

London Road, Lowestoft High Street Heritage Action Zone Conservation Grant Application Form and Guidance

Funded Jointly by Historic England and East Suffolk Council



 HM Government

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 Historic England

IN PARTNERSHIP WITH  EASTSUFFOLK COUNCIL

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IMPORTANT NOTES: PLEASE READ CAREFULLY BEFORE FILLING IN THE FORM

Before making an application please contact the **London Road, Lowestoft, High Street HAZ Project Officer**: Rebecca Styles – Rebecca.Styles@eastsoffolk.gov.uk

- If the property is eligible, we will arrange a visit and give an initial assessment.
- Three quotations (or tenders - for works totalling £10,000 or over – depending on scale of work) will be required and be carried out according to Historic England specification (see specification guidance document). The application should be accompanied by a specification of the works and drawings (where applicable). Copies of quotations/tenders and drawings must be supplied with the application. Grants will be based on the eligible works detailed in the chosen priced specification. Suitable photographs of the building(s) are also required before the works begin and after the work has been completed.
- The applicant will need to ensure they have sufficient insurance cover for the works to be carried out and the contractor will also require adequate insurance cover. Copies of insurance documents will be required.
- Any planning permission, listed building consent or building regulations approval will need to be obtained before your application form is processed; any costs associated to this are NOT to be included within the grant application.
- Once the application form and quotation has been approved in writing and your official acceptance given, work can be carried out. Work may NOT be started until written approval is given, or you will not be eligible for a grant.
- For works totalling £20,000 or more, the project will be referred to Historic England and an accredited conservation architect will be required to work on the project. East Suffolk Council can organise and contract an architect on behalf of the applicant. The cost of the architect can be included within the grant and therefore will cover 65% or 80% of the costs, depending on grant rate. The architect will analyse the site, plan and specify the work, inspect and certify the work while it is in progress and after it is completed.
- If a grant is offered, it will include a condition that, if the building is sold **within three years**, the grant may be recovered.

1. Guide to Eligible Works

It is expected that any work funded through the High Streets Heritage Action Zones 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.

Where historic and traditional architectural features and details exist, it is expected that these should be retained (and repaired if necessary) rather than replaced.

Owners may 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.

Funding is available for conservation-led repairs and improvements including:

Temporary building works	<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>Written approval from Historic England is required before a grant offer for temporary works over £5,000 can be made.</p>
Roofs	<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>
Leadwork	<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>
Permanent access to carry out maintenance	<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>
Rainwater disposal	<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>
Walls	Necessary repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.
Windows and doors	Repairing or reinstating elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.
External features	<p>Repairing or reinstating, 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.</p> <p>Removal of non-historical features the absence of which will enhance the overall character and appearance of the building.</p>
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 replastering 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 or where new work (such as joinery) requires a painted finish.

Cleaning	<p>Grants will 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, if chemicals in the surface build-up are damaging the fabric, or if a surface covering (such as paint) needs to be removed from masonry for technical reasons.</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	<p>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>The reinstatement of architectural features 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 (by exception) to a design that is appropriate to the period and location and supported by evidence, 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>
Conversions of buildings	<p>Historic England’s agreement is required before conversion works can be funded through this Programme.</p> <p>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</p>

	<p>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.</p>
<p>Work to the public realm</p>	<p>Historic England's agreement is required before public realm works can be funded through this Programme.</p> <p>Public realm enhancement proposals for the high street, however, including highway management schemes, should be included in the Programme at the start of the scheme, whether or not funding is being sought from the High Streets Heritage Action Zones Programme.</p> <p>In this category, priority should be given first to the repair of historic surfaces and features. Next in priority are schemes involving the reinstatement of the surfaces of a street or space in matching materials. Only in exceptional cases will funding be offered towards new works of resurfacing streets or spaces in appropriate materials, and then only for works that respect the configuration of existing streets and pavements.</p> <p>Other environmental improvements, which might qualify for a grant, include the installation of appropriate street lighting and street furniture, where it has to be specifically made for the street; permanent landscaping; and the costs of removal of unsightly clutter on buildings and other eyesores which are detrimental to the appearance of the high street.</p> <p>Works solely to comply with the Disability Discrimination Act do not qualify. Nevertheless, all major environmental enhancement projects need to take account of the Act. Within each project, there should be provision to make streets and spaces fully accessible.</p>

