineers should be MICE or MStructE registered.
- 2.4.1(b.) For grants over £25,000, a qualified professional with relevant conservation expertise, is required to plan and oversee the works. (See Advice Note 2 - 'THI Grant Conditions', Section 10).
- 2.4.1(c.) Full professional fees for architectural services. These are only eligible if the professional adviser inspects work in progress and is responsible for its certification on completion, i.e. the service involves the inspection and certification of works on site up to completion, not just design. Full professional fees as defined by the RIBA are 'the provision of design services from RIBA Stage C (outline design) to L (after practical completion)'.

2.4.2 Other fees:

- 2.4.2(a.) Fees associated with planning permission
- 2.4.2(b.) Fees associated with building regulations
- 2.4.2(c.) Fees associated with listed building consent
- 2.4.2(d.) Fees associated with advertisement consent
- 2.4.2(e.) Fees relating to any necessary surveys.

2.4.3 Preliminaries:

Some building projects involve preparatory work, or 'preliminaries'. Preliminaries are a fundamental part of the cost of the work and are therefore eligible in principle.

- 2.4.3(a.) Contractors setting up the site before building work starts
- 2.4.3(b.) Ensuring site security, for example putting a fence around the site
- 2.4.3(c.) Ensuring health and safety requirements are met
- 2.4.3(d.) Putting up scaffolding
- 2.4.3(e.) Installing Portaloo's
- 2.4.3(f.) Erecting temporary buildings.

2.5 Archaeological works;

If archaeological work is required prior to alteration works, it may be eligible for a grant.

2.5.1 Eligible works:

- 2.5.1(a.) Recording and analysing historic buildings of early origin or complex evolution, as a basis for devising repair or conversion works, and monitoring during those works.
- 2.5.1(b.) Archaeological assessment, evaluation, excavation and monitoring, in connection with alterations.
- 2.5.1(c.) Analysis and publication of the results, and appropriate archiving, if necessitated by works which are themselves eligible within the scheme.

2.5.2 Ineligible works:

Archaeological works not associated with THI projects are not eligible for support.

2.6 Value Added Tax

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, it is eligible for grant.

Guidance on VAT and listed buildings is contained in VAT Notice 708 "Buildings and Construction" (August 1997) available from the local VAT office.

2.7 Surveys

2.7.1 Eligible surveys:

If it can be demonstrated that a study or development appraisal is vital to develop a project or determine a new use, then the cost of such study or appraisal could be considered as part of the grant application.

2.7.2 Ineligible surveys:

Stand-alone condition studies, feasibility studies and structural surveys are ineligible because there is no guarantee that these studies would result in actual work being carried out to a property.

Advice Note 4:

Financial Guidance

1. Precondition

Before the grant is approved and the grant contract is signed, all initial costs are at the applicant's risk.

- 1.1 These pre-contract costs such as planning consents, surveys and architect fees must initially be paid for by the applicant. If they are eligible for grant funding and the work proceeds, a grant will be paid after the grant contract has been signed. If the work does not proceed, a grant will not be given for any of these costs. Any fees associated with the ongoing works will be paid in stages during the contract period.
- 1.2 Some work is not eligible for a repair or reinstatement grant, including most internal works. This is identified in Advice Note 3 - 'Eligible Works'. Ineligible work can still be carried out under the same building contract but will not be grant funded.

2. Types of Grant

This advice note explains the criteria applicable to the three different types of grant:

- external repairs/structural works
- reinstatement of architectural features
- bringing vacant floorspace back into use.

Repair and reinstatement grants are fixed rate grants and can be combined. For example, the roof and historic windows can be repaired with a 75% grant, and a historic shop front can be reinstated with a 90% grant on the same application.

There are additional eligible costs relating to all types of grant.

2.1 Repair/structural works for buildings in use

This grant is for external repairs to buildings in use.

Grant rate: 75% of the eligible cost.

2.2 Reinstatement of architectural features

This grant is for external restoration to buildings in use

Grant rate: 90% of the eligible cost.



Additional eligible costs relating to repair/structural and reinstatement grants

Alongside the repair and reinstatement works, other costs are eligible for a grant. Each additional cost is eligible at a rate of 75%.

These costs include:

- Professional fees (architect, structural engineer, surveyor, etc.)
- Planning, Listed Building, Advertisement and Building Regulation Consent fees
- Building surveys relating to the grant work
- Preliminaries on the building work – these include contractors setting up the site before work starts, site security such as fencing, health and safety, scaffolding, Portaloos
- Contingency (minimum 10%) – a sum is included to cover unexpected expenditure during the building work
- VAT is eligible unless it can be recovered.

