

# Guide to applying for Grant from The Green Townscape Heritage Initiative

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## 1. INTRODUCTION

- **What is The Green THI?**

The Green Townscape Heritage Initiative (THI) is a five year partnership programme (2009-2014) that has been set up to tackle the problems of run down historic buildings and streetscape where longstanding economic and structural decline has undermined the character of this historic and architecturally rich area.

The Green THI, which is within the Union Street Conservation Area, will concentrate on a central but underused area of Aberdeen that links the harbour and railway station to the main shopping centre of the city. The area is of national importance as it evidences the development

of Aberdeen from its earliest origins. It's a place that has long been recognised as being of strategic importance and gives the first impression of our City and Shire to visitors arriving by bus, rail or sea.

- **Who are the THI partners?**

Aberdeen City Council  
Aberdeen City Heritage Trust  
Heritage Lottery Fund  
Historic Scotland  
Scottish Enterprise

- **What are the aims of the initiative?**

Funding partners work with property owners to carry out repairs to buildings, enhancement works and community activities with the aim of using heritage as a catalyst for regeneration and improving the quality of life for all those who live, work or visit The Green. The main way that investment is achieved in the built environment is through the offer of grant assistance towards the cost of repair and restoration of existing buildings of architectural and or historic merit.

## 2. THE GRANT SCHEMES

The grant schemes are available to nearly all property owners within the area who wish to undertake high quality repair and restoration of buildings with architectural or group merit. The map illustrates

those properties that are eligible for grant funding. Routine care and maintenance schemes are not eligible e.g. re-painting of external woodwork or pointing of masonry - unless part of more comprehensive scheme of repair.

Four Priority Projects and 13 Other Eligible Projects have been identified as eligible for categories of Main Grant funding work covering Building Repair, Reinstatement of Architectural Detail and Bringing Vacant Historic Floorspace Into Use. Additionally, the other highlighted properties on the map are eligible for a Small Grants Scheme offering assistance to eligible cost to undertake small building repairs and reinstatement of architectural detail.

### **General Principles:**

All applications to The Green Townscape Heritage Initiative should adhere to a set of basic principles:

- The scope, cost and timetable of the project should be defined in detail at the outset.
- Work must not begin without a binding contract having been agreed with the THI.
- The grant offer must be accepted within 3 months of the legal offer and work commence within 6 months unless otherwise agreed in writing with the THI.
- Grant will only be paid on receipted invoices as forwarded by the applicant and approved by a competent professional.
- Design and specification should aim for highest standards, quality and practice, aiming for use of matching materials and detailing where good evidence exists as to the original construction or aiming for bold new interpretations with a contemporary design integrity where this is not possible or, for specific reasons, not appropriate.
- All relevant statutory obligations - planning permission, building warrants, listed building consent, advertising consent, etc should be met and all applicants will be expected to have made contact with Aberdeen

City Council Development Management and Conservation Departments.

- Procurement of contract works should be competitive and seek to include only those contractors with a demonstrated commitment to quality and standards. At least 3 competitive quotes are required for grant aided work.
- The subjects of a THI grant MUST be adequately protected by insurance during the period of the contract and cover all aspects of the works, including protection in the event of fire and special perils. Cover must be adequate to allow re-instatement in materials and techniques which are consistent with the quality and character of the building.
- The applicant will be expected to appoint a design professional with relevant expertise in historic building work, capable of instructing and certifying work at each stage of the project.

### **Property Ownership:**

For works grant aided under The Green Townscape Heritage Initiative, the applicant must either have full title to the property, or possess an unexpired term of no less than 10 years leasehold, and so is able to discharge their obligations under their contract. If this is not the case, then the permission of the superior leaseholder or owner must also be sought and given regarding adherence to the contractual conditions attaching to the grant.

You will be asked to provide documentary evidence of ownership/ leasehold terms and conditions as part of the application process.

### **Clawback:**

A clawback clause will operate in all schemes where THI grant is offered for a period of 10 years after award of grant (or in the case of small grants 3 years). If the property is sold, or the lease changes hands during this period any increase in value must be assessed and a proportion of the grant may become repayable to the THI.

In the case of a development project a development appraisal will be undertaken prior to grant being awarded and again on completion and/or

when sold/let, or within 2 years whichever is the sooner. Should the gain in property value be greater than forecast at the outset, i.e. when the deficit was calculated, then the THI will exercise its rights to clawback the same proportion of its grant from the additional income received, or shown to be feasible via such 'super-profits'.