Works which are not eligible for funding through the High Street Heritage Action Zone:

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 <p>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</p>
Building services	<p>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.</p>
Substitute materials	<p>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>There is a strong presumption against wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving neither confidently interpretable traces nor record photographs or drawings. Exceptionally, cases may arise where the reinstatement of, for instance, a shop front is highly desirable, but where evidence does not exist. In such cases grant-aid may be given towards a convincing, well-informed design that is appropriate to its context.</p>
Maintenance and minor repairs	<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>
Internal works	<p>Unless they are directly related to external repairs or are essential to the preservation of the building.</p>
Retrospective works	<p>Grants will not be awarded to projects that have already commenced without prior consent and before a written offer of grant has been made by East Suffolk Council and accepted by the individual building owner.</p>

Grants will not be offered for routine maintenance, redecoration, internal repairs or works that involve the reversal of alterations that are themselves of quality and interest.

2. Who is Eligible?

In order for an applicant to be eligible for grant funding they need to be the person (or the authorised representative of the organisation) that has legal responsibility for the repair of the building – otherwise they don't have authority to accept the funding for the works. This could be the owner or a tenant who has a repairing lease that covers the period until at least March 2024.

A tenant without a repairing lease would not be able to receive grant funding, although the owner and a tenant could apply jointly if the tenant does not have legal responsibility, in which case the tenant could be the contact with East Suffolk Council and could receive the funding.

Whoever receives the funding from East Suffolk Council would be responsible for paying the contractor. This should be noted on the application form.

3. Assessment Criteria

Grant Applications will be considered on the following criteria:

Architectural quality or historical importance of the building	Priority would be given where project proposals aim to restore and/or repair the special qualities of a historic building, particularly those that are commercial properties on the main thoroughfares of London Road South and London Road North. Modern buildings will not be eligible. Many of the shops in the scheme area are suffering from poor quality modern frontages and signage. Proposals to replace these with a reinstated traditional shop front will be encouraged where appropriate. Where architectural features are to be reinstated, historic photographs and research (HE Research Report and other sources where necessary) will be used to ensure authentic reproduction.
Buildings at Risk and Priority Buildings	Strong consideration will be given to those historic properties which are physically decaying, appear neglected or face potential demolition or harmful alteration, including those on the HSHAZ Priority Building list.
Existing or proposed use for the property	Grant monies will not be offered for commercial properties with a proposed use which would be harmful to the existing local economy or would harm the vitality or vibrancy of the street scene. This policy will apply even if the existing commercial unit is currently vacant.
Job creation	Where the grant will help create or bolster a business located at the property which would result in the creation of new local employment opportunities.

Willingness of property owner	Grant offers will only be made if it is felt that the property owners are keen to contribute their partnership funding to the project and wish to commence the grant aided works quickly.
Cluster projects	Where adjoining property owners wish to work in partnership, priority funding will be given to a group of 2, 3 or 4 properties in a terrace which will bring simultaneous and cohesive visual improvements to the historic streetscape.
Residential units	Grant aid would be considered where this would act as leverage to encourage or intensify residential uses above shops.

Grants are offered at the discretion of Officers at East Suffolk Council, and where appropriate, Historic England. Applications will be considered against the abovementioned assessment criteria, and also have regard for previous grants offered and remaining funds available. The amount of funding available is finite and therefore there may be circumstances where a grant is considered acceptable, however at a higher or lower rate of intervention than originally applied for. East Suffolk Council is under no obligation to award funding for any applications submitted.

4. Grant Rates

For reinstatement of lost architectural features (for example a shop front) the grant rate is 80% of the total cost of eligible works. For repairs the grant rate is 65% of the total cost of eligible works. Conversion of vacant units to an economically viable use (up to first fix) will be eligible at a 50% intervention rate.

The minimum application for a grant is £500 and grants can be offered up to a maximum of £50,000. The maximum £50,000 grants will only be considered in exceptional circumstances.

5. Provisional Timescales

Grants will not be offered for work that has already begun and cannot be awarded for works that do not have the relevant planning permission, listed building consent or buildings regulation approvals. It is vital that applicants plan ahead when completing application forms by submitting supporting documents and obtaining any necessary consent.