Clawback on repair/structural and reinstatement grants

- For repair and reinstatement grants some grant may need to be repaid if the building is sold or otherwise disposed of within 10 years of the grant contract. The repayment is in proportion to any increase in the value of the property and is on a sliding scale over 10 years. Repayments are not required for grants of less than £15,000.
- Where clawback is applied, the grant applicant needs to supply a current value for the property prior to the grant agreement. The value will be agreed by the THI, or an independent valuation will be required if the value cannot be agreed upon.
- If the building is not sold or otherwise disposed of, no grant will need to be repaid.
- A legal charge will be put on the property where the grant is £15,000 or above, to ensure that any grant is repaid. This security will be released after 10 years provided you have complied with the terms of the contract.

The grant applicant is strongly advised to take independent legal advice about legal charges.

The clawback formula:

$$\frac{G}{C} \times \left(\frac{CV - OV}{10} \right) \times (10 - Y) = R$$

Where:

- G = the Grant
- C = the eligible cost of the project excluding Value Added Tax (if any) you have recovered
- OV = the open market value of your interest in the property agreed with us at the start of the project
- CV = the open market value of your interest in the property on completion of the disposal
- Y = the number of complete years from the date of the Agreement; and
- R = the amount we require to be repaid to us out of the proceeds of the disposal.

An example of this calculation is shown in the table below, using a project cost of £72,000 including VAT, a grant of £50,400, and an increase in value from £150,000 to £170,000.

Any grant repayment is in proportion to the increase in the value of the property; if the property value does not increase following the works, no repayment will be required.

Example clawback calculation for fixed rate grants

Grant (at 70% including VAT)	G	£50,400	£50,400	£50,400	£50,400	£50,400	£50,400	£50,400	£50,400	£50,400	£50,400
Project cost excluding VAT	-	£60,000	£60,000	£60,000	£60,000	£60,000	£60,000	£60,000	£60,000	£60,000	£60,000
Project cost including VAT	C	£72,000	£72,000	£72,000	£72,000	£72,000	£72,000	£72,000	£72,000	£72,000	£72,000
Open market value before	OV	£150,000	£150,000	£150,000	£150,000	£150,000	£150,000	£150,000	£150,000	£150,000	£150,000
Open market value after	CV	£170,000	£170,000	£170,000	£170,000	£170,000	£170,000	£170,000	£170,000	£170,000	£170,000
No of years from contract	Y	1	2	3	4	5	6	7	8	9	10
Repayment to HLF	R	£ 12,000	£ 11,200	£ 9,800	£ 8,400	£ 7,000	£ 5,600	£ 4,200	£ 2,800	£ 1,400	-

Breakdown of the calculations.

G / C	a	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7	0.7
CV/OV		£20,000	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000	£20,000
/10	b	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000
a*b	c	£1,400	£1,400	£1,400	£1,400	£1,400	£1,400	£1,400	£1,400	£1,400	£1,400
10-Y	d	9	8	7	6	5	4	3	2	1	0
c*d	R	£ 12,600	£11,200	£9,800	£8,400	£7,000	£5,600	£4,200	£2,800	£1,400	

2.3 Vacant floor space grants

Vacant floor space grants do not have a fixed rate; instead they are calculated for each building. Eligible works include internal and external repairs, restoration and refurbishment.

2.3.1 Grant rate

The grant is the difference between the cost of repair and conversion, and the value of the building when the work is complete. This difference is called the 'Conservation Deficit'. Grants cannot contribute to the cost of fitting out space for a specific use (such as shop fitting) but they do include the refurbishment of the interior and exterior of the building.

To work out the conservation deficit, an independent qualified Valuation Surveyor approved by the THI officer needs to work out both the existing value of the building and the projected value on completion of the works.

2.3.2 Eligible costs include the following:

- Eligible development costs, including construction costs, preliminaries and contingencies
- Planning fees – Planning, Listed Building, Advertisement and Building Regulations Consents
- Professional fees – for Architects, Surveyors and Structural Engineers
- VAT unless it is recoverable
- Letting or sales fees
- Loan financing fees (initial fee, not interest on the loan)
- Developer's profit (for the private sector) or management fees (for the charitable sector). This is based on a percentage of the value of the building on completion of the work. Private owners and developers may include an allowance for a reasonable 'developer profit' on their own investment. Charitable developers may include a similar management fee.

An example calculation is shown below (for illustrative purposes only):

Item	Cost	VAT	Total
Construction costs and preliminaries	£100,000	£20,000	£120,000
Professional fees 10% of construction cost	£1,000	£200	£1,200
Planning consent	£335	n/a	£335
Advertisement consent	£95	£19	£114
Building Regulation fees	£500	£100	£600
Letting fees	£500	£100	£600
Loan financing fees	£500	£100	£600
Developers profit (% of final value)	£19,500	£3,900	£23,400
Sub total	£122,430	£24,419	£146,849

The conservation deficit calculation is then worked out from these costs, for example:

Current value of the building	£100,000
Cost of the works (including fees, etc.)	£146,849
Sub total	£246,849
Less the final value of the building	£130,000
Potential grant	£116,849

This example shows a grant of 80% of the cost of the work.

