

Middlesbrough HSHAZ Grant Policy

Updated November 2020



Background

1. The High Street Heritage Action Zone (HSHAZ) programme is designed to secure improvements to our historic high streets and for the communities that use them, thus undertaking physical works to buildings, including repair, reinstating lost features, supporting the conversion of historic buildings for new uses and improvement of spaces. The programme's goal is to *'make the high street a more attractive, engaging and vibrant place for people to live, work and spend time.'* Jointly funded by Historic England and Middlesbrough Council, grant support is available to owners or leaseholders of buildings within the HSHAZ boundary (see Appendix 1) who meet the eligibility criteria.

Overview of the Grants

2. The aim is for building owners or leaseholders to invest in the repair and restoration of vacant or under-utilised heritage assets to bring them back into use. Subject to the availability of funding, Middlesbrough Council will provide a grant of up to 90% for the costs of eligible external works and 70% for the costs of eligible internal works, capped at a maximum of £170,000 (subject to change to reflect the exchange rate). Applicants will need to declare any other Subsidy received over the past three years as this may affect the amount of grant offered.
3. The grants follow a two stage process: to encourage early dialogue with the Council you should submit an Expression of Interest (EOI) first, followed by an application form. Applications will be assessed against the criteria detailed below and grant offers made on a first come, first served basis. Unfortunately it may not be possible to support all eligible applications due to the limited pot of money.

Eligibility

4. Owners / leaseholders of properties within the HSHAZ boundary (see Appendix 1) are potentially eligible for grant. EOIs and applications are welcome from applicants should they meet the criteria below:

- a) **The property is in need of repair and restoration**
 - b) **The property is wholly or partly vacant and has a credible business case to bring the space back into sustainable use**
 - c) **The property is listed, on the Council's local list or can be considered to make a positive contribution to the significance of the Conservation Area or to the setting/s of a Listed Building/s**
 - d) **Restoring the property would have a positive effect on the significance of the Conservation Area**
 - e) **Restoring the property would result in tangible economic benefits such as: new or improved commercial and/or residential floorspace; a number of jobs created and/or safeguarded, and regular and/or wider use of the building for community activities.**
5. Applicants must demonstrate how the work for which they are seeking grant complies with this criteria in their EOIs. EOIs will be evaluated using the scoring methodology set out in Appendix 2.
 6. There will be two EOI assessment periods in year one of the programme (2020/21) on:
 - 23rd November 2020
 - 28th February 2021
 7. Following these dates, applicants will be advised whether their EOIs have been accepted, deferred or rejected.
 8. The eligibility of the works proposed will also be taken into consideration. If none of the proposed works are eligible, the EOI will be rejected. Further details on the types of work that can and cannot be funded is available in Appendix 3.

Process

The following stages will apply to all applications:

9. **Expression of Interest Form (EOI)** – applicants should submit an EOI outlining their development work and proposals before proceeding. EOIs will be scored and feedback provided as to whether they have been accepted, deferred or rejected.
10. **Application Form** – applicants must complete their development work and submit an application with the supporting documentation, as requested on the application form.
11. **Validation** – the Project Officer will undertake eligibility and conditionality checks.
12. **Consideration** – the Council's Conservation Officer and conservation professional will undertake a technical appraisal of the proposals and provide a summary recommendation to the grant panel to approve, refuse or defer any proposal.
13. **Grant Panel** – the grants panel will approve, refuse or defer any proposal.

14. **Historic England Approval** – if Historic England’s contribution to the potential grant is likely to be greater than £50,000, the completed application form and supporting documents will be sent to Historic England for written approval before the application can be progressed.
15. **Conditional Grant Offer Letter** – if the application is approved then the Council will issue a Grant Offer Letter stating conditions of the grant for the applicant to sign and return to Middlesbrough Council within one month of date of issue.
16. **Submission of Received Invoices/Certificates for Professional Fees** – up to 90% of the professional fees incurred during the development of the project are eligible for grant, upon receipt of satisfactory received invoices / payment certificates (providing the professionals have been correctly procured and are conservation accredited).
17. **Before Works Begin** – the grant recipient must submit for written approval:
 - a. Copies of the forms of tender received by the grant recipient in connection with the agreed works
 - b. An overall evaluation of the tenders received, which must be compliant with the tender procedure outlined in the table on page 6 (in most cases this will mean a minimum of three tenders)
 - c. A priced copy of the schedule of works and specification based on the tender which the grant recipient proposes to accept subject to approval, and signed by the builder or other contractor whom the grant recipient proposes to engage in connection with the works.
18. **Inspections** – the Council and/or its representatives will undertake inspections of the property and take photographic evidence at the commencement, during and upon completion of the works to ensure all of the terms and conditions of the grant have been complied with.
19. **Grant Payments** – payment of grant will be in arrears and paid upon satisfactory completion of the works and upon submission of received invoices or relevant payment certificates, certified by the Council’s conservation professional. Interim payments against work in progress may be made at Middlesbrough Council’s discretion up to a limit of 90% of eligible work. Middlesbrough Council shall withhold at least 10% of the grant offered until all the grant-eligible works to the property have been completed to the Council’s satisfaction.
20. **Completion** – the grant-aided works must commence within 6 months of the grant offer and copies of final received accounts and relevant payment certificates received within a year of starting the works, unless otherwise agreed in writing. A programme of works must be submitted with the application. Any delays caused by the applicant will result in a withdrawal or reduction in grant offered.

