

ELGIN CONSERVATION AREA REGENERATION SCHEME PRIORITY BUILDING PROJECT

APPLICATION FORM GUIDANCE NOTES



Please submit applications well before any work is due to start as grants will not be considered retrospectively. Work must not start before the grant application has been made and a decision issued. Grants will be offered at a maximum rate of 50% towards the cost of eligible work, therefore part funding by building owners is required.

Note 1

For all projects grant will only be available towards professional fees if a competent professional adviser with relevant specialist conservation knowledge, ability or experience is engaged. Projects receiving grant of £25,000+ must engage a suitable professional accredited in building conservation. A Suitably Qualified Professional Adviser is defined by Historic Environment Scotland as:

“A suitably **accredited professional** in building conservation appointed by the Grantee to manage and oversee the carrying out of the Works”

Applicants should consult the appropriate professional body for information on accredited professionals before choosing an adviser. Details of suitably qualified architects experienced in the repair of historic buildings, can be obtained from the Royal Incorporation of Architects in Scotland (RIAS) Tel: 0131 229 7545. <http://www.rias.org.uk/directory/conservation/> Details of suitably qualified chartered building surveyors experienced in the repair of historic buildings can be obtained from the Royal Institution of Chartered Surveyors in Scotland (RICS) Tel: 0131 225 7078. www.rics.org. In certain circumstances other suitably qualified professionals may be acceptable for specialised schemes requiring their particular expertise, for example engineers or archaeologists.

A professional advisor will analyse your property, plan and specify the work, and inspect and certify the work while it is in progress and after it is completed. Your professional adviser should provide a service appropriate to the nature and scale of your project. The service should include, where applicable:

- preparing a thorough survey of the structure and its condition, including survey drawings and plans;
- research, analysis and archaeological investigation of the fabric;
- preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric;
- giving you 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; and
- Maintain full contact with us on the technical details of both the application and the work for which a grant has been awarded.

The normal standard grant eligible percentage for fee costs is 16% of Eligible Works costs. The Grantee may in exceptional circumstances vary this depending on the number of professionals in the team; however it shall not exceed 20%.

Applicants should make sure that when you appoint your professional adviser you include all the requirements set out above.

Note 2

It is important that the property is free from restrictions that may affect the proposed scheme. This might include the requirement to seek approval from the building owner, or use restrictions imposed by the owner or Planning or other statutory requirements. Please ensure that no such restrictions apply, or that such restrictions will not affect your eligibility for the scheme.

For applicants who do not own the building please give details of the interest in the property, the nature of the lease, its term and your responsibilities under the lease. It will also be a requirement of grant that the building owner signs the application form to indicate consent for the grant application. If you are acting on behalf of an organisation you should advise the Moray Council of the nature of your interest in the property.

Note 3

Where you are applying on behalf of an organisation or commercial interest then you must give evidence that you are able to act on behalf of the organisation and can enter into the legal agreement with the Moray Council regarding the grant. You must show that the scheme is within the remit of the organisation and has been properly agreed and complies with that organisation's terms and constitution. This might include, for example, the ability to repay the grant if conditions were not complied with.

Note 4

Please outline of the type of property concerned, e.g. house, shop, flats, offices etc., and a brief description of the building construction and any special features. Please indicate the main issues that you are trying to address, and the elements of the work for which you are seeking grant aid. You should also outline the nature of the development if applicable, for example, whether or not the scheme includes a major redevelopment, refurbishment or repair and how these improvements will benefit the building. Include the full proposals for the site even if they do not form part of the works that you are applying for grant.

Note 5

Include what the property is currently or most recently used for. If the property is vacant then note that this is the case and, if possible, enter what the last use was and what the intended use will be. In addition to the uses please indicate any increase in value that might result from any prospective new uses.

Note 6

This refers to Historic Scotland's list category. If you do not have this information, then please contact the Elgin CARS Officer for further advice.

Note 7

Statutory Consents - Planning Permission, Building Warrant, Listed Building Consent and other consents may be needed for alterations or change of use of property. In addition, a permit from Council may be required if any works encroach onto a road or footpath (eg. scaffolding). You must obtain consents, if required, and must meet any other legislative requirements. Grants will only be finalised after these matters have been resolved. Please contact **Craig Wilson**, the Planning Officer within the Moray Council who deals with listed buildings and conservation areas to determine what consents may be required before you apply for a grant. Contact details:

Craig Wilson, Development Control, Environmental Services, Council Office, High Street, Elgin, IV30 1BX
Tel: 01343 563565, Email: craig.wilson@moray.gov.uk

Statutory Consent Fees may be eligible for funding. These may include Planning Permission, Building Warrant and associated consent fees and must clearly relate to the project and conservation works the subject of the grant.

Note 8

Detailed drawings/photographs – Detailed drawings must be submitted of any architectural features or joinery being replaced or renewed. You can also support your application with appropriate photographs if this helps to clarify the extent or nature of work.

Three Quotes - Please speak to the CARS Officer if you have problems obtaining three quotations.

Please provide three detailed quotations for the proposed work from appropriate contractors. The three quotations must cover identical areas of work. These should be fully detailed and itemised. A full specification of the work will also be required if this does not form part of the quotation.

Quotes must be presented on company headed paper and include full details of the company, business address, VAT Registration and business telephone number. Supporting information regarding the scope of work usually undertaken by the company/sole trader, their skills base and expertise must also be included.

Please ensure that the builder/contractor is fully aware of the specialised requirements of the grants scheme and of any conditions attached to your offer. Grants will not be paid if the work does not meet the required standard or agreed detailing or if any conditions have not been complied with.

Application Assessment

All applications will be assessed by the Elgin CARS Management Group and all grants are at the discretion of the Elgin CARS Management Group.

The Management Group will consider applications, having regard to:

- The Elgin High Street Conservation Area Appraisal and management recommendations;
- Advice from Historic Scotland;
- The anticipated impact on the character of the conservation area from an award;
- Willingness demonstrated by the applicant to part-fund and implement appropriate works benefiting the historic built environment.

Should an applicant wish to appeal against the Management Group decision, they must re-submit their application along with additional supporting information, within two months of receiving the decision. Should the matter still be unresolved, the Elgin CARS Management Group will refer the application to Historic Environment Scotland.

Projects that are awarded a grant should be **completed within six months** of the assistance being confirmed. Thereafter they will be subject to review and grant may be reallocated after giving due notice.

Please post the signed and completed application form to: Ellen Cox, Elgin CARS Officer, Council Office, High Street, Elgin, IV30 1BX. Tel: 01343 563656, Email: ellen.cox@moray.gov.uk