2.3.3 Clawback on vacant floor space grants

- 2.3.3(a.) If the building is disposed of within two years of completion of the works, the grant applicant needs to recalculate the conservation deficit using the open market value of the property at the time of disposal.
- 2.3.3(b.) If the building is retained, the grant applicant needs to recalculate the conservation deficit after two years from completion.
- 2.3.3(c.) This must be based on a valuation calculated by a qualified independent Valuation Surveyor approved by us.
- 2.3.3(d.) If the building has increased in value, some grant may need to be re-paid.
- 2.3.3(e.) If the property does not increase in value after this time, no repayment will be required; or if the grant is capped below the potential grant, less repayment will be required.
- 2.3.3(f.) A legal charge will be put on the property where the grant is £15,000 or over, to ensure that any grant is repaid if the property is sold. This security will be released after 10 years provided you have complied with the terms of the contract.

The grant applicant is strongly advised to take independent legal advice about legal charges.

3. General information about fixed rate and vacant floor space grants

3.1. Grant payments

- 3.1.1 All grant payments are made to grant applicants in arrears.
- 3.1.2 The grant applicant must have the financial resources to pay for the work before the grant can be claimed. If this is a problem it should be discussed with the THI officer.
- 3.1.3 The professional advisor will inspect the work on site and issue an endorsed valuation certificate to the grant applicant, who will make all payments.
- 3.1.4 The grant applicant will need to provide the THI officer with the valuation certificate and any relevant invoices endorsed by the professional advisor, along with evidence that all payments have been made to contractors, etc. This may be in the form of a bank statement.
- 3.1.5 Once these conditions have been met the THI officer will arrange to make a grant payment to the grant applicant. They are either made at agreed stages during the project or on completion of the works, and they will take up to 10 days to process.
- 3.1.6 A sum equal to 10% of the grant will be withheld until the THI officer is satisfied that all works have been completed to the required standard, and has received a copy of the practical completion certificate, and the contractor's final account has been settled.

3.1.7 Payments will be made through BACS, directly into your bank account, as provided on the application form.

3.2. VAT

3.2.1 Some or all of the work may be VAT exempt or eligible for reduced VAT. This can apply to residential conversions, disabled adaptations and energy saving measures.

3.2.2 You are advised to seek specific guidance regarding VAT from:
www.gov.uk/business-tax/vat

3.3. Tenders and quotes for the work

You must obtain at least three tenders for the works if the total cost will equal or exceed £15,000. The tenders should be accompanied by a tender summary. For works below £15,000 three quotes are required. In both cases the successful quote or tender must be accompanied by a fully costed schedule of works.

3.4 Grant amount

If the works are completed for less than the cost on which the grant offer was based, the grant will be reduced accordingly. The grant sum cannot be increased once it has been offered.

3.5 Summary of Limits

3.5.1 Architects:

It is recommended that three architect fee quotes are obtained and this is a firm requirement for grants of £15,000 or above.

Fees are only eligible for a grant where the architect is a member of: Royal Institute of British Architects (RIBA), the Architects Registration Board (ARB), or Chartered Institute of Architectural Technologists (CIAT) and Surveyor is an RICS member, and they work on the entire project from design and tender to completion of the work.

3.5.2 Contractors:

Three written quotations are required for work of less than £15,000 in value.

Three competitive tenders are required for work with a value of £15,000 or above.

3.6 Clawback

Clawback, legal charges and valuations apply for ALL vacant floor space grants.

For repair and reinstatement grants, clawback, legal charge and valuation only apply for grants of £15,000 or above.

Note regarding clawback:

- there is no liability to repay anything on disposal of the property if it does not increase in value (unless grant conditions are breached).
- if there is an increase in value, it is shared between the HLF, Kirklees Council and the owner in proportion to their investment.

3.7 Calculation of indicative grant rate

You will receive 75% grant offer for works in relation to repair work to your building and 90% for restoration of architectural details.

Your grant offer will take into account both of these to form a single percentage.

For example:

Category	Eligible Costs	Grant level	Offer
Repair works	£40,000	@ 75%	£30,000
Restoration of architectural details	£30,000	@90%	£27,000
Total Eligible Costs	£70,000		
Value of grant funded works	£57,000		
Grant percentage	81.43%		

The actual rate of grant will be kept under review during the life of each project to ensure the correct amount of grant is ultimately awarded for each category of work.

3.8 Payment of grant

- Grant payments will be made upon receipt of a completed claim form and all supporting documentation. The applicant will pay the contractor in full and will then submit to the THI officer evidence of having paid the contractor. Payment will be made after this evidence is received.
- Claims should be submitted monthly, unless agreed otherwise, and will be based on actual expenditure incurred by you.
- 10% of the total grant will be withheld from the final payment until the THI Grants Board is satisfied that all works have been completed to the required standard, has received a copy of the practical completion certificate and the contractor's final account has been settled and all relevant evidence has been received and is deemed satisfactory by the Grants Board.