Conditions

21. The following conditions will apply to the HSHAZ grants (full Terms & Conditions will be provided at grant offer stage):

- a. **Formal Proposal** – applicants must submit an EOI and an application form with all the supporting documentation to allow for the application to be progressed.
- b. **Programme of Works** – applicants must submit a programme of works with their application form, alongside other supporting documents. The Council will monitor progress against the programme of works and challenge applicants where progress is behind schedule. If the works are delayed due to the applicant, Middlesbrough Council will withhold funding and may reduce / withdraw its grant if works go beyond end dates without written permission.
- c. **Tenants Applying for Grants** – the person or organisation with legal responsibility for the repair of the building must apply for grant. This can be the owners of a building, or the tenant if they have a repairing lease.

If a tenant does not have a repairing lease, but wants to make an application for grant, they will need to apply for a grant jointly with the owner to prove they have permission to carry out the work. The joint application will need to state whether the owner or tenant is responsible for paying contractors and the grant will be paid to that person or organisation. If this is the tenant, they will be responsible for maintaining the work and their lease will need to run until at least the end of the HSHAZ programme (March 2024).

- d. **Debtors** – applicants must have no outstanding debts owed to Middlesbrough Council. A check will be performed when the application form is received.
- e. **Subsidy** – applicants will need to declare any other Subsidy received over the past three years as this may affect the amount of grant offered. All applicants will be required to sign a Subsidy declaration and will be liable for any false information.
- f. **Right of Refusal** – the Council reserves the right to refuse applications for proposals it deems to be uncondusive to the sustainable renewal of the HSHAZ. The applicants of rejected proposals will be informed of the reasons for any refusal. Deferred applicants will be informed of the reasons for deferment and encouraged to resubmit revised proposals as appropriate.
- g. **Conditional Grant Offer Letter** – applicants must be in receipt of a grant offer letter issued by the Council in order to be eligible for any grant payment. The grant offer letter will set out the level of grant assistance that has been authorised. On site works must not commence until the pre-commencement conditions have been met. Works carried out prior to the issue of a grant offer letter shall not be eligible for grant assistance. A proportionate reduction will be in the grant if the actual cost of the works is less than the estimated cost on which the grant calculation was based.
- h. **Planning Consent** - applicants must ensure that proposals have been granted the

requisite planning consents prior to the commencement of works, including listing building consent where applicable. If the Council has records of breaches of planning control, unauthorised works or enforcement action taken against the building and / or building owner (as appropriate), we may be unable to support the application.

- i. **Building Regulations** – applicants shall observe the minimum regulatory standards for design, construction and alterations.
- j. **Heritage Assets** – owners / leaseholders will be solely responsible for ensuring any proposed works shall be in accordance with the principles of repair set out within Historic England’s Good Practice Advice note.
- k. **Professional Team** – to be offered a grant you should either use the Council’s conservation accredited professional, or procure your own competent professional with relevant specialist conservation knowledge and experience, at the application stage. This professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation. A list of accredited individuals is available on:

<https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>

Details of how to procure the professional team are set out below.

Professional fees incurred during the development work are an eligible cost (see Appendix 3), providing the team has been appropriately procured (see I). The maximum grant awarded towards professional fees is 90%. Grants towards professional fees will be paid in retrospective following a successful grant application and upon submission of receipted invoices.

The fee scale in the RIBA’s ‘A Client’s Guide to Engaging an Architect’ or other similar recognised fee scales will be used as a guide to the maximum allowances for fees for any work that qualifies for a grant.

