

## Guidance for applicants of Historic Building Grants

Under Section 57 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Council has a discretionary power to make grants towards the cost of conservation works to local historic buildings and structures in its area. The annual budget is limited, and grants are awarded from April each year, until the funds are exhausted. Grants are calculated on a sliding scale applied to the total cost of eligible works, excluding VAT:

- 30% of first £1000
- 20% of second £1000
- 10% of remaining costs, up to a maximum grant of £1000

1) Grants may be offered towards the cost of:

- a) Essential repairs to:
  - i) The structure of an historic building (either masonry or timber framed);
  - ii) The cladding (tiles, slates, thatch, rendering, boarding, brickwork and pointing);
  - iii) Historic features other than those covered above (e.g. chimneys, wall painting, decorative details).
- b) Enhancement works to a building, in some cases, but see 5 below.
- c) Professional fees, in appropriate cases, in connection with the above.

NB: Routine maintenance does not constitute eligible works.

2) Local Authority funds for Section 57 grants are very limited and consideration of an application does not imply that a contribution will be made. Each application will be considered on its merits. The District Council will normally give preference to buildings of little or no economic use, for instance, boundary walls, redundant agricultural buildings and churches. Repair of architectural details (see 1(a) above) will also be given preference. Grants, when offered, will be calculated on a sliding scale applied to the total cost of eligible works, excluding VAT, as set out above. Applications for grant aid towards work which already been carried out will not be considered.

3) Eligible and non-eligible work may be undertaken in the same programme, but costs must be separately identified. Separate consents under Planning and/or Building Regulations must be obtained where necessary. Listed Building Consent is necessary where works involve an alteration to the character of the listed building- either internally or externally.

4) The application form, together with any other relevant supporting information should be sent to:

Listed Buildings and Conservation,  
Epping Forest District Council,  
Civic Offices,  
High Street,  
Epping,  
Essex  
CM16 4BZ  
FAO: Sarah Cheng

5) An application should be made and supported by the following documentation: -

- a) Specification of works.
- b) Condition survey of the property
- c) Three quotations for work to be carried out if possible.

6) EFDC would carry out a site visit and inspection. A final decision will be made based on our criteria (see point 1 and 2 above) on whether a grant should be made and how much that grant would be. This is be subject to money being available in the budget.

7) We will notify the applicant of our decision.

- 8) Should we award a grant, we would expect the work to be carried out by contractors competent to carry out work on heritage properties. We would inspect the work during the process and after. Payment of the grant would be on satisfactory completion of the work.
- 9) Grant payment may be withheld in all or in part and the grant offer nullified if any of these conditions are not complied with in full.
- 10) Local Authorities have a discretionary power under the above-mentioned Act (Section 58) to recover the grant, either in full or in part, if a building is sold within three years of the date on which the grant is made, i.e. paid.
- 11) Payment of a grant will not normally be made until the Authorities' representatives are sure that the work has been satisfactory completed and receipt of appropriate paid invoices from the contractor has been submitted.