3.9 Repayment

You may be required to repay the grant in certain circumstances, for example if you went bankrupt or have acted fraudulently or negligently in applying for the grant or have breached the conditions in the grant contract. These circumstances are identified in the grant contract.

Advice Note 5:

Conservation Manual / Drawing Requirements

Guidance on specification requirements and standards for THI grant-aided works

The THI Grants Board will consider all applications for grant aid against the following criteria:

- i) Whether the application is for a “target” property as identified by the THI (see scheme map).
- ii) The conservation and townscape merit of the building and the extent to which the proposals will enhance this.
- iii) The need for repair.
- iv) The use of appropriate materials and techniques, in line with national conservation standards.
- v) The implementation of a comprehensive repair strategy to ensure the long term life of the building.
- vi) The regard paid to the special character and interest of the property and the area in which it lies.
- vii) Whether the proposals fully meet the criteria set out in the Advice Note 3 – ‘Guide to Eligible Works’ and where appropriate, the criteria of other funding bodies.

1. Conservation Principles

- 1.1 The following conservation principles should be applied to all refurbishment, repair and new development within the Conservation Area. Conservation projects to listed buildings should only be undertaken by consultants who have appropriate qualifications and a proven record in the conservation of historic buildings.
- 1.2 The websites: www.ribafind.org and www.buildingconservation.com provide lists of architects throughout the United Kingdom who are accredited in building conservation.
- 1.3 Before design work commences, an appraisal of each historic building forming part of the development should be undertaken and the proposal detailed on plans, identifying all works to be undertaken. This must include a dimensional survey to provide plans, sections and external and internal elevations at an appropriate scale, a photographic survey, a condition survey, and an inventory and record of all surviving historic fixtures including chimney pots, rainwater goods, doors and windows, fitted joinery, plasterwork, carpentry features, equipment associated with the building use, metalwork, fixtures, materials and finishes. Surviving documentary evidence illustrating the development of the building and including historic maps, photographs or other illustrations should also be sourced.
- 1.4 Repairs to historic buildings should use materials which precisely match the historic construction. This particularly applies to masonry, mortar, slates, carpentry and joinery materials.
- 1.5 Proposals should be based upon the maximum retention of historic fabric. Localised repairs shall be the rule and wholesale replacement the exception, and this only when the repair of the original is not possible. This applies particularly to historic windows, doors and other building components.

- 1.6 Work to replace missing details should precisely match original sizes, sections and profiles.
- 1.7 Works of alteration to meet current legislation and new uses should be sensitively sited and detailed. Whilst works of alteration should be clearly articulated from historic fabric so that the historic and new can be discerned, this should be sensitive and complimentary rather than harsh and overt.
- 1.8 Historic paving surfaces should be treated with the same care as historic wall surfaces. Repairs should be carried out on a like for like basis, using matching materials and joint widths.

2. Specification requirements for items of work

2.1 Re-roofing

- 2.1.1 Generally, roof works should be of a comprehensive nature and any necessary associated repairs (to the roof structure, chimneys, leadwork or rainwater goods, for example) should be undertaken at the same time.
- 2.1.2 Details of any new roof windows or skylights, roof vents, flue terminals, soil and vent pipes, aerials or solar panels should be approved before work starts.

2.2 Re-slating

- 2.2.1 Re-slating should be carried out re-using sound existing slates and/or new natural slates to match the existing, fixed with copper nails to battens which have been fixed with stainless steel nails: reclaimed and new materials should not, however, be mixed together on the same pitch. The slates if possible should be of British origin and appropriate to the region (Welsh, Delabole or Westmoreland slates, for example), laid in courses to match the existing. Detailing generally should be reinstated carefully to the original form, particularly at eaves, ridges and verges. Existing ridge and hip tiles or slates should be retained and re-set where possible, or should be replaced in slate, clay or stone to match the existing, as appropriate. Verges, ridge and hip tiles, etc. should be pointed neatly in a coloured gauged mortar designed to suit each individual location.
- 2.2.2 New lead flashings should be provided at all abutments and chimneys (cement fillets alone are not acceptable) and leadwork generally should be checked and renewed or repaired as necessary. Provision should be made for ventilating the roof space(s) by an agreed method.

2.3 Re-tiling

- 2.3.1 Re-tiling should be carried out re-using sound existing clay tiles, plus additional matching new tiles as required, fixed with copper nails to battens which have been fixed with stainless steel nails: reclaimed and new materials should not, however, be mixed together on the same pitch. New tiles should be of natural clay to match the existing in type, colour and texture (hand-made plain tiles, or pantiles, for example) as closely as possible and laid in similar courses.
- 2.3.2 Detailing generally should be reinstated carefully to the original form, particularly at eaves, ridges and verges.
- 2.3.3 Existing ridge and hip tiles should be retained and re-set where possible, or should be replaced to match the existing, particularly if of a decorative pattern. Pointing to ridge and hip tiles, verges, etc. should be neatly done in a gauged mortar designed to suit each individual location.