- l. **Procurement of Professional Team and Capital Works** - we consider the competitive tendering of professional fees and capital works to be best practice. Applicants tendering procedure must comply with the procurement regulations published on Historic England’s website (<https://historicengland.org.uk/services-skills/grants/procurement-regulations/>). The thresholds and tendering procedure are summarised below:

Estimated Value of Works (excluding VAT)	Professional Services	Capital Works
Up to £10,000	No need to advertise but should normally obtain 3 written quotes; must be able to demonstrate value for money	No need to advertise but should normally obtain 3 written quotes from contractors with relevant experience; must be able to demonstrate value for money
£10,001 - £50,000	No need to advertise but should obtain minimum of 3 tenders from and consider quality as well as cost to appoint consultant	No need to advertise but should obtain minimum of three tenders from contractors with relevant experience and consider quality as well as cost to appoint contractor
£50,001 – EU Threshold	No need to advertise but should obtain minimum of 3 tenders and consider quality as well as cost to appoint consultant	Must advertise via appropriate means (e.g. local press, trade journals etc.); should obtain minimum of three tenders from contractors with relevant experience and consider quality as well as cost to appoint contractor
Above EU Threshold	Must use OJEU process	Must use OJEU process

- m. **Appointment of Reputable Contractors** – Contractors with a reputation for achieving the standards required and that can demonstrate their experience of working on conservation projects should be invited to tender for works. Sub-contractors should also have a reputation for achieving the standards required and should be able to demonstrate their experience of working on conservation projects. Your professional advisor needs to check that contractors are financially viable and have the capacity to carry out the work.
- n. **Amendments to the Programme** - the Council reserves the right to amend this policy, the EOI, grant application or grant offer letter at any time.
- o. **Publicity** – Middlesbrough Council and Historic England reserve the right to publicise the offer of grant at any time. By accepting funding, you make a commitment to acknowledge Historic England and Middlesbrough Council’s support in any publicity.
- p. **Disposal** - The grant will have to be repaid if the applicant disposes of the grant-aided property by way of sale, exchange or lease or any other form of disposal, while the grant conditions are still in force, unless it is a permitted disposal (further details

available in the grant offer letter). This disposal restriction shall be in force for three years following payment of the final instalment.

- q. **Title Restriction** – the Disposal condition will be subject to the following title restriction registered with the Land Registry:

“Until [Date - three years from the date of grant award] no disposition of the registered estate is to be registered without a certificate signed by the Council of the Borough of Middlesbrough that the provisions of a [Middlesbrough HS-HAZ Grant] agreement [Grant Offer Letter] dated [the date] made between [the parties] have been complied with”

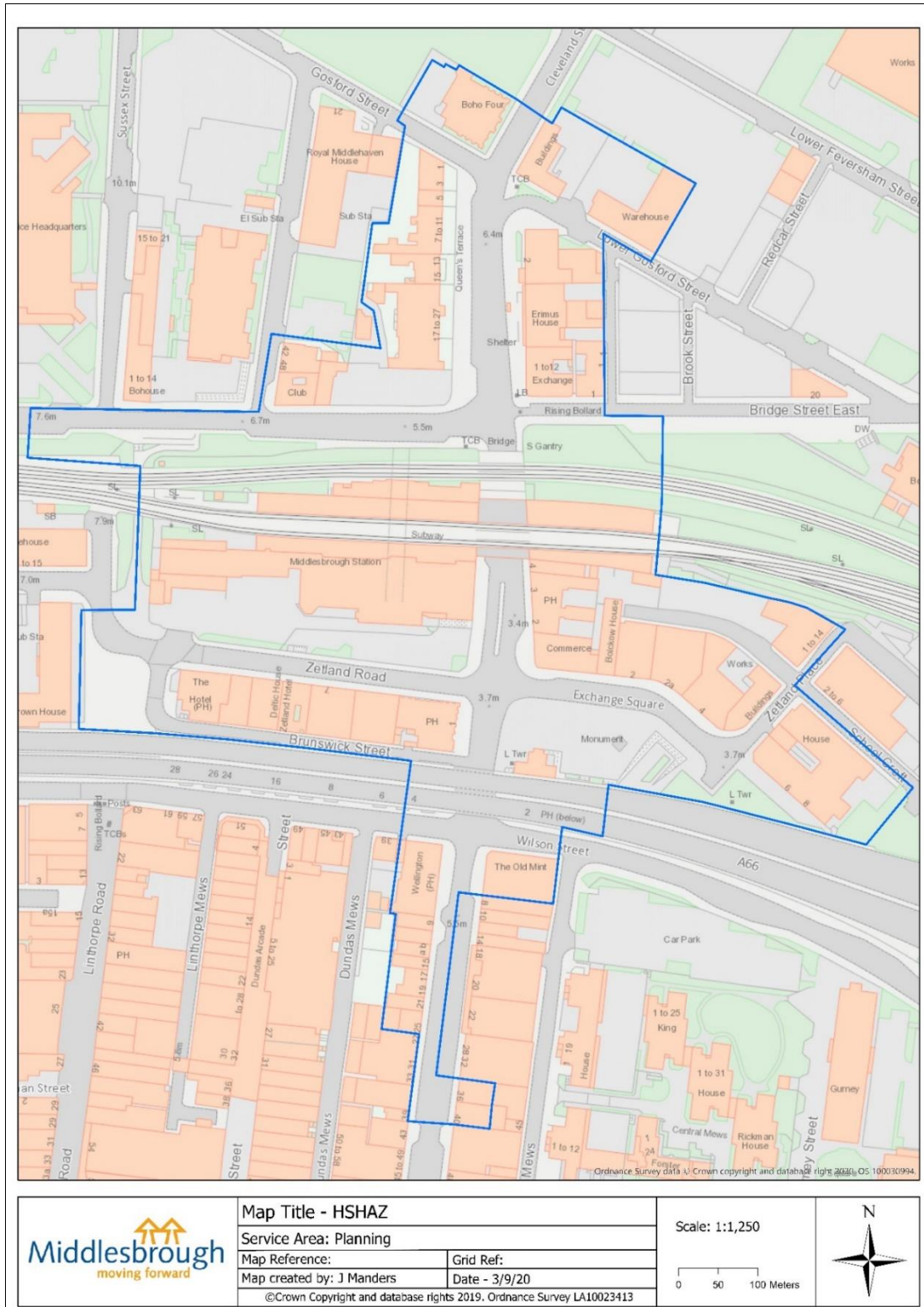
- r. **Clawback of Grant** – the grant or any such part of it as Middlesbrough Council sees fit, may be recovered from the grant recipient if any term or condition to which the grant is subject is not complied with or contravened. Applicants will have to submit a programme of works and milestones and an anticipated end date will be included in the grant offer letter, allowing the Council to track progress. If the works are behind schedule without reasonable explanation, this will lead to a reduction or withdrawal of the grant.