### 3. MAIN GRANTS SCHEME

The buildings eligible for grant under the Main Grant Scheme have been selected based on a comprehensive conservation area assessment that included a range of criteria, including:

- The conservation value of the building
- Listed Building category
- The level of repair required
- The level of vacant historic floorspace
- The potential impact of their restoration in respect to their prominence in the street scene

#### LIST OF ELIGIBLE PROPERTIES

1	The Tivoli Theatre, Guild Street
2	The Victoria Buildings, 32-52 Bridge Street, 19-25 Crown Terrace
3	76-78 and 82-84 Shiprow
4	The Palace Theatre, Bridge Place
5	Metro Hotel, Market Street
6	11a-13 Hadden Street
7	35-39 Market Street
8	2-10 Exchange Street / 11 Hadden Street / 5-7 Stirling Street
9	56-58 / 60-64 Bridge Street
10	Carmelite Hotel, Stirling Street / Carmelite Street
11	46-52 Market Street
12	18-44 Market Street
13	14-18 Bridge Street / 32-38 Windmill Brae
14	19 Adelphi
15	1,3 Bridge Place
16	44-50 Green
17	1-8 Trinity Quay

The Tivoli Theatre, The Victoria Buildings, 76-78 and 82-84 Shiprow and The Palace Theatre are Priority Projects of the Main Grant Scheme.

#### GRANT ELIGIBLE CATEGORIES OF WORK

##### **BUILDING REPAIR**

##### OBJECTIVE

To put into sound repair the structure and external envelope of buildings which make a positive contribution to the character or appearance of The Green Townscape Heritage Initiative area.

##### GENERAL SCOPE OF GRANT

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, unless a good case can be made to demonstrate the non-availability/existence of authentic original material or that technological advances have provided a superior alternative as agreed by The Green THI Project Manager and the City Council's Conservation Section, in consultation with Historic Scotland.

In cases where the proposal requires to obtain either Listed Building or Conservation Area consent, close adherence to the conditions of the consent in terms of materials and execution will be essential and will set the standards against which the THI grant is offered. Failure to adhere to these conditions and standards will render the application ineligible for THI grant payment.

Routine maintenance (clearing gutters, etc), including redecoration is ineligible, unless the decoration is needed as a direct result of eligible repair.

Internal repairs are eligible only if they result directly from repairs to the structure, or are vital to its preservation and redecoration only if the public has access to the building by virtue of its use (such as a restaurant, etc).

## Repairs may include:

- Consolidation or re-inforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable; repairs should be undertaken on a like for like basis and with compatible materials;
- Appropriate repairs to internal timber or frames will only be eligible if these form the main structural element of the building or that area being treated. Treatment of non-structural timber elements are unlikely to be eligible. Repairs to roof structure, beams, floor joists and other structural timbers, must be based on a careful and comprehensive survey of the existing structure. In-situ re-inforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric of merit.
- Dry rot eradication and timber preservative treatments, preferably based on an analysis and specification by an independent consultant, and using non-destructive techniques and non-toxic applications wherever possible;
- Damp-proofing by traditional methods, but only where damp is causing structural damage to the building; damp eradication measures, such as improved drainage, or lowering of ground levels are preferable wherever practicable;
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, salvaging and re-using sound existing materials where possible, such as slates of matching origin and appropriate to the area; and detail to the area; and lead and copper. Repairs to the roof structure and high level external elements should be undertaken concurrently, taking care to protect and re-instate any original features such as stone skewes, eaves, parapets and cornices. Original dormers or roof lights should be repaired on a like for like basis and features such as terracotta ridges and finials or cast/wrought iron brattishing repaired/re-instated as necessary. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstituted slates, etc., is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters;
- Repairs to chimneys, including lining or rebuilding if structurally essential, provided that the chimney is re-instated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks or stalks may be a condition of grant offered to other works;
- Repair or renewal of existing leadwork, the provision of weatherings, and the reforming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in 'The Lead Sheet Manual';
- The repair or replacement of rainwater goods, including hopper heads, downpipes and bracket fixings, to match the original material, sections and decorative pattern. Generally this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminum, UPVC or GRP rainwater goods are not eligible for grant;
- The repair of external stonework and brickwork, including decorative elements, to an appropriate specification, and using as near a match in natural stone for the original masonry in terms of colour, texture and porosity. Where stones are not structurally defective there is a presumption that these should be retained rather than replaced, and indenting of new stone kept to a minimum. Coursing and tooled surface finish of new stones should match the original. Plastic, cement or in-situ resin based mortar repairs to stone and brick work are not normally acceptable, and the use of specialist masonry mortars built up on a non-ferrous armature may only be eligible for minor, relatively unobtrusive areas; fully marked up, detailed drawings will be essential to allow this work to be monitored on site;
- Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of the existing. Only re-pointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate and approved specification is eligible. Comprehensive re-pointing for cosmetic reasons is not eligible;