2.3.4 New lead flashing should be provided at all abutments and chimneys (cement fillets alone are not acceptable) and leadwork generally should be checked and renewed or repaired as necessary. Provision should be made for ventilating the roof space(s) by an agreed method.

2.4 Chimneys

2.4.1 Chimneys requiring repair should be reinstated or re-built accurately to the original height and profile, in materials to match the existing (stone, brick or rendered masonry, as appropriate). Re-pointing or rebuilding should be carried out as described separately.

2.4.2 Original details, including the original style of chimney pots, should be reinstated wherever possible.

2.5 Leadwork

All flashings, soakers, cappings, valley and gutter linings and other weatherings should be in lead, to the weights and details recommended by the Lead Sheet Association, as described in the "Lead Sheet Manual" plus the latest addendum. Unless otherwise agreed, flat roof coverings, including to internal wells and dormer windows, should also be in lead. Appropriate provision should be made for ventilation below the lead, particularly where thermal conditions are likely to change e.g. where insulation or a new heating system has been installed.

2.6 Rainwater goods

Generally, any new or replacement rainwater goods required should be in cast iron, to the original pattern. Cast aluminium gutters are acceptable in cases where the original section is no longer obtainable in cast iron. Gutters and rainwater goods originally of a different material, such as lead, stone or timber, should be replaced accordingly, unless otherwise agreed.

2.7 Structural timber repairs

2.7.1 Repairs to structural timber should be made by splicing in sound replacement timber of similar scantling (dimension) and species wherever possible, retaining all existing timber of historic value. In situations where the use of steel is required to strengthen timbers to retain the historic fabric of a building, a conservation accredited structural engineer should be employed for this work. Replacement timber should be new green oak (e.g. for new elements) or kiln-dried oak (e.g. for face patching and similar small repairs): second hand material should not be used. No surface treatment should be applied to exposed new oak frame elements. Specialist advice should be sought concerning any existing timber carrying decoration likely to be of historic importance.

2.7.2 A detailed specification and drawings should be approved for the repair or reinstatement of a timber-framed building or historic roof structure before any work is undertaken, and it is expected that these will be based on a careful and comprehensive survey of the existing structure.

2.7.3 Any mechanical repair methods proposed to structural timbers should also be approved by a structural engineer, as should the overall structural proposals. Large sections of timber required for replacement should not be formed by laminating smaller sections.

2.7.4 Generally, in situ resin repairs to structural timbers are not acceptable, and it is important to maintain flexibility at joints in order to allow for some movement in the frame. Shakes (splits) in structural timbers should not be filled for cosmetic reasons.

2.7.5 All infill panels of historic interest (e.g. wattle and daub or lath and plaster) should be retained wherever possible. The form and detailing of any new infill panels required should be agreed. If previously covered by lime render, repaired timber framing generally should be re-rendered and not exposed.

2.8 The use of sustainable timber

The Timber Trade Federation (TTF) has recently introduced a Responsible Producer Policy into its Code of Conduct. The first line of the Code of Conduct states: “Members are committed to sourcing their timber and timber products from legal and well-managed forests. The THI Grants Board requires that all grant-aided buildings restored through THI funding will only use timber supplied by members of TTF by ensuring that the THI Project Officer will check invoices to confirm this before releasing any grant monies.

2.9 Stonework repairs

2.9.1 Repairs to stonework should be carried out in natural stone to match the existing in both colour and texture, porosity, permeability, strength and durability, and should match the existing in size, profile and finish and should be obtained where possible from the same quarry as the original, and a detailed specification for this must be agreed before work starts. Generally, stone which has lost its structural quality or is badly decayed should be carefully cut out and matching replacement stone pieced in.

2.9.2 Replacement stone should be cut to the full dimensions of the existing blocks, unless otherwise agreed and face patches should never be less than 100mm deep. Samples of any new stone to be used should be approved: the face of new stone should be tooled to match the original unweathered finish, and all saw marks should be removed. Stone should always be laid on its natural bed, unless otherwise specified and new stonework should be laid to match the existing wall (e.g. as ashlar work, or coursed squared rubble). All replacement stone details should be cut accurately to the original pattern and profile; this is particularly important for cornices, mullions, hood moulds and other architectural features. Where the existing stone is badly eroded, replacement details should be agreed before work starts. Dressing off should be limited to the removal of dangerous or loose material, and should be carried out with a bristle brush: chisels, particularly claw chisels, should never be used.

2.9.3 Areas of unsound stonework should be carefully rebuilt as agreed, re-using as much of the existing stone as possible. Unless otherwise approved, resin-based in situ “plastic” repairs to stonework are not acceptable, except for small areas.