Further Information

22. Please contact Emma Dorgan on 01642 727503 or email HAZ@middlesbrough.gov.uk

Appendix 1

HSHAZ / CONSERVATION AREA BOUNDARY PLAN



Appendix 2

EXPRESSION OF INTEREST (EOI) SCORING

The process starts with a call to express interest in the project from eligible building owners/leaseholders in the Historic Quarter Conservation Area. EOIs and grant application forms will be assessed on a first come, first served basis.

There will be two EOI assessment periods in year one of the programme. Grant funding is only committed once both parties have signed the grant offer letter, following a successful grant application.

The EOI assessment periods will be:

- 23rd November 2020
- 28th February 2021

Following these dates applicants will be advised whether their EOI:

- a) **can progress to the grant application stage** - suitable proposals will be invited to engage in a dialogue process with the Council and its consultants. Applicants will be guided to refine their proposals and to develop them in order to submit the full grant application. The Council will facilitate this process and offer support and assistance where required
- b) **has been deferred** – because further information is required or the EOI may be reconsidered in the future, depending upon the uptake of grants
- c) **has been rejected** – feedback will be provided

The eligibility of the works proposed will also be taken into consideration (please refer to Appendix 3). If none of the proposed works are eligible, the EOI will not be scored and will be rejected.

Information submitted to the Council may be validated by site visits from the Council's Architect / Officers to confirm project plans and the building's condition.

EOIs will be scored using the methodology set out below.

a) The property is in need of repair and restoration:

Score	Classification
3	Strong evidence submitted to demonstrate that the building is in a poor state of repair and needs restoration including that the building is not secure and / or weathertight
2	Sufficient evidence submitted to demonstrate that the building is in need of repair and restoration, which may include concerns the building is not weathertight
1	Very little evidence submitted to demonstrate that the building requires repair and restoration including that it is secure or weathertight
0	No response submitted

b) The property is wholly or partly vacant and has a credible business case to bring the space back into sustainable use

Score	Classification
3	Strong evidence submitted to demonstrate that the majority / all of the building is vacant and there is a credible business case to bring it back into long term use
2	Sufficient evidence submitted to demonstrate that the building is vacant / underutilised (i.e. parts of the building are vacant and parts are in use) and there is a credible business case to bring it back into long term use
1	Very little information submitted to demonstrate whether the building is vacant / underutilised and / or the building is not vacant, and significant doubts as to whether there is a credible business case to bring it back into long term use
0	No response submitted

- c) The property is listed, on the Council’s local list or can be considered to make a positive contribution to the significance of the Conservation Area or to the setting/s of a Listed Building/s

Score	Classification
3	The building is listed and in a prominent location in the Conservation Area
2	The building is listed but not in a prominent location, or is on the local list and is in a prominent location
1	The building is not listed or on the local list, but restoring the property would have a positive impact on the significance of the Conservation Area and/or setting of listed building(s)
0	No response submitted

- d) Restoring the property would have a positive effect on the significance of the Conservation Area

Score	Classification
3	The building is in a prominent position in the Conservation Area, in a visibly poor state of repair, and vacant, thus restoring it would have a significant positive impact on the Conservation Area
2	Restoring the building would have a positive impact on the significance of the Conservation Area because it is in a poor state of repair and/or vacant
1	Restoring the building would have some positive impact on the significance of the Conservation Area
0	No response submitted

- e) Restoring the property would result in tangible economic benefits such as: new or improved commercial and/or residential floorspace; a number of jobs created and/or safeguarded, and regular and/or wider use of the building for community activities.