- The repair (or, if unavoidable, replacement) to the historic pattern and detail, 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;
- Repairs to external render, 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 re-instatement may be the most appropriate form of repair. If stripped back areas reveal previously obscured evidence of later alterations, carved masonry, masons marks etc. these should be notified to the THI and recorded before re-harling. Also eligible is the repair of applied details and features such as cornices, string courses, window architraves, columns, pilasters, etc. These should be repaired carefully and accurately to the historic form or profile and using the original form of material. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin-based repairs, although small scale, specialist masonry mortar repairs may be appropriate for areas of minor damage to decorative features;
- The external cleaning of stone and brickwork is only eligible where there is a build up of dirt, paint or built -up resin coatings on the surface where removal is essential to enable accurate assessment of necessary repair, or where the surface build- up is damaging the fabric of the building. Cleaning for cosmetic purposes is not generally eligible. Any cleaning which is agreed to be eligible must be under taken to an approved specification and carried out by specialist conservation contractors;
- The repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies and railings, tiling and other historic finishes and architectural sculpture which contribute to the character of the building and the conservation area, provided the reinstatement is to the original size, pattern, detail and material.
- The repair and re-instatement of retaining 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.

## LEVEL OF GRANT

Maximum grant levels for this category are up to a maximum of 60% of eligible project costs.

## GRANT ELIGIBLE CATEGORIES OF WORK

### **REINSTATEMENT OF ARCHITECTURAL DETAIL**

#### OBJECTIVE

To reinstate, in whole or in part, elements of the exterior fabric of the building, whose absence, whilst posing no structural threat to the integrity of the building, are considered essential to their design and character, such as ornamental masonry (including architectural sculpture), and applied finials and details, joinery to historic patterns, and ornamental metalwork like balconies, canopies and finials.

#### GENERAL SCOPE OF GRANT

Re-instatement grants may be offered for:

- The re-instatement to the historic pattern, detail and opening mechanism, 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;
- The re-instatement of applied details and features such as cornices, string courses, window architraves, columns, pilasters, etc. These should be repaired carefully and accurately to the historic form or profile and as nearly as possible to the historic composition. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin-based repairs;
- The repair to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies, cresting and railings, tiling and other historic finishes and architectural sculpture;
- Re-instatement of chimneys, including lining or rebuilding if structurally essential , provided that the chimney is re- instated 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 work;

- The re-instatement of traditional shopfronts, these should take care not to damage or destroy any original features that may remain under later shop frontage additions, in particular the fascia board, cornicing, stall riser, and any original window framing or glazing. All schemes should start with careful dismantling of any existing, inappropriate frontage to allow recording and if relevant, the repair and re-use of the existing original or historic framework. Schemes should not be conjectural, however a modern interpretation of a traditional scheme using appropriate proportions, materials and character relative to the integrity of the building it occupies, will be considered on individual merit. Lighting, signage and security measures appropriate to the Conservation Area may also be eligible for grant if forming part of an overall shopfront improvement scheme.

- Installation of canopies is not eligible (and if non-traditional is unlikely to receive consent) however if the proposal involves the re-instatement of a traditional awning or sun blind - usually a length of canvas attached to a folding metal frame and roller - where evidence still exists of its presence (blind box, or photographic proof) this may be considered if part of an overall shopfront improvement scheme;

- Proposals should never involve the extension of a shop frontage across an independent means of access to upper floors and priority will be given to schemes which seek to re-instate such close or stairwell routes to otherwise inaccessible upper floors above shops.

Reinstatement grants will only be offered where the building fabric as a whole is in sound repair, or will be made so with a concurrent repair grant. Details to be re-instated must be based on sound archival or physical evidence taken from the building itself or similarly detailed neighbours. Conjectural restoration will not be grant eligible and any re-instatement project must not involve the removal of original or later features of interest.

## LEVEL OF GRANT

Grants of up to a maximum of 75% of eligible costs can be offered specifically for assistance in re-instatement of the above listed features.

## GRANT ELIGIBLE CATEGORIES OF WORK

### **BRINGING HISTORIC FLOORSPACE INTO USE**

#### OBJECTIVE

To bring currently vacant or underused floorspace within historic buildings back into use, so as to give the building a new role, maximise its potential within the townscape, enliven the street scene, protect against future lack of maintenance and contribute to the local economy. This may involve a change of use and physical alteration to the character of the internal space to secure e.g. residential accommodation from warehouse floors or commercial, office type uses above shops, bars, etc.