2.10 Stonework re-pointing

Stonework should be re-pointed or bedded in an appropriate lime mortar mix (that is, one weaker than the adjacent masonry). Mortar mixes should be designed to suit each individual location. A lime based mortar should be used. The colour of the new mortar, which should match the original mortar before weathering, should be provided by the use of an appropriate aggregate. Proprietary coloured mixes, or coloured pigments should not be used. Joints should be carefully raked out manually to a depth of at least 25mm and up to 40mm, width of the joint and flushed out with clean water. Cutting out of existing mortar with mechanical discs is not acceptable, and could prejudice grant-aid to other eligible work. The joints should be solidly filled with new mortar as far back as possible between the stones and finished flush, then stippled back with a bristle brush to expose both the aggregate and the edges of the adjacent stone. Joints should on no account be struck, or finished proud of the masonry face to form “strap” or “ribbon” pointing, or feathered over the edge of eroded blocks. Where the existing stone is generally eroded, the face of the mortar should be kept back to the point at which the joint remains the original width. Re-pointing should not increase the width of the original joints.

2.11 Brickwork repairs

Decayed or damaged bricks should be cut out and carefully replaced with sound bricks to match the existing in type, colour and texture. Where structurally necessary, agreed areas of unsound brickwork should be carefully rebuilt, re-using the existing bricks where possible. Unless otherwise agreed, resin-based in situ ‘plastic’ repairs to brickwork are not acceptable.

2.12 Brickwork re-pointing

2.12.1 Re-pointing of external brickwork should be kept to the absolute minimum structurally necessary and comprehensive re-pointing for cosmetic reasons is not acceptable. Care should be taken to finish the points to match the surrounding work and the width of the original joints should not be increased. Re-pointing and any necessary re-building of existing brickwork should be carried out in an appropriate lime mortar (that is, one weaker than the adjacent bricks), the starting point for which should be based in consideration of the original mortar used. Detailed advice about mortar mixes and lime for use in re-pointing brickwork is as already described under “stonework re-pointing”. The joints should be carefully raked out manually to a depth of at least 18-25mm (3/4” - 1”), depending upon the width of the joints, flushed out with clean water and the new mortar pressed well in. Cutting out of existing mortar with a mechanical disc is not acceptable.

2.12.2 The joints should be finished to match the original or existing joints (e.g. lined-out or tuck pointed) or, unless otherwise agreed, finished flush (not struck or raised), neatly and cleanly, with the mortar brushed back as described under “stonework repointing” to expose the edges of the adjacent bricks. Mortar for re-pointing should be coloured by the use of an appropriate sand to match the original joints before weathering. Proprietary coloured mixes or colouring additives should not be used.

2.13 Rendering

Re-rendering and render repairs generally should be carried out in a lime mortar mix. The mix and character chosen should match the strength of the original rendering or stucco, unless otherwise agreed. New rendering should be applied in three coats, and no metal beads or stops should be used externally; arrises and angles should be formed in the traditional manner. Cracks in existing render should be cut back to the masonry face and the surrounding render undercut to provide a key. Cornices, window surrounds and other mouldings should be re-run in situ with a template in the traditional manner, to the full original profile and accurately formed: mouldings should be copied from in undamaged existing section cleaned of all paint. Other decorative features should be reinstated carefully to the original pattern. It is important for all existing features requiring repair to be recorded by photographs, drawings and templates, if necessary, before work starts. Coursing (or blocking) lines should be reinstated in areas of new render, where appropriate. Subsequent redecoration of rendered areas should be with traditional lime wash or mineral pigments where appropriate: otherwise, with a smooth, water-permeable masonry paint system. Textured or impermeable sprayed coatings are not acceptable. The proposed colour scheme for redecoration should be agreed.

2.14 Windows and doors

- 2.14.1 Windows and doors are important to the character of buildings. Existing windows and/or external doors should be retained and carefully repaired wherever possible; it is important to retain and repair surviving early casements. If replacement is unavoidable, the new windows should be accurate replicas to the original design, in both pattern and detail. Timber sections, especially mouldings, should be to the original profile; this is of particular importance for glazing bars and meeting rails to horizontal sashes. Double-hung sliding sashes should be hung on cords pulleys and weights. Spring balances for sashes are not acceptable. Details of any new windows proposed which are not replica replacements of existing should be agreed. When an architecturally significant building is concerned, a sample window for approval may be required.
- 2.14.2 UPVC replacements are not acceptable, replacement window frames must be made from timber obtained from local and sustainable sources wherever possible. THI grant aided properties which are listed buildings, shall be single-glazed but where properties are to be used for living accommodation over shops, it may be necessary to install secondary glazing on the inside of the windows.
- 2.14.3 Reinstatement of traditional windows replacing poor or modern windows and doors would enhance individual buildings, the streetscape and promote local characteristics. Existing old, especially crown, glass should be retained and re-used in new windows, as replacement with modern float glass will always adversely affect the appearance. New door and window furniture should be to the original pattern. New and/or repaired external joinery should be painted with a gloss paint system (unless otherwise agreed) and not stained.