Score	Classification
3	Strong evidence submitted to demonstrate that the project would bring a significant amount of space back into use, which would create quantifiable economic / community benefits
2	Sufficient evidence submitted to demonstrate that the project would bring space back into use and/or would extend the opening hours of the building, which would create some quantifiable economic / community benefits
1	Some evidence submitted to demonstrate that the project would create economic / community benefits
0	No response submitted

Appendix 3

FURTHER GUIDANCE ON TYPES OF WORK THAT CAN AND CANNOT BE FUNDED

Historic England and Middlesbrough Council expect that any work funded through the HSHAZ Programme will be carried out using traditional methods and, where possible, materials appropriate to the history and condition of the building or area. When replacement is necessary, it should normally be done on a like-for-like basis.

The programme places considerable value on retaining historic fabric, and believe that a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal. An example of this would be piercing-in of new elements in a historic window frame. In general, grants can be offered towards conservation objectives. In some cases grant recipients should carry out appropriate recording during the work and on completion of the work. This is to capture evidence that would otherwise be lost in the process of repair and to record the nature and extent of what has been done for future reference.

Detailed guidelines on projects and costs that can be funded in most cases is set out below. We realise however that every historic building or area is different. If special circumstances apply then you can contact Middlesbrough Council to discuss the merits of a proposal.

It is not unusual for applicants to want to undertake improvement works at the same time as repairs to historic fabric. Eligible and non-eligible work can be undertaken in the same project, but the costs must be identified separately and made explicit in agreed schedules of works and tender documents.

Details of work eligible for grant-funding under the programme:

<p>Temporary building works</p>	<p>If there is an unavoidable delay before full repairs are carried out, temporary measures, including work to protect a structure from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing, or putting up protective structures could secure the building while its structure is being surveyed or a repair specification is being drawn up.</p> <p>The application will need Historic England agreement before an offer of a grant is awarded for temporary works.</p>
<p>Roofs</p>	<p>Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading.</p>

<p>Leadwork</p>	<p>Renewing roof leadwork, if it is no longer serviceable, or using lead welding in order to extend the life of lead that is of historic interest. It may be necessary to redesign the substrate (the structure just below the lead) to keep to current good practice. The visual and physical implications of this need to be considered carefully, however, before any changes are made.</p> <p>To avoid the risk of underside lead corrosion, lead roofing should be carried out between April and September and under a temporary roof. You will need to consider carefully any proposals that do not allow for this.</p>
<p>Permanent access to carry out maintenance</p>	<p>If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection may qualify for a grant as part of a wider project.</p>
<p>Rainwater disposal</p>	<p>The extensive repair or replacement of rainwater disposal systems, both above and below ground. Lead and cast iron should be replaced on a like-for-like basis, although in certain cases where theft, vandalism or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials.</p> <p>Digging trenches for drains and soakaways in demonstrably archaeologically sensitive areas will often require supervision by suitably qualified archaeologists, and a grant can be offered towards such costs.</p> <p>Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the guttering and rainwater disposal systems failing.</p> <p>Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is shed away from the building.</p>
<p>Walls</p>	<p>Necessary repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.</p>
<p>Windows and doors</p>	<p>Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.</p>

External features	Repairing or replacing, where necessary, existing external features, such as balconies, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building.
Damp	<p>Measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if this is essential. Old buildings need to breathe, and keeping vapour-permeable traditional plaster is preferable to re-plastering in relatively impermeable cement-based plasters.</p> <p>Providing a damp-proof course simply because the existing structure was built without one does not qualify for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building.</p>
Decoration	Decoration does not qualify for a grant unless it is necessary to make good after decorations have been disturbed as part of other work that has been funded by the partnership.
Cleaning	<p>Grants must not be offered for cleaning for purely cosmetic reasons. Cleaning qualifies for a grant only if there is so much dirt on a structure that it must be removed in order to assess the need for and scope of repairs, or if chemicals in the surface build-up are damaging the fabric.</p> <p>Cleaning brickwork or stonework for these reasons is rarely necessary. Unless appropriate methods are chosen and the work is carried out with extreme care, by specialist conservation contractors under adequate supervision, it can cause long-term damage. It may also detract from, rather than add to, the appearance of a building. Cleaning should always be followed by any necessary conservation of the cleaned surfaces.</p>
Pigeon deterrents	Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals.