#### GENERAL SCOPE OF GRANT

Grants may be offered for:

- All aspects of the physical work of conversion will be eligible, including necessary alterations both internal and external, which must be sympathetic to the character and interest of the building concerned. To be eligible for grant, vacant historic floorspace must be vacant because of poor condition or because the historic floorspace fails to meet the needs of modern users.

- Any features of interest which survive within the interior, such as fireplaces, decorative plasterwork, panelling, etc. should be retained in all cases where possible and opportunity given for recording/photographing in situ.

Internal decoration will not normally be grant eligible.

In calculating grant on the short fall basis (normally applicable to development projects), furnishings, fittings and services beyond the basic provision of heat, light and power, are also not eligible. Grants to bring floorspace into use must only be offered if the building is in sound repair,

or will be made so through concurrent repair work.

## LEVEL OF GRANT

A development appraisal must be carried out to ascertain the likely increase in property value before and after completion of the project. Any anticipated increase in value together with estimated project costs will be taken into account when calculating the 'conservation deficit' as the basis for grants of up to a maximum of 50% of eligible costs.

The level of grant offered will vary from project to project and will be based on the conservation deficit - a calculation made after all eligible costs have been independently appraised and the District Valuer's advice on the forecast uplift in value in the property after works have been completed.

## GRANT ELIGIBLE CATEGORIES OF WORK

### GENERAL MATTERS

#### PROFESSIONAL FEES

Expenditure on fees for qualified professional advisers is eligible for grant provided that they belong to one of the recognised institutions: normally architects (but not architectural technicians) or chartered surveyors with an appropriate level of specialist experience.

Full professional fees for architectural services 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 supervision and certification of works on site up to completion and not just design. Full professional fees as defined by the Royal Institute of British Architects (RIBA) is the provision of design services from RIBA Stage C (outline design) to L (after practical completion).

#### PLANNING FEES

Spending on fees associated with planning permission, building regulations, and conservation area and listed building consent are eligible for grant, as long as these fees clearly relate to the building and eligible works the grant is being used for.

## ARCHAEOLOGICAL WORKS

Archaeological works alone are not eligible under the scheme.

## VALUE ADDED TAX

Where VAT is 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.

## BUILDING SURVEYS, FEASIBILITY STUDIES, OPTIONS APPRAISALS AND BUSINESS PLANS

Grant is not available under the scheme for stand-alone condition and structural surveys, technical feasibility studies and other similar plans and studies.

## 4. SMALL GRANTS SCHEME

### OBJECTIVE

To allow owners of any of the eligible buildings identified within The Green Townscape Heritage area to participate in the scheme where their property is not included in the list of 17 Main Grant Scheme projects. To provide grants for individual items of mainly small scale external building repair and reinstatement of architectural detail.

### GENERAL SCOPE OF GRANT AND ELIGIBLE WORKS

Repairs should use 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, unless a good case can be made to demonstrate the non-availability/existence of authentic original material or that technological advances have provided a superior alternative as agreed by The Green THI Project Manager and the City Council's Conservation Section, in consultation with Historic Scotland.

In cases where the proposal requires to obtain either Listed Building or Conservation Area consent, close adherence to the conditions of the

consent in terms of materials and execution will be essential and will set the standards against which the THI grant is offered. Failure to adhere to these conditions and standards will render the application ineligible for THI grant payment.

Routine maintenance (clearing gutters, etc), including internal repairs and redecoration is ineligible.

#### REPAIRS AND REINSTATEMENT OF ARCHITECTURAL DETAIL MAY INCLUDE:

- Consolidation or re-inforcement of the existing structure, using the most conservative approach that is practicable, although limited reconstruction as existing is eligible if unavoidable; repairs should be under taken on a like for like basis and with compatible materials;
- Appropriate repairs to internal timber or frames will only be eligible if these form the main structural element of the building or that area being treated. Treatment of non-structural timber elements are unlikely to be eligible. Repairs to roof structure, beams, floor joists and other structural timbers, must be based on a careful and comprehensive survey of the existing structure. In-situ re-inforced resin repairs to structural timbers are not acceptable unless justified on the grounds of avoiding major disturbance of historic fabric of merit.
- Re-roofing in natural materials traditional to the area, normally to match the historic covering, salvaging and re-using sound existing materials where possible, such as slates of matching origin and appropriate to the area; and detail to the area; and lead and copper. Repairs to the roof structure and high level external elements should be under taken concurrently, taking care to protect and re-instate any original features such as stone skewes, eaves, parapets and cornices. Original dormers or roof lights should be repaired on a like for like basis and features such as terracotta ridges and finials or cast/wrought iron brattishing repaired/re-instated as necessary. Re-roofing with artificial or alternative materials, such as concrete tiles, asbestos cement slates, reconstituted slates, etc., is not eligible for grant, nor is the use of roofing felt for flat roofs or lining gutters;

