



Department for
Communities

An Roinn
Pobal

Department for
Communities

www.communities-ni.gov.uk

Historic Environment Fund

Roof Repair Stream Scheme guidance

May 2021



Historic Environment Division's Aim

To help communities to enjoy and realise the value of the historic environment.

Historic Environment Fund

The Historic Environment Fund has been set up by the Department to stimulate action across the historic environment in support of this aim. It is divided into four streams: Heritage Repair; Heritage Research; Heritage Regeneration; and Heritage Revival.

Heritage Repair

This year Repair Stream support is focussed on the repair of roofs.

Why focus on roofs?

Much damage to listed buildings can be traced to roofs in need of repair. Investment in small scale work can help to tackle such damage, spread available funds further, and encourage maintenance.

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The Historic Environment Fund Roof Repair Stream

The Scheme

- 1 A fund up to a maximum of £5k per roof (£10k for thatched buildings) to support owners to carry out minimum work to keep listed buildings watertight.
- 2 The fund is open to all listed buildings except churches, where the Department has separately supported the National Churches Trust to operate a maintenance fund.
- 3 Work to historic slated roofs, leadwork, chimney repairs, modern flat roofs, thatch roofs, and 'tin' roofs are eligible. This list is not exhaustive and the principal aim of this support is to keep water from damaging the historic fabric of listed buildings.
- 4 If oversubscribed, then buildings on the Heritage at Risk list, thatch buildings and buildings with owners on qualifying benefits will be prioritised. If further prioritisation is required then roofs considered in most need and with evidence that they are being maintained and that have proposals compliant with BS 7913:2013 (see below) will be supported first.
- 5 All applications must provide evidence of what is proposed and why it is regarded as the minimum necessary. You should send us photos and a sketch of what the problem is and the proposed solution. If this is not clear then applications will not be considered and will be rejected.
- 6 Thatch applications must complete the detail specification form, Annex A. If this is not provided then the application will not be considered and will be rejected.
- 7 Where work requires listed building consent, planning approval and/or building control approval, this should generally have been obtained prior to application for funding.
- 8 The Department will issue a Schedule of Requirements based upon the evidence submitted. You will be asked to sign up to this schedule and to return it to us in advance of work commencing. This schedule will reflect advice published in the Division's Grant Advisory Standards document on our website. We will not pay for any work unless carried out to this standard.
- 9 Offers will cover costs of repairs and of associated work by agents up to the stated limit.
- 10 It will not be a requirement to appoint an agent providing the work will comply fully with the SOR but professionals accredited in architectural conservation are recommended for projects with a total cost of more than £10,000.
- 11 No support will be provided for agents fees in advance of completed works
- 12 Payment will be based upon evidence of payment for approved work and will be limited to work completed by 25 March 2022.
- 13 Interim payments will not be provided.
- 14 Claims for projects that involve more than roof works will need to separate costs relating to this work to allow calculation of payment.
- 15 Work must be procured based upon three quotes or, for thatched buildings, evidence that this has been sought.
- 16 All awards will be published on the HED website and social media.

Eligibility

Work we can fund

We can offer assistance towards the repair of the original fabric of historic listed buildings, where it can be demonstrated that the works are necessary. We may also offer assistance with some associated professional fees up to the totals stated.

Work we do not fund

- work to listed churches
- works to historic buildings which are not listed
- alterations and improvements
- maintenance such as clearing gutters or removal of vegetation
- demolitions
- reinstatement and reconstruction where there is a lack of historical evidence of design and detail

Applicants which are not eligible for funding

- Government/Public Bodies
- Housing Associations funded by public monies
- Large Commercial Organisations. For grant purposes this will apply to listed buildings owned by financial Institutions, for example, banks, building societies, insurance companies
- Multinational companies - large companies which own or control production, or sell goods or services in one or more countries other than their home country. They can also be referred to as 'transnational companies'

Approach to Work

We will seek work that complies with BS 7913:2013 'Guide to the Conservation of Historic Buildings'. In summary:

- proposals should be based upon a clear understanding of the significance of the building.
- proposals should demonstrate a full understanding of the constituent materials and the origin of the problem.
- they should be the minimum necessary to stabilise and conserve the building.
- they should seek to use traditional materials and matching repair techniques.
- work should be legible i.e. repairs should be carried out without any attempt to disguise them, but should not be unduly obtrusive or unsympathetic.
- alterations should be designed to minimise their impact on the significance of the building, and avoid losing features that contribute to that significance

Other Matters

Applicants and their agents must be aware of, and comply with, their duties and responsibilities in relation to CDM (Construction Design and Management Regulations 2016): <https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016>.

Applicants/contractors should be aware of, and comply with, the Buildsafe NI Initiative. This initiative was formulated to eliminate deaths and substantially reduce injuries through improvements in the application and management of health and safety within the construction industry.