<p>Reinstating architectural features</p>	<p>The reinstatement of architectural details must be carried out only if the building is otherwise in good repair (or will be repaired as part of the Programme). The objective is to reinstate (in whole or part) elements of the exterior fabric of buildings that are essential to their design and character and that contribute to the character of the building and the high street, provided the reinstatement is to the original size, pattern, detail and material. This can include decorative ironwork, such as balconies, canopies and railings; ornamental masonry, including architectural sculpture, stucco and other applied finishes; and details and joinery to historic patterns.</p> <p>The reinstatement of shop fronts to the original design (based on evidence), or to a design that is appropriate to the period and location, can also be considered for a grant.</p> <p>Generally, eligible work relating to special architectural features will form part of a more comprehensive repair proposal, or be included in a specific ‘architectural features’ scheme.</p>
<p>Conversions of buildings</p>	<p>You will need Historic England’s agreement before funding is granted for conversion works through this Programme.</p> <p>The programme can support the conversion of buildings from economically unviable to viable uses where it can be demonstrated that there is local demand. It is important that any use is viable not only for the owner but also for the future conservation of the building to reduce the risk of a number of unnecessary harmful changes being made to a building.</p> <p>Harmful alteration may sometimes be justified in the interests of realising the optimum viable use of a building provided the harm is minimised. If, from a conservation point of view, there is no real difference between alternative economically viable uses, then the choice of use is a decision for the owner, subject of course to obtaining any necessary consents (see https://www.gov.uk/guidance/when-is-permission-required).</p>

Appendix 4

High Streets HAZ: Conversion works

For

High Street Heritage Action Zone Lead Partners.

Purpose

To provide further guidance on conversion works within HSHAZ schemes.

Background

Annex 1 of the HSHAZ Programme Delivery Guidance requires Partners to submit all proposals for conversion works to Historic England, regardless of their scale. Referrals for conversion should be signed off within Historic England by the scheme SRO.

What are conversion works?

Conversion works encompass any changes that will bring vacant or underused floorspace back into use. It is anticipated that this will primarily apply to 1st and 2nd floor spaces above retail units that could have a residential or commercial use. Where justified this can also apply to ground floor units that are currently vacant or have an unsustainable use.

What intervention rates are appropriate?

For works associated with conversions or upgrades of interiors to attract new uses we normally stipulate 60% as a maximum intervention rate. In some circumstances partners may need to consider varying rates depending upon local economic conditions. If Partners propose increasing their intervention rates to make conversion works viable this should be discussed with the HE project lead and will need to be evidenced and justified. We know that many partners will have already agreed their funding rates with Historic England and this general guidance therefore applies only where this has yet to happen.

What level of conversion can HE fund?

Our standard level of funding for conversion work is to first fix. This applies to everything below paint level including integrated building services such as all plumbing and wiring but does not include fixtures and fittings (e.g. sanitaryware, taps and light switches). We can fund services (including fire safety and emergency lighting were required) as part of conversion works because they are integrated into the works. This is distinct to grant-aiding building services as a free-standing element which are not normally eligible. Where new partitions are required (for example to provide a bathroom space) we recognise that modern materials will be used, rather than lath and lime plaster. If the building is statutory listed, further advice on the appropriateness of materials should be sought from the local authority.

However, there may be circumstances when we want to fund to a level beyond first fix. If the conversion will deliver significant public benefit (for example if the space is being used as a not-

for-profit hub for the local community) we may choose to commit more funding to the conversion works and fund some fixtures and fittings. Generally, we expect the agreed use of the space to continue for 3 years post completion to protect the investment of public money made.

Can HSHAZ fund new features if they will help facilitate the conversion?

HSHAZ can also fund new works if their absence is a barrier to conversion. These include:

- Fire and acoustic separation (when converting upper floor to residential)
- Accessibility e.g. separate entrance to upper floor flat (including staircase / front door)
- Other works that are essential for the conversion / re-use to be delivered e.g. secondary or double glazing (not uPVC) to improve the energy efficiency of a property or make residential spaces situated on a busy road more desirable.

However, installing double-glazing should not require the removal of repairable historic windows, where secondary glazing should be considered. See Historic England's guidance on the [care and repair of traditional windows](#) and statement on [modifying historic windows](#).

Can we fund the repair or reinstatement of historical internal fittings in some circumstances?

Whilst changes to the exterior of unlisted buildings require planning consent those to the interior do not, meaning in some circumstances funding allocated to historic interior features may not be protected. In addition, interiors frequently change to accommodate different uses, and we would not wish to fund short term or abortive conversion works.

For this reason, we would not look to fund the reinstatement of historical internal fittings where a building is not listed, although we would consider this to be acceptable as match-funding.