- Repairs to and re-instatement of chimneys, including lining or rebuilding if structurally essential, provided that the chimney is re-instated accurately to the historic height and profile; also replacement of the historic style of chimney pots/cans. The retention and repair of existing stacks or stalks may be a condition of grant offered to other works;
- Repair or renewal of existing leadwork, the provision of weatherings, and the reforming of gutters to adequate falls, normally in accordance with the details and weights recommended by the Lead Sheet Association in 'The Lead Sheet Manual';
- The repair or replacement of rainwater goods, including hopper heads, downpipes and bracket fixings, to match the original material, sections and decorative pattern. Generally this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminum, UPVC or GRP rainwater goods are not eligible for grant;
- The repair of external stonework and brickwork, including decorative elements, to an appropriate specification, and using as near a match in natural stone for the original masonry in terms of colour, texture and porosity. Where stones are not structurally defective there is a presumption that these should be retained rather than replaced, and indenting of new stone kept to a minimum. Coursing and tooled surface finish of new stones should match the original. Plastic, cement or in-situ resin based mortar repairs to stone and brick work are not normally acceptable, and the use of specialist masonry mortars built up on a non-ferrous armature may only be eligible for minor, relatively unobtrusive areas.
- Selective rebuilding of existing stonework and brickwork, if structurally necessary and to an agreed specification. Generally this will be using salvaged existing materials, and/or new matching materials and should be preceded by a record survey of the existing. Only re-pointing which is structurally necessary, kept to the absolute minimum required and carried out to an appropriate and approved specification is eligible. Comprehensive re-pointing for cosmetic reasons is not eligible;
- The repair or re-instatement (or, if unavoidable, replacement) to the historic pattern and detail, and opening mechanism, 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;

- Repairs to external render, 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 re-instatement may be the most appropriate form of repair. If stripped back areas reveal previously obscured evidence of later alterations, carved masonry, masons marks etc. these should be notified to the THI and recorded before re-harling. Also eligible is the repair of applied details and features such as cornices, string courses, window architraves, columns, pilasters, etc. These should be repaired carefully and accurately to the historic form or profile and using the original form of material. Generally GRP or similar replacement mouldings are not acceptable for grant, nor are proprietary in-situ resin-based repairs, although small scale, specialist masonry mortar repairs may be appropriate for areas of minor damage to decorative features;
- The external cleaning of stone and brickwork is only eligible where there is a build up of dirt, paint or built -up resin coatings on the surface where removal is essential to enable accurate assessment of necessary repair, or where the surface build- up is damaging the fabric of the building. Cleaning for cosmetic purposes is not generally eligible. Any cleaning which is agreed to be eligible must be under taken to an approved specification and carried out by specialist conservation contractors;
- The repair or re-instatement to the historic pattern and detail of distinctive architectural features, for example decorative ironwork such as balconies, canopies and railings, tiling and other historic finishes and architectural sculpture which contribute to the character of the building and the conservation area, provided the reinstatement is to the original size, pattern, detail and material.
- The repair and re-instatement of retaining 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.

- The re-instatement of traditional shopfronts, these should take care not to damage or destroy any original features that may remain under later shop frontage additions, in particular the fascia board, cornicing, stall riser, and any original window framing or glazing. All schemes should start with careful dismantling of any existing, inappropriate frontage to allow recording and if relevant, the repair and re-use of the existing original or historic framework. Schemes should not be conjectural, however a modern interpretation of a traditional scheme using appropriate proportions, materials and character relative to the integrity of the building it occupies, will be considered on individual merit . Lighting, signage and security measures appropriate to the Conservation Area may also be eligible for grant if forming part of an overall shopfront improvement scheme.
- Installation of canopies is not eligible (and if non-traditional is unlikely to receive consent) however if the proposal involves the re-instatement of a traditional awning or sun blind - usually a length of canvas attached to a folding metal frame and roller - where evidence still exists of its presence (blind box, or photographic proof) this may be considered if part of an overall shopfront improvement scheme;
- Proposals should never involve the extension of a shop frontage across an independent means of access to upper floors and priority will be given to schemes which seek to re-instate such close or stairwell routes to otherwise inaccessible upper floors above shops.

Reinstatement grants will only be offered where the building fabric as a whole is in sound repair, or will be made so with a concurrent repair grant. Details to be re- instated must be based on sound archival or physical evidence taken from the building itself or similarly detailed neighbours. Conjectural restoration will not be grant eligible and any re-instatement project must not involve the removal of original or later features of interest.