2.15 Ironwork

Decorative ironwork, such as balconies, canopies or railings, should be carefully repaired or, if absolutely necessary, reinstated accurately to the original pattern and detail, in a similar material (unless otherwise agreed). Existing decorative ironwork requiring repair or replacement should be recorded by photographs or drawings before work starts, and the existing paint finish analysed to determine the original colour scheme. Drawings for any new/replacement ironwork will be required for approval. New or repaired ironwork should be painted with a gloss paint system, to the original colour scheme. Any alternative colour scheme proposed should be agreed.

2.16 External works

Boundary walls, fences and gates should be repaired to match the existing, or reinstated to the original design. The installation and design of any new such elements must be approved. External paving should be in appropriate natural materials, such as Cobbles or Yorkstone setts, to match the existing, where relevant and/or laid in the traditional manner. A detailed scheme for any external landscaping proposed, including any planting, lighting, signage and street furniture, should be submitted for approval.

2.17 Special features or materials

Where unusual features or materials special to the building or area exist or are required, the specification for their repair or reinstatement should be agreed.

NOTE:

THE APPLICANT, OR THE APPLICANT'S AGENT, SHOULD MAKE SURE THAT THESE CONDITIONS ARE DRAWN TO THE ATTENTION OF THE CONTRACTOR(S) WHO WILL CARRY OUT THE WORK.

3. Drawing Requirements

- 3.1 For architectural reinstatement works it is important that the historic details are accurately identified and drawn to the correct scale in enough detail to allow contractors to replicate them. Attention to detail is important in restoration work.
- 3.2 Initially, archive research should be carried out to identify historic details. The THI officer holds historic photographs and drawings of many buildings in the area. Many original details still exist on the buildings and these should be retained and restored. They are often hidden behind modern fascias and signs.
- 3.3 Detailed drawings for reinstatement works need to be produced for Planning Permission, Listed Building Consent and Advertisement Consent, as well as for the tender package which allows contractors to quote for the works accurately.
- 3.4 The following drawings are required, although these will vary depending on the works being carried out. Proposals should be agreed with the THI officer before submitting planning applications or going out to tender.
- 3.5 Shop fronts:
 - Elevations to a scale of 1:5 and 1:20.
 - Sections through profiled parts of the shop front, including stall risers, cills, corner posts, transom rail, blind boxes and doors.
 - Plan showing details such as the recessed doorway, widths of stall risers and recessed entrance floor detailing.
 - Details of any proposed signage, showing details such as edging, lettering styles, illumination and visible brackets.
- 3.6 Transfer lettering in windows increases advertising space without distracting from the shop front detailing.
- 3.7 Windows including reinstated sash windows require the following drawings:
 - Elevations and sections
 - Full working drawings to a scale of 1:5
- 3.7.1 Security measures should be discussed with the THI officer before submitting planning applications or going out to tender.
- 3.7.2 For other building elements please contact the THI officer to discuss drawing requirements.
- 3.7.3 Information requirements to support planning applications can be found in the validation checklist:

www.kirklees.gov.uk/business/planning/planningappspdfs/validationChecklist.pdf

4. Further advice and information

4.1 Publications

'The Repair of Historic Buildings: Advice on Principles and Methods', English Heritage, 1995.

'Timber Decay in Buildings: The Conservation Approach to Treatment', English Heritage & Historic Scotland, 2000.

'Practical Building Conservation: Volume 1 - Stone Masonry', English Heritage, 1988.

'Practical Building Conservation: Volume 2 - Brick, Terracotta & Earth', English Heritage, 1988.

'Practical Building Conservation: Volume 3 - Mortars, Plasters & Renders', English Heritage, 1988.

'Practical Building Conservation: Volume 4 - Metals', English Heritage, 1988.

'Practical Building Conservation: Volume 5 - Wood, Glass & Resins', English Heritage, 1988.

4.2 Government Guidance Notes

Planning Policy Statement 5: Planning for the Historic Environment

4.3 Technical pamphlets and guides

Various titles by The Society for the Protection of Ancient Buildings (SPAB).

4.4 Free advisory leaflets

'Framing Opinions 1-7', (available from English Heritage).

4.5 Videos

'Framing Opinions - Protecting our legacy of traditional windows', English Heritage, 1994.

'Making the Point - Pointing brickwork the traditional way', English Heritage, 1994.

4.6 Directories

'The Building Conservation Directory', Cathedral Communications Ltd.
www.buildingconservation.com

Historic Scotland - advice notes on practical building conservation

4.7 Other Council guidance available

i) Dewsbury Design Guide:

www.kirklees.gov.uk/business/planning/advicenotes/designguide.pdf

ii) Dewsbury Conservation Area Appraisal:

www.kirklees.gov.uk/business/conservation/pdf-appraisals/DewsburyTownCentre.pdf

iii) Dewsbury Strategic Development Framework (SDF):

www.kirklees.gov.uk/business/regeneration/renaissance/pdf/dewsburyStrategicDevelopmentFramework.pdf

4.8 Conservation architects practices with experience of work on historic buildings

Please refer to Royal Institute of British Architects (RIBA) website: www.ribafind.org or www.buildingconservation.com

These are useful reference sites and provide lists of architects throughout the United Kingdom who are accredited in building conservation.

for a list of conservation architects. These are recognised by English Heritage for grant-aid purposes and are listed under the following categories.

