



Wayneflete's Tower,
Esher

Notes for the Guidance of Applicants

1. Elmbridge Borough Council offers small discretionary grants towards the cost of repair and maintenance of historic buildings, in recognition of the extra costs involved in carrying out specialist work.

Qualifying Work

2. Grants may be given for work to statutorily listed buildings, locally listed buildings and occasionally to significant unlisted buildings in conservation areas.
3. Grants are intended to assist with the additional costs involved in using matching materials, either new or second-hand, traditional construction techniques and methods of repair. The type of work which qualifies for a grant includes replacing or repairing roofs, brickwork, doors, windows, floors, chimneys or guttering; damp-proofing; timber treatment and plastering.
4. Grants are not intended for routine maintenance, alterations, conversions, demolition, decorating, re-wiring or re-plumbing, central heating or for improvements such as fitting kitchens or bathrooms.
5. They are not normally available for commercial premises, churches or religious buildings, unless the work is of a non-routine or specialised nature. Properties owned or used by registered charities are eligible.

Assessment of Applications

6. In assessing applications, the Council will take into account the architectural or historic interest of the building; its scarcity value; its value to the community including its visibility to the public; where relevant its prominence and position within a conservation area; its value as part of a group; hardship of the applicant and the availability of grant from other sources.

7. All decisions to offer a grant are discretionary and are subject to the availability of finance. The amount of money currently available for grant assistance is small, and so it is necessary to restrict offers to 10% of the cost of the work up to a maximum of £500 for listed buildings and to 5% of the cost of the work up to a maximum of £250 for other historic buildings.
8. A grant will be based on the lowest estimate received and applications will only be considered where works are in excess of £500, including fees and VAT. Only one application per building can be considered in any financial year.

Applying for a Grant

9. The attached grant application form should be completed and returned to Planning Services, together with copies of two estimates (not originals) and a detailed specification of the work.
10. On receipt of the application, a Conservation Officer will arrange an appointment to visit the building. The application cannot proceed if work commences before this visit. The application will be considered and a recommendation made by the Head Planning Services. If approved, you will receive a formal offer of grant, with conditions, for your acceptance.
11. The Council must be notified when the work has both commenced and has been completed, so that a final inspection can be made. The grant will be paid following this inspection and the submission of receipted invoices.
12. The grant offer remains valid for two years, after which time it will be necessary to re-apply. If the building is sold within three years of the grant being paid, the Council may consider recovering all or part of the grant.

Other Sources of Grant Aid

13. The Surrey Historic Buildings Trust has a Small Grants Scheme to encourage individuals and groups to restore or conserve significant architectural features. A building does not have to be listed or even old to qualify. The most important factor is the intrinsic merit and interest of the building or feature to be conserved. For further details contact the Historic Buildings Officer at Surrey County Council – Contact number: 01483 518758.

Application for an Historic Buildings Grant

Address of building for grant

Name of applicant
Address

Tel. No.

Name of agent (if used)
Address

Tel. No.

Details of building	
Is the building listed?
If yes, which grade?
Is the building locally listed?
Is the building in a conservation area?
Do you normally live in the building?
If yes, how long have you lived there?
Please indicate your interest in the building (i.e. freeholder, leaseholder, agent, landlord)

Details of the work proposed

Please give a brief description of the repair work. You must also provide copies of at least two detailed estimates and a specification.

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Grant details

Do you intend to apply to any of the following organisations for financial assistance e.g. the Surrey Historic Buildings Trust, or house insurance? If so, please give details.

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Have you previously applied for a grant on this property? If so, please give details.

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Have you applied for planning permission, listed building consent or building regulation approval in connection with the proposed work. If yes, please give details.

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Declaration

Application is hereby made for an Historic Buildings Grant in accordance with S.57 of the Planning (Listed Buildings and Conservation Areas) Act 1990 towards the repair or maintenance of the building described above.

I certify that the information on this form is correct to the best of my knowledge.

Signature: Date:

When this form has been completed, please return it together with copies of two estimates and a specification for the work to:

**Head of Planning Services
Elmbridge Borough Council
Civic Centre
High Street
Esher
Surrey KT10 9SD**

or email to: tplan@elmbridge.gov.uk

For further information visit elmbridge.gov.uk/heritage

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