#### LEVEL OF GRANT

The projects envisaged within the Small Grants Scheme are likely to have eligible works of up to £5,000 with a grant rate of 60%.

## 5. FILLING IN THE APPLICATION FORM

Please read through the guidance notes to work out firstly whether the project falls within The Green THI area and then secondly whether it falls within either the Main Grants Scheme or Small Grants Scheme eligible categories. If you need help with this then please do not hesitate to contact the THI office on (01224) 523318 or GrYoung@aberdeencity.gov.uk where we will do our best to help you.

### Main Grants Scheme Application Form

**1. Property:** Name of property relates to a name given to the property or properties involved, for example the name of a shop or larger scale development. If your project does not fall into any of the above then you can leave this section blank. Please put in the postal address of the property and include the postcode so that we can easily identify where it is.

**2. Applicant Details:** This should be the person(s) or body responsible for repairs to the property. If you are part of a larger organisation then please put in the name of the organisation and a relevant contact name. If you are an individual please put your name. Registered address: this relates to the address that we should correspond with if different to the property address. Please provide the telephone number and email address that we should correspond with.

**3. Status of Applicant:** Please put in whether you are householder or individual shop owner making an application or if you are part of a larger organisation, please state the main business of the company. Please state whether you are responsible outright for the cost of repairing and maintaining the property. If not, please supply the name and contact details of who is, or where respective responsibilities lie.

**4. Grant Category:** From reading the Eligible Category notes please indicate which category you think your project falls within.

**5. Is the Building a Listed Property?:** This refers to Historic Scotland's list category. If you do not have this information then

you can contact Aberdeen City Council (as in question 6 below). If the site relates to a variety of properties then please indicate the different categories at the different addresses.

### 6. Have all Statutory Consents Been Complied With?:

Please check with the Aberdeen City Council regarding Planning Permission, Listed Building Consent and Building Warrants: Development Management, Aberdeen City Council, Strategic Leadership, Planning and Infrastructure, 8th Floor St Nicholas House, Broad Street, Aberdeen, AB10 1BW Phone: 01224 523470. Fax: 01224 636181. Email: pi@aberdeencity.gov.uk

You may also need some other consents to carry out certain changes - it may be worth checking your lease regarding this. If you have already lodged or gained permission for the relevant works then please give dates

**7. Description of Proposed Works:** Present/original use: please put in what the property is currently or was most recently used for. If the property is vacant then note that this is the case and if possible what the last use was; if the property has a number of uses please list what they are. Proposed use: if this is the same as the existing use then state so. If a change of use is planned as a result of the project then please put in what the new use will be. Summary and nature of project/repairs: in the last section put in the full proposals for the site even if they do not form part of the works that you are making application to the THI for.

**8. Job Creation:** It may appear difficult to put a precise number on this, but may include an estimate of the number of people employed during the construction and planning process and the number of jobs created or protected after the development is completed (for example if jobs are to be created from a new business that is going to use new office accommodation as a result of the project then indicate how many).

**9. Please Give Names and Addresses of Professional Advisors:** Please put down the names and addresses of all the professional advisors that you are using.

**10. Are You VAT Registered?:** Please put in yes or no. If yes, please put in your VAT registration number.

**11. Financial Details:** Please indicate whether the costs for the project are estimates or the lowest quoted fixed price or tender from contact with at least three builders. Please breakdown and put in costs for construction, professional fees, project management and any other expenditure as separate items. Please put in the VAT amount separately if it applies. It may also be that you do not require to pay full VAT on the works – your quantity surveyor or HM Revenue and Customs (0845 010 9000) should be able to advise.

**12. Income:** This may include other grants or the amount of money that you are proposing to put into the project. If you are awaiting other grants then please put in the date that you expect approvals as the THI can only usually commit grant after other sources of finance are confirmed. Copies of grant offers, bank loans, etc, should be appended to your application.

**13. Shortfall:** Please put in the amount of money that is needed to undertake the project. This may be met solely from the THI grant or a mix of the THI and other sources.

**14. Programme:** Please put in the best estimate of when the works will start and end. Please note that the THI should have all grants substantially committed by April 2012 and all grants spent by April 2014.

**15. Checklist:** You should enclose with your application : 2 copies of plan proposals / specifications of works; quantity surveyor's cost report; current valuation; development appraisal (for applicable development projects, showing what is to be earned through sale of property, etc, although this is likely not to apply to smaller shopfront works or works to a property that you are not looking to sell upon completion). 2 copies of current grant offers (if applicable). 1 set of visuals (minimum of 3 good quality images / prints). 2 copies of at least 3 competitive tenders / estimates.