4.9 Specialist conservation architects

Suitable for those working on historic buildings of outstanding national importance, such as Grade I and II* listed buildings, or scheduled monuments, and with highly specialist skills in one or more aspects of conservation.

4.10 Conservation architects

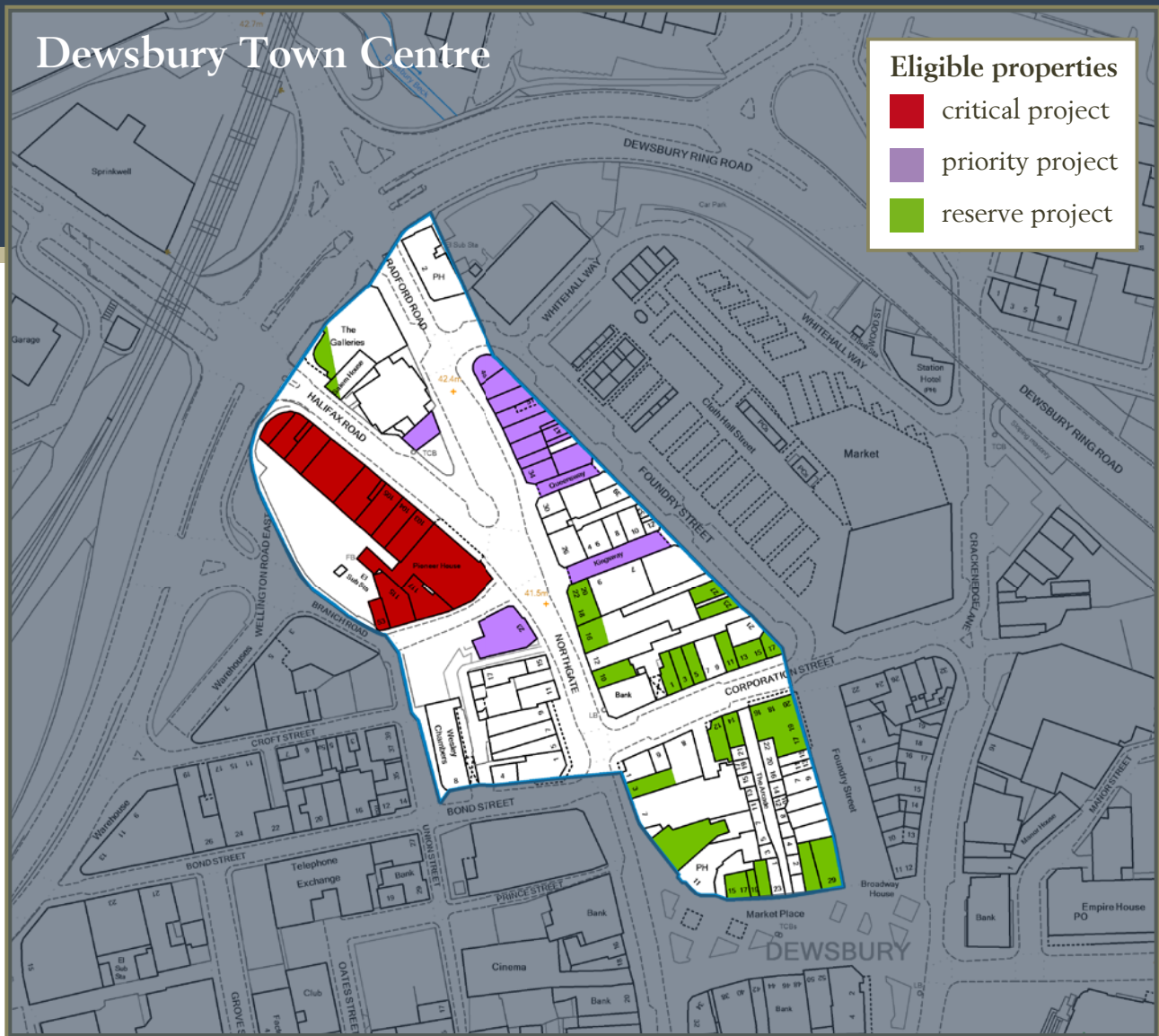
Suitable for those working on regionally important historic buildings such as Grade II listed structures and buildings in sensitive historic environments.

4.11 Conservation Registrant

Suitable for those working on the repair, maintenance, alteration and refurbishment of heritage buildings, for example unlisted buildings in conservation areas, locally important historic buildings and the general pre-1919 building stock.



Townscape Heritage Initiative area



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