There are circumstances when we may choose to fund the repair of interior features:

- If the building is listed and the fixtures form part of its significance, we can offer grant funding as the grant will be protected through the requirement for Listed Building Consent
- If without our funding the feature would be lost during the conversion works
- If the building will be run as a not-for-profit after conversion and the presence of historic features will enhance the user experience for the local community.

How can we make sure internal historical features are protected during conversion works?

Conversion works require referral to Historic England before they are approved as part of a High Streets HAZ. It is important that detailed photographs are provided as part of the referral process to ensure that Historic England staff are aware of the presence of internal historical features.

It is important that all parties involved in a grant understand the benefits that historical internal features can bring to a project. It is good practice to encourage their retention where appropriate and try to ensure that these are not lost in the conversion process. Partners should make conservation officers aware of any historical features that are uncovered as part of this

process where possible. If it is felt that the repair of an internal historical feature is prohibitively expensive to the viability of the project, we may look to preserve in situ rather than repair. For example, a fireplace or Minton tiled floor may be stabilised and covered (rather than being removed) if repair is too expensive.

Conversion works to a listed building will generally require listed building consent and it is the responsibility of the owner/tenant to gain that consent. As part of that process any conversion scheme will aim to respond to the historic plan form and features of a listed building, ensuring a new use is compatible with retaining what is special about the building.

Where funding conversion works to a non-listed building is considered it remains the case that Historic England would not fund works that have an overall harmful impact to the heritage interest of that building. For example we would not fund the replacement of historic joinery with uPVC windows and doors; where historic joinery is already lost we would look to fund timber replacements replicating historic glazing patterns, which may well be able to accommodate double-glazed. Converting upper floors to a new use and retaining all historic partitions and openings can sometimes be a challenge and some alteration may be necessary to secure the overall benefit of a sympathetic viable new use. However it is generally possible to retain the main elements of historic plan form and features such as staircases and chimneystacks; it should also be remembered that period features and character are attractive to people and should be considered as an asset in identifying a new use/user.

Your conservation officer can help in assessing the impact of conversion proposals on a target building. A final decision on whether a conversion scheme can be funded under the HSHAZ programme is a joint one between partners and your Historic England regional contact. It is also important to consider how the proposed conversion responds to the Government's Technical Housing Standards which set minimum space standards for housing.

What do we mean by viable? Is a viability assessment required?

We expect Lead Partners to be convinced that the scheme provides a sustainable new use for a building which fits with their overall vision for the area and the aims of the HSHAZ. The evidence required for each conversion will vary between projects and should be proportionate to the scale and nature of the conversion being proposed.

In instances where the conversion is small scale, relating to a few over shop units for example, we may ask for evidence relating to how long the units have been vacant, evidence of housing need from the local authority housing team and that a local estate agent has been consulted regarding the desirability of the property in the case of residential conversions. If the owner is seeking to convert the upper floors and the ground floor is currently vacant, we would also seek assurance that there are sustainable plans in place for the occupation of the ground floor.

For larger scale works, particularly those involving a commercial developer, we would expect to see more comprehensive evidence and a full viability assessment may be required, particularly if

the proposal is to dispose of the property once grant aided works are done.

Internal works

Other than conversion works Historic England would not ordinarily seek to fund internal works to buildings. This is because whilst changes to the exterior of a building require planning consent those to the interior do not, therefore in some circumstances funding we allocate to historic interior features may not be protected.

The decision-making process should be guided by an understanding of the significance of the historic fabric that may be affected, and what impact the proposed changes will have. For example an unlisted building which retains a high degree of historic internal fixtures, fittings, mouldings, joinery etc will be more sensitive, and have a lower capacity for change, than one in which these have been removed through later internal alterations and refurbishments which do not contribute to significance. There is also a need to balance any impacts on significance through loss of historic fabric against the wider public benefits of bringing a building back into use, such as increased town centre viability.

Historic England may consider funding internal shutters in some circumstances for example in areas with high crime rates so that the benefits of shop front repairs are not lost after shops have closed in the evening.

Further Advice

[Saving the High Street: Incentivising Upper Floor Residential Use in Urban Areas](#), Clive Fletcher. Recoding and presentation providing general advice on opening upper floors up in historic high streets.

Your local conservation staff will have examples of conversions which they consider have responded sympathetically to historic buildings, listed or unlisted and as more conversion schemes are funded under the HSHAZ programme we will share examples on the HSHAZ Knowledge Hub.

Useful Historic England Guidance:

[Making Changes to Heritage Assets: Historic England Advice Note 2](#)

[Decision Taking in the Historic Environment](#)

[Improving Access to Historic Buildings and Landscapes](#)

[Building Services Engineering](#)

Submitting a referral

These are documents that should be submitted to Historic England for a conversion referral:

- Grant application form
- Referral form (Annexe 1 of Supplement to the Delivery Guidance)
 - Include narratives here, such as the discussions had about certain features. If any

historic fabric is being removed as part of the conversion, we need justification and evidence that all options were first explored. Most conversion work referrals come to us after extensive conversation with HE, so we expect the partners to record the narrative of those discussions here.