**16. Declaration:** Please check over the form and checklist for completeness. Please note that if you have any questions regarding the completeness of the form or any questions asked then please contact the THI office.

**17. Signature:** Please ensure that the form is signed as it may, depending on any grant committed, form a legal document.

### Small Grants Scheme Application Form

**1. Property:** Name of property: this relates to a name given to the property involved, for example the name of a shop or where the property is a flat in a block. If your project does not fall into any of the above then you can leave this section blank. Please put in the postal address of the property and include the postcode so that we can easily identify where it is.

**2. Applicant Details:** This should be the person(s) or body responsible for repairs to the property. If you are part of a larger organisation then please put in the name of the organisation and a relevant contact name. If you are an individual please put your name. Registered address: this relates to the address that we should correspond with if different to the property address. Please provide the telephone number and email address that we should correspond with.

**3. Status of Applicant:** Please put in whether you are householder or individual shop owner making an application or if you are part of a larger organisation, please state the main business of the company. Please state whether you are responsible outright for the cost of repairing and maintaining the property. If not, please supply the name and contact details of who is, or where respective responsibilities lie.

**4. Description of Proposed Works:** Please describe as fully as possible the proposed works, indicating whether the project is building repairs or re-instatement of architectural detail (or both). Please refer to the notes describing the type and nature of work that is eligible for grant.

**5. Is the Building a Listed Property?:** This refers to Historic Scotland's list category. If you do not have this information then you can contact Aberdeen City Council (as in question 6 below). If the site relates to a variety of properties then please indicate the different categories at the different addresses.

**6. Have all Statutory Consents Been Complied With?:**

Please check with the Aberdeen City Council regarding Planning Permission, Listed Building Consent and Building Warrants: Development Management, Aberdeen City Council, Strategic Leadership, Planning and Infrastructure, 8th Floor St Nicholas House, Broad Street, Aberdeen , AB10 1BW Phone: 01224 523470. Fax: 01224 636181. Email: pi@aberdeencity.gov.uk

You may also need some other consents to carry out certain changes - it may be worth checking your lease regarding this. If you have already lodged or gained permission for the relevant works then please give dates.

**7. Are You VAT Registered?:** Please put in yes or no. If yes, please put in your VAT registration number.

**8. Financial Details:** Please indicate whether the costs for the project are estimates or the lowest quoted fixed price or tender from contract with at least three builders. Please put in the VAT amount separately if it applies. It may also be that you do not require to pay full VAT on the works - HM Revenue and Customs (0845 010 9000) should be able to advise.

**9. Other Funding:** This may include other grants or the amount of money that you are proposing to put into the project. If you are awaiting other grants then please put in the date that you expect approvals as the THI can only usually commit grant after other sources of finance are confirmed. Copies of grant offers, bank loans, etc, should be appended to your application.

**10. Programme:** Please put in the best estimate of when the works will start and end.

**11. Checklist:** You should enclose with your application : 2 copies of plan proposals / specifications of works; 2 copies of current grant offers (if applicable); 1 set of visuals (minimum of 3 good quality images / prints); 2 copies of 3 competitive tenders / estimates.

**12. Declaration:** Please check over the form and checklist for completeness. Please note that if you have any questions regarding the completeness of the form or any questions asked then please contact the THI office.

**13. Signature:** Please ensure that the form is signed as it may, depending on any grant committed, form a legal document.

## ADVICE

To discuss grant support and eligibility under the Grant Schemes, please contact:

Graham Young  
Project Manager  
The Green THI  
9th Floor St Nicholas House  
Broad Street  
Aberdeen  
AB10 1BW

Telephone: 01224 523318  
E-mail: [GrYoung@aberdeencity.gov.uk](mailto:GrYoung@aberdeencity.gov.uk)

To obtain technical advice on building conservation and design approaches:

The Conservation Section of Aberdeen City Council has produced a number of advisory guidance notes as supplementary guidance that can be referred to as a framework for design standards. Those of particular relevance to The Green THI area are:

- Replacement Windows and Doors Guide
- Dormer Windows and Roof Extensions Design Guide
- Sash and Case Windows Guide
- Lime Harling Guide
- Masonry Guide
- Shopfront and Advertisements Guide
- Stone Cleaning

Copies of the above can be downloaded from:

[www.aberdeencity.gov.uk/greenthi](http://www.aberdeencity.gov.uk/greenthi)

If you own a historic property outside The Green THI area and you are looking to undertake building repairs or restore architectural detail you may be eligible for grant assistance from Aberdeen City Heritage Trust.