The grant scheme is an open three-year grant programme available from April 2021 until March 2024. Once all permissions have been obtained, the application form received and quotations have been approved by an Officer Panel, East Suffolk Council's Funding Team turnaround for final approval, as a norm, will take 7 working days.

6. Information requirements

An East Suffolk Council Officer will advise you on eligible works and the application process. All proposed works must respect the character and integrity of the building, and of the conservation area it lies within.

- You must be able to demonstrate your interest in the property, provide proof of ownership and/or possession of the property and identify any encumbrances.
- Any outstanding issues of planning enforcement or unauthorised work to the property need to be resolved in writing to the satisfaction of the Council.
- Notify us if you have applied or received offers for any other grants.

You will be asked to provide full details of the proposed works including;

- A full specification of works
- Where necessary, drawings: relevant annotated plans, elevation and cross-sectional drawings, floor and block plans
- Photographs of relevant elevations and details, including historic images where possible.
- Quotations (<£10k) /Tenders (>£10k) with costings against a common schedule of works.

7. Tendering and Professional Adviser Costs

As the grant scheme is financed with public money, East Suffolk Council requires that a competitive process is followed for architects, consultants and contractors. This will involve the applicant engaging appropriate professional advice at the outset, where necessary. If the grant application is approved and the project goes ahead, these initial project costs can be part of the amount claimed under the grant.

Professionals should have relevant specialist conservation knowledge, ability or experience and should be a conservation-accredited architect (RIBA conservation architect) or a RICS conservation-accredited building surveyor.

Fees must demonstrate value for money.

Contractors must be able to achieve the standards required and with demonstrable experience of working on conservation projects. The grant offer will be based on the most competitive tender. If you want to accept a tender, other than the lowest, you must submit reasons why, within your application. If the Grant Administrators do not agree, any grant awarded will be reduced by a percentage, which reflects the difference between the lowest acceptable tender and the one you accept.

Planning permissions, Listed Building Consents and Building Regulations costs are **NOT** eligible costs and cannot be covered by the grant.

8. Grant Panel

A Panel will meet to go through the application and approve the chosen quotation/tender. The Panel will comprise of East Suffolk Council Officers and where appropriate, staff from Historic England.

If the project is approved, East Suffolk Councils Funding Team will process the paperwork and send out a Grant Offer Letter and Grant Agreement. You will need to accept the offer within one month. You will be required to agree to terms and conditions detailed within the Grant Agreement. An offer of a grant and the formal acceptance of that offer constitute a legal contract between you and East Suffolk Council.

9. Grant Agreement

If you are offered funding and you sign a Grant Agreement, the grant work must commence within three months and be completed within one year of signing the Grant Agreement, unless otherwise agreed.

10. Grant Payments

Pre-contract costs - Before the grant is approved and the grant agreement is signed, all initial project costs are at the grant applicant's own risk. Project costs eligible for grant funding such as architect fees can be part of the grant request, however, if the project does not proceed, a grant will not be given to cover any of these costs incurred.

The grant is claimed on receipt of an invoice and following a final sign off visit. If there is an overspend on the grant-aided work the grant will not be increased. If the total cost of grant-aided works is less than indicated in your application, the amount of grant funding will be reduced in line with your approved grant rate. The grant payment will be withheld until the Council is satisfied that all works have been completed to the required standard.

11. Starting the Work

Once the Grant Offer Letter and Agreement has been signed, work must commence within 3 months unless otherwise agreed. Work must not start until written approval is given. The project will be periodically monitored to ensure work is progressing satisfactorily and that the Grant Agreement is being adhered to.

12. Publicity

Historic England and East Suffolk Council reserve the right to display hoardings during the building work and use photographs and details of your project in promotional literature and use on the Lowestoft HAZ social media accounts.

13. Completion

Following completion of the project, the High Street Heritage Action Zone Project Officer, East Suffolk Council's Design and Conservation Officer (and where appropriate, members of staff from Historic England) will visit the site to assess the completed works and ensure compliance with all terms and conditions. Following this visit, you will be asked to submit original copies of invoices and copies of certificates for the works undertaken for which you are claiming grant funding.

A grant will not be paid for work that does not meet generally accepted standards of quality and accuracy in materials and/or workmanship. Work should be completed by the approved contractor and sub-contractors as per the approved schedule of works, plans and drawings.