- Labelled photos, clear external and internal, as well as close ups of specific features
- Viability evidence (see above to know what level we require)
- Clearly labelled architects' drawings, identifying historic features where appropriate
- Quotes from at least 3 contractors (clearly indicate preferred quote) or if unable to procure 3 quotes evidence that more were sought (emails are acceptable).

Referrals should be submitted to Historic England with enough time to allow for a considered response. Your HSHAZ Project Officer can advise.

Annex 1

Annex 1 of the [Programme Delivery Guidance](#):

Historic England's agreement is required before conversion works can be funded through this Programme. We can support the conversion of buildings from economically unviable to viable uses where it can be demonstrated that there is local demand. It is important that any use is viable not only for the owner but also for the future conservation of the building to reduce the risk of a number of unnecessary harmful changes being made to a building. Harmful alteration may sometimes be justified in the interests of realising the optimum viable use of a building provided the harm is minimised. If, from a conservation point of view, there is no real difference between alternative economically viable uses, then the choice of use is a decision for the owner, subject of course to obtaining any necessary consents (see www.gov.uk/guidance/when-is-permission-required).

Other eligible grant items:

Grants offered under the HSHAZ Programme will normally represent a fixed financial contribution towards the overall costs of the project, including related costs such as professional fees and VAT. Where eligible and ineligible works are combined in a single project, a grant must be offered towards the cost of the eligible work only. In such cases, the contribution towards the related costs listed below will normally be calculated in proportion to the works that qualify for a grant.

<p>Professional fees</p>	<p>The grant applicant can choose to use the Council’s conservation accredited professional, or appoint their own.</p> <p>The grant recipient must employ the services of a competent professional with relevant specialist conservation knowledge and experience. This professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation – see https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/</p> <p>The professional adviser can be appointed independently by the grant recipient, using the appropriate competitive tendering route set out on page 6. The service should include, where applicable:</p> <ul style="list-style-type: none"> • preparing a thorough survey of the structure(s) or site and its condition, including survey drawings and plans; • research, analysis and archaeological investigation of the fabric likely to be affected; • preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric; • providing a list of competent contractors able to carry out the work to a high standard; • getting competitive tenders and providing a tender report; • arranging a contract for the works; • regular inspections and valuations of the work on site until it is completed; • full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded. <p>Applicants for HSHAZ grants should make sure that when they appoint their professional adviser, they include all the requirements set out above.</p>
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Value Added Tax (VAT)	A grant offer is based on estimated costs including Value Added Tax, which is normally payable on the cost of repairs. In some cases the VAT may be wholly or partly recoverable before the grant is paid, therefore, the grant recipient must certify that they are unable to recover any of the VAT payable.
Preliminary costs and insurance	<p>The formal contract between the applicant and their contractor will set out preliminary costs, such as scaffolding, hoardings, contractors’ facilities and access for vehicles. The grant may take into account these costs.</p> <p>The contract will set out the responsibilities of the employer and the contractor for insurance. If an applicant needs to take out other insurance than that which forms part of the contract cost, you can include the cost of this other insurance.</p>

Details of ineligible grant items:

HSHAZ Programme grants cannot be offered towards the following types of work:

Demolition	<p>The removal of any part of the building does not normally qualify for a grant, though exceptionally a grant may be offered for:</p> <ul style="list-style-type: none"> • the careful dismantling of a structure that threatens to damage surrounding historic fabric • careful dismantling prior to reinstatement • the removal of later additions of little merit which alter or obscure the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement
Building services	The free-standing renewal of building services, e.g. new heating systems or rewiring (unless integral to conservative repair or where failure to renew or replace building services systems puts the historic fabric at risk). Note, however, that the entire rainwater disposal system is eligible.
Substitute materials	The use of substitute materials where the original is obtainable, except in situations where the original materials have failed and will continue to fail regularly if they are replaced like-for-like. In the case of lead and copper where there has been a history of theft or there is a high risk of theft we can assess substitute materials on a case by-case basis.

<p>Conjectural reinstatement</p>	<p>There is a strong presumption against wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving no archaeological traces or photographs or drawings. Exceptionally, cases may arise where the ground floor façade of a building has been totally lost and the present façade detracts from the high street, in which case grant-aid may be given towards a well-informed design that is in keeping with its context.</p>
<p>Maintenance and minor repairs</p>	<p>This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery.</p> <p>Snowboards in gutters tend to decay and cause further problems, and these cannot be funded.</p>