For further information contact the Trust at:

Aberdeen City Heritage Trust  
PO Box 10450  
Aberdeen

Telephone: 01224 522755  
Fax: 01224 626181  
Email: [info@aberdeenheritage.org.uk](mailto:info@aberdeenheritage.org.uk)

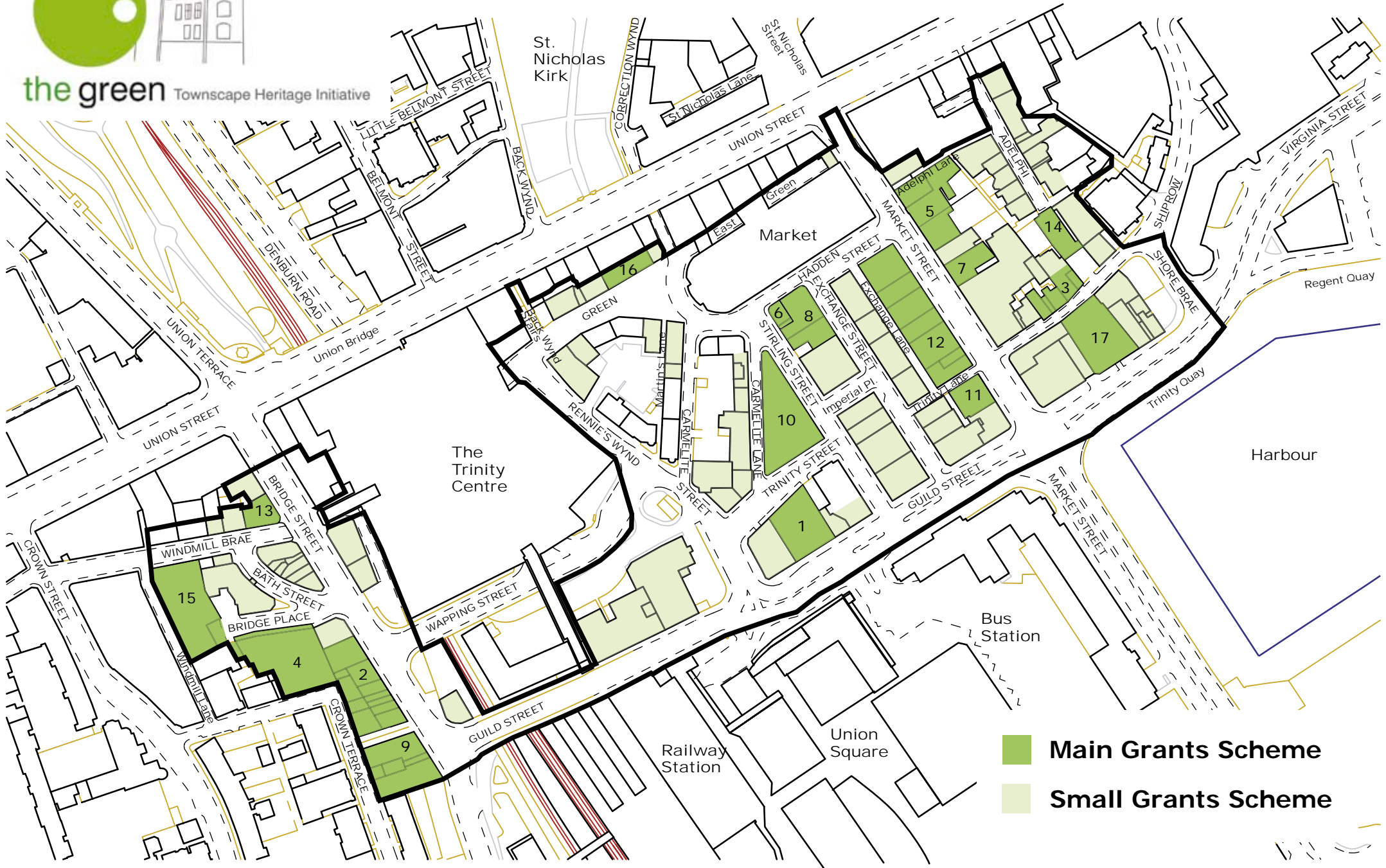
Web: [www.aberdeenheritage.org.uk](http://www.aberdeenheritage.org.uk)

Historic Scotland provides a range of technical advice and information on the care and maintenance of historic properties, including a number of free downloadable publications. For further information please contact:

Historic Scotland  
Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH

Telephone: 0131 668 8600  
Web: [www.historic-scotland.gov.uk](http://www.historic-scotland.gov.uk)

# Buildings eligible for grants



- Main Grants Scheme**
- Small Grants Scheme**

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