

Heritage Action Zone Conservation Grant Scheme – Toolkit for Applicants



This toolkit has been prepared to aid applicants and property owners to outline the process of the Conservation Grant Scheme administered through the North Lowestoft Heritage Action Zone and London Road, Lowestoft High Street Heritage Action Zone.

The Heritage Action Zone is a partnership project between East Suffolk Council, Historic England, Lowestoft Town Council and Lowestoft Building Preservation Trust, funded by East Suffolk Council and Historic England.

There are several objectives of the Heritage Action Zone scheme, however one of the ways the HAZ will bring forward heritage led regeneration is through the provision of funding to secure the repair and reinstatement of architectural features of key buildings within the Heritage Action Zone.

The aim of the Conservation Grant Scheme is to repair and refurbish historic buildings along the high street, some of which are suffering from physical degradation, vacancy, neglect and inappropriate/unauthorised use.

The scheme will fund repairs to the structure and external fabric of buildings contributing to the historic interest of the area and the reinstatement of architectural features that have been lost from historic buildings.

This document is intended for applicants of the Shopfront Grant Scheme to outline the process of the programme and guide applicants through the process.

1. Contact the Economic Regeneration Team to discuss whether your building and proposal would be eligible for funding. Officers may need to carry out a site visit to your property to assess the preliminary proposal and offer advice.
2. If eligible, you will be invited to draw up your proposals and submit an application for funding. Your application should include a completed application form and include 3 quotations for the proposed work, as well as any relevant photographs and plans and schedule of works of the proposed scheme.
3. The Funding team will consider your application within one month of receipt and will write to you to confirm whether your application has been approved or refused.
4. The grant scheme is not open ended and funds allocated to the grant scheme year to year. There is therefore no guarantee than an application will be awarded with the offer of a grant.
5. If approved, you will be sent a grant offer letter outlining the terms of the grant offer which you will need to sign and return to the Council within one month. If the offer is not accepted in writing within one month then the offer may be withdrawn.

6. If [planning permission](#), [listed building consent](#) or [building regulations](#) are required for the proposed works, the applicant will be required to secure the relevant consent(s) and discharge any conditions as may be necessary prior to the commencement of works. You will be advised in the early stages of the grant application process whether planning, listed building or building regulations consents will apply to your proposals. The Council reserves the right to withdraw a grant offer if works are carried out without the relevant consents and will not fund unauthorised or retrospective works.
7. Once all consents are obtained, works can commence on site – this should be within 3 months of accepting the grant offer. Where possible, notice should be given to the Council when works are due to commence.
8. The applicant is responsible for overseeing works to their property (or instructing a qualified professional to oversee the work if necessary). Works should be carried out in accordance with the agreed specification and schedule of works submitted to and agreed by the Council. The applicant is responsible for ensuring the competence of the tradesperson(s) contracted to carry out the agreed works. Once underway, Council Officers may inspect the work and arrange for publicity of the works to promote the work of the Heritage Action Zone.
9. Once works are complete, they will be inspected by Council Officers and either signed off or make recommendations for final completion.
10. The applicant should then provide the Council with the invoice to enable the Council to arrange payment.
 - a. Payment is made in arrears so the grant will be paid to the applicant, and not paid directly to the contractor carrying out the works.
 - b. The Council is not obliged to increase the grant offer, should the cost of works increase whilst being undertaken. Conversely, a proportionate reduction may be made to the grant, should the cost of works when complete cost less than originally quoted.
 - c. The grant will be paid by East Suffolk Council upon satisfactory completion of the work using the materials and methods specified. The applicant should submit a paid invoice accompanied by a covering letter which includes a breakdown of costs against the agreed schedule of works.
 - d. The Council reserves the right to refuse payment of the grant if, in the opinion of Officers inspecting the work, that the work has not been completed to the agreed schedule.

Useful links

East Suffolk Council 'Making a Planning Application':

www.eastsuffolk.gov.uk/planning/planning-applications/making-a-planning-application

East Suffolk Council 'Make a Building Regulations Application':

www.eastsuffolk.gov.uk/planning/building-control/make-a-building-regulations-application

East Suffolk Council 'London Road, Lowestoft High Street Heritage Action Zone':

www.eastsuffolk.gov.uk/business/regeneration-projects/london-road-lowestoft-high-street

East Suffolk Council 'North Lowestoft Heritage Action Zone':
www.eastsuffolk.gov.uk/business/regeneration-projects/haz

Historic England 'Heritage Action Zones':
www.historicengland.org.uk/services-skills/heritage-action-zones/regenerating-historic-high-streets