London Road, Lowestoft High Street Heritage Action Zone Conservation Grant Application Form

1. PROPERTY FOR WHICH GRANT IS SOUGHT

1.1 Name of property for which grant is sought:

1.2. Full address of property (including postcode):

1.3. Is this application subject to a Historic England referral (Y/N) If Yes, please provide details below:

2. APPLICANT DETAILS

2.1. Name of applicant, i.e. person(s) or body with legal responsibility for repairs and contact details:

Please attach proof of Ownership (e.g. copy of Deeds, Mortgage Information, Land Registry confirmation etc)

You must give the details of all owners if the property or any part of it is jointly owned by one other individual or organisation.

Name of person(s):

Address (including postcode):

Daytime tel no:

Email address:

2.2. Nature of interest (i.e. freehold, leasehold etc.)

(Leasehold is permitted where lease will run to at least 2024+ in length, therefore if leasehold interest, please also include in what year the lease will expire)

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3. NAME OF PERSON TO ACT AS THE POINT OF LIAISON WITH THE COUNCIL

If the same as 2.1 above, please put a line through this question.

Name of person(s):
Address (including postcode):
Daytime tel no:
Email address:

4. TYPE OF PROJECT FOR WHICH GRANT IS SOUGHT

4.1 Summary and nature of repairs/project

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4.2 What is (a) the present use of the building and (b) the proposed use after repair?

(a) Present use of the building:
(b) Proposed use after repair:

5. FUNDING

5.1 Is VAT likely to be recoverable or zero-rated on any part of the project? YES/NO

If yes, please give details:

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If VAT is not recoverable, please show costs inclusive of VAT. If VAT IS recoverable, show costs below, less VAT.

Please note, fees such as planning permission, building consents, etc are not eligible.

A	Total estimated project costs	
B	Estimated Grant eligible costs (65% repairs, 80% reinstatement, 50% conversions)	
If using our Architect		
C	Total Architect fees (if applicable)	
D	Total eligible architect fees (65% or 80%)	
E	Architect fee owed by applicant (35% or 20%)	
	Total Grant Cost (Column B less column E)	

If using your own Architect

A	Total estimated project costs	
B	Estimated Grant eligible costs	
C	Total Architect fees (if applicable)	
D	Total eligible owed by Council to applicant architect fees (65% or 80%)	
E	Architect fee paid by applicant (35% or 20%)	
	Total Grant Cost (Column B plus Column D)	

6. OTHER FUNDING

6.1 Have you applied to any other sources for a grant or loan towards this project? YES/NO

If yes, please give details of these other sources, amount and type (e.g. grant or loan) of funding you have applied for and at what stage is funding at (approved/rejected)

Source	Type of funding (grant/loan)	Amount
		£

7.0 PRIVACY STATEMENT AND DECLARATION

I am authorised and eligible to sign and submit this application and declare the information included in this application is true and accurate.

By signing below, the information you have supplied is being collected to allow us to process your application. By completing this form, you consent to East Suffolk Council using your information in this way.

I understand that in the assessment of this application, the Council may share information contained within it, with other core funders for funding programmes we have applied to, relevant Council directorates and committees.

If you do not provide your consent, we will not be able to process your application. Your information will not be used for any other purpose unless we obtain your consent.

Your information will be retained for 4 years. You can request that your information is deleted at any time.

Data will be processed and held securely and in accordance with the General Data Protection Regulation (and any updates).

Further information about data protection can be found on the East Suffolk website: <https://www.eastsuffolk.gov.uk/assets/Your-Council/Access-to-Information/Privacy-Notices/Economic-Development-and-Regeneration-Privacy-Notice.pdf>

To comply with General Data Protection Regulations 2018 and Data Protection Act 2018, I confirm that I have given my consent for my personal data to be used with the privacy notice above.

Full Name:	
Signature:	
Date:	

8.0 CHECKLIST:

Please ensure you have:

- Fully completed and signed the application form
- Provided proof of ownership of the property
- Attached quotations/tenders
- Copies of insurance documents
- Attached Schedule of Works/Drawings (where required)
- Schedule of works

9.0 FURTHER CONTACT DETAILS:

High Street HAZ Project Officer: Rebecca Styles

Rebecca.Styles@eastsuffolk.gov.uk