Bats are protected under legislation and it is an offence to disturb bats and their roosts. The property, and any adjacent trees to be affected, should be surveyed for bats. Depending on the type of works proposed it may be necessary for you to commission a bat survey to confirm if bats are present or not, and how to proceed [or not] if they are found. This may be required

regardless of whether works are being carried out with funding assistance or not. Any bat survey is the responsibility of the owner. The earlier in the process that bats are taken into account the less disruption to work plans there will be. **For further information, please see the guidance below:** <https://www.daera-ni.gov.uk/publications/bats-development>

Insurance

Applicants should assure themselves that their agent (if applicable) and contractor are adequately insured for the work to be carried out. This may include professional indemnity insurance, public liability insurance and employer's liability insurance where appropriate. The following advice provides information on levels of insurance normally sought for government funded contracts: <https://www.finance-ni.gov.uk/publications/procurement-guidance-note-0312-liability-and-insurance-government-contracts>

Making your application

Contact us at the Historic Environment Fund team by emailing HistoricEnvironmentFund@communities-ni.gov.uk to request Roof Repair Stream application forms. Alternatively call us on **028 9081 9234** to request application forms.

Completed application forms and accompanying information detailed on the application forms and checklist should be returned to us at:

Historic Environment Division
NINE Lanyon Place
Town Parks
Belfast
BT1 3LP

**Applications must be received by 5pm,
21 June 2021**

General Guidance on the HEF Process

How we will process your application

Stage 1. Receipt of Applications. **Applications must be received by the closing date of 5pm on 21 June 2021.**

On receipt of an application form together with the required supporting information (which must include photographs), we will acknowledge receipt of your application. We will normally expect to do this within 5 working days.

Stage 2. Batching. We will consider all applications and identify which projects will be supported this year. We envisage that this work will be complete by the end of June 2021.

Scoring. Buildings in the three priority categories will be supported first. Buildings will then be ranked for support based upon an assessment of need, evidence that buildings are being maintained, and compliance with the proposals of BS 7913:2013 as set out in this guidance. Only evidence submitted with the application form will be taken into account. Need will be assessed as high need (5), medium need (3), and low need (1). For the purposes of this assessment, evidence of maintenance will be assessed on the basis that gutters to the roof of non-thatched buildings appear to be free of vegetation: Well maintained- clearly in full working order (5). Maintained- free from vegetation (3). Not maintained (0). For thatched roofs (which do not have gutters) maintenance will be assessed as an absence of vegetation on the roof i.e. Well maintained - no vegetation on roof only small areas of decay (5), Maintained - no vegetation but large areas of decay (3), Not maintained -vegetation on roof (0).

Compliance of proposals with BS 7913:2013 will be assessed as Very Good (5), Satisfactory (3), or Poor (1).

Stage 3. Agreement of Proposals.

Successful applicants will be notified and a member of our staff will visit you to assess the structure and the proposed scheme, and draw up a related Schedule of Requirements. Please note that our staff will only provide limited technical input on the application. It is your responsibility to ensure that you have obtained and will retain relevant professional input, both for submitting the application, drawing up satisfactory proposals that are conservation-led, and for monitoring the works while on site to final account and conclusion. We will write to you to confirm if your submitted drawings, schedule of requirements and technical specification etc. are adequate. We may request additional information, such as additional drawings and a more detailed specification. On receipt of the necessary required documentation, we will determine if the proposed scheme is acceptable and inform you of our decision.

Stage 4. Procurement. Applicants will then procure the agreed works and submit documentation to us (Work must be procured based upon three quotes or, for thatched buildings, evidence that this has been sought.). The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

If your application is successful and we approve your scheme for funding.

For successful applications, we will issue an offer letter detailing the amount of funding available. This will also set out the conditions which will apply to the offer. You will be required formally to accept any offer before your application is progressed further. **You must not start work until you have received written approval to do so from the Department.**

Monitoring of Works and Payment

The goal of the HEF is to provide financial assistance to owners to help meet the recognised additional costs of repairing and conserving listed buildings to an acceptable standard. You should note that we will only process full payments once works have been inspected by our conservation professional, who will confirm if the work has been carried out to an appropriate standard. Funding will not be paid against inappropriate materials or a poor standard of workmanship. Failure to carry out works to an appropriate standard may also be a breach of planning legislation, where applicable, and may also lead to enforcement action being instigated.

Once a satisfactory inspection of work has been complete, payments will be released upon submission of **original receipted accounts**, or an e-receipt from source i.e. contractor emails the receipt direct to Historicenvironmentfund@communities-ni.gov.uk confirming that it has been paid. Normally, you will receive the payment within 40 working days of receipt of your paid accounts/ invoice, and a satisfactory inspection of the works. Given the tight timescales in this phase of HEF funding, you should ensure prompt submission to us.

Upon completion of the works, the Department will compile a post scheme review of the benefit of the works. We may seek access for photographs of the works (primarily external), to provide ‘before’ and ‘after’ pictures of the benefit of funding. These will be retained by the Department and may be published. We will seek to collate the benefits of government spend on our historic buildings and historic monuments and to share this information in an effort to increase public awareness of our diverse heritage and the impact support can make.

Thank you for applying to the
Historic Environment Fund



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**Love
HERITAGE^{NI}**



**INVESTORS
IN PEOPLE**

To help communities to enjoy and realise
the value of the historic environment.

Historic Environment Division

NINE Lanyon Place

Town Parks

Belfast

BT1 3LP

Tel: **028 9081 9234** or **028 9081 9229** / **028 9081 9333**

Email: **historicenvironmentfund@communities-ni.gov.uk**

Web: **www.communities-ni.gov.uk/topics/historic-environment**

Front Cover Image

Listed Fisherman's House at Carrick-a-rede, Ballintoy