

ELGIN CONSERVATION AREA REGENERATION SCHEME

TECHNICAL GUIDANCE NOTES



Elgin CARS provides financial assistance towards the cost of exterior repair work to buildings within the High Street Conservation Area. Grants will be offered at a rate of 60% towards eligible costs, therefore part funding by building owners is required.

Repairs should use appropriate techniques, methods of construction and high quality materials proven by tradition. This will normally be the same materials as were used in the original construction. Substitute or artificial materials are ineligible and their use is discouraged on grant-aided projects.

The Elgin CARS Officer should be consulted on detailed points of the proposed repair techniques and use of materials on the project.

Grant-eligible items:

Eligible works include, but are not limited to...

- Traditional shopfront repairs and improvements
- Sash and case windows
- Cast iron rainwater goods
- Stonework repairs, repointing and traditional renders
- Doors & external joinery
- Re-roofing in traditional materials
- Repair or renewal of lead work
- Chimney repairs

CARS funding can also contribute towards other relevant project costs including Statutory Consent fees, professional advisor fees, initial surveys & investigations, temporary protection measures and costs of necessary studies (eg. asbestos or wildlife surveys).

All work must be carried out with respect for the character and structure of the building and of the Conservation Area in which it lies, in line with planning guidance and Historic Environment Scotland (HES) policies and advice.

Only contractors who have demonstrated project experience with historical buildings that were able to achieve the standards of quality required will be considered.

Non-grant eligible items:

There are certain types of work that will not be eligible for grants through Elgin CARS. These include:

- **Alterations and improvements:** This includes all new work, modern improvements, additions or extensions, or use of modern materials (eg. UPVC).
- **Maintenance and minor repairs:** This is work that we would expect you to carry out on a regular basis to keep your building from deteriorating.
- **Reinstatement and reconstruction:** In general we do not give grants for the complete reinstatement of lost or destroyed elements of historic buildings. However, proposals will be considered where based on sound evidence of historic design and detail. We do not give grants for speculative reconstruction.
- **Demolitions:** The removal of any part or element of a building as well as the removal of complete structures does not normally qualify for a grant.

Where eligible and ineligible works are combined within a single project, a grant will be offered towards the cost of eligible work only.



Historical research

Before you carry out repairs or alterations on a historical property, it is important to have a record of the structure or the area which will be worked on. This research should attempt a statement of significance based upon known information about the history and development of the building.

It will involve looking at the physical structure and documentary sources to get a clear understanding of:

- The age and history of the building, including any different uses
- The construction methods and materials used, including any subsequent repairs
- Any significant alterations or changes to the original building

In some cases, existing records may be enough to paint a clear picture however in other cases, further research and analysis will be required. Please contact the Elgin CARS Officer for local sources of historical details.

Records of changes

When working with historic buildings it is a good idea to carry out appropriate recording during the work and when it is finished. The final record should show clearly the nature and extent of what has been done. It should provide a detailed record of any part of the fabric of the building newly revealed, concealed or removed during the course of the work.

Professional assistance

CARS funding is available towards fees of a competent professional adviser with relevant **specialist conservation knowledge, ability or experience**. The use of a professional advisor is option for grants under £25,000, however projects receiving grant of £25,000+ must engage a suitably accredited professional in building conservation 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, such as:

- Royal Incorporation of Architects in Scotland (RIAS) www.rias.org.uk.
- Royal Institution of Chartered Surveyors in Scotland (RICS) www.rics.org.

Your professional adviser should provide a service appropriate to the nature and scale of your project, which could include, where applicable:

- preparing a thorough analysis 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;
- 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
- maintaining full contact with the Elgin CARS Officer 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 the total 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%.



Statutory Consents

Please note that Statutory Consent procedures (such as Listed Building Consent, Planning Permission, or Building Warrants) and the CARS grant application process are entirely separate systems.

The applicant must obtain any relevant consents and meet any other legislative requirements prior to commencement of works. If consents have not yet been obtained at time of application, they will be a condition of grant to be obtained prior to carrying out the works. Please contact the Elgin CARS Officer for further advice about obtaining these consents through Council.

Statutory Consent Fees are eligible for grant funding where they clearly relate to the project and conservation works relevant to the grant (Eg. Planning Permission, Building, Listed Building Consent).

Priorities or phasing

Depending on the scope of repairs required, you may wish to separate works into numerous phases. The cost of the complete works should be estimated at the outset and included in your funding application. The content of each phase should be priced and agreed in advance with the Elgin CARS Officer. Staged payments are available where evidence is submitted that a phase in the project has been reached.

Initial surveys & investigations

CARS funding may be available for initial investigations, such as survey work to look at the structural condition of the building to allow the scope of repairs to be fully identified in order for contractors to quote on the repairs. Fauna surveys (eg. bats or pigeons) may also need to be carried out to determine if any animal habitat exists in the building. Applicants must ensure that protected wildlife is not adversely affected by the repair work.

Where significant structural movement, settlement cracking or other evidence of a compromised structure is identified, advice from an engineer experienced in the repair of historic structures may be required. Their fees may be eligible for CARS funding.

Both the scope of the investigation work and cost must be agreed in advance with us. This work may include putting up access scaffolding or other temporary access systems, and opening up and reinstating finishes to allow the scope of urgent repairs to be fully identified.

Temporary protection measures

We will consider CARS funding for work to protect a building from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing, putting up protective structures, or controlling damaging plant growth, if there is to be an unavoidable delay before full repairs are carried out. Delay can occur while the structure is being surveyed or a repair specification is being drawn up. Prior agreement, before the costs are incurred, is required if you wish temporary works to be considered for grant.

Sustainability

Those involved are requested to satisfy themselves that the products specified or used in the works will not endanger the health of the consumers or others, will not cause significant damage to the environment during manufacture, use, or disposal, will not consume a disproportionate amount of energy during manufacture, use, or disposal, will not cause unnecessary waste because of over packaging or because of an unusually short shelf life, or will not contain materials derived from threatened species or threatened environments.

All timber for the works to be supplied with written confirmation that it is sustainably produced and complies with BS EN 942 and BS1186 Parts 2 and 3 (for example FSC certification). Large section hardwood timbers to come with the appropriate chain of custody.