

HISTORIC BUILDINGS GRANT AID SCHEME

APPLICATION FORM



How to complete this form

Please refer to the accompanying guidance notes while filling in this form. You must answer all of the questions in the form. The answers you give will be used to assess grant eligibility in line with Northern Ireland Environment Agency criteria.

The information will be required for statistical research and may be used if we need to prioritise grant-aid awards.

Acceptance of this application does not indicate that an offer of grant aid will be made.

- If a question does not apply to you, please write 'does not apply' or N/A.
- Please write clearly in BLOCK CAPITALS.
- You can download this application from our website **www.ni-environment.gov.uk**. Please note that if you submit your application by email or fax, we require an original signed Declaration page by post, within 10 working days.
- When you return this form, you should include the supporting documents we ask for on page 16.

We are unable to begin processing your application until all the supporting information has been submitted and we will return incomplete applications. We will be able to help you if you have any questions about filling in this form. Please see contact details on the back page of application form.

- **Please note that we do not consider applications for grant for work that has already started.**
- **All information which you send to us and your completed application will not become publicly available unless we are obliged to release the information under the Freedom of Information Act.**

Please tell us if you have any specific communication needs, for example, application in large print format.

Section One – Applicant Information

Applicant

Q1 Applicant's details.

Please refer to guidance notes for details of who is eligible to apply for a grant.

Name (including title):	
Organisation (if applicable):	
Address:	
Address:	
Town:	
Postcode:	
Telephone:	
E-Mail:	
Company Registration No:	
Registered Charity No:	
VAT Registration No:	

Q2 If you will not be handling the application yourself or you are applying on behalf of an organisation, please tell us the name and address of the person who will be our main contact.

Name:	
Capacity:	Applicant <input type="checkbox"/> Agent <input type="checkbox"/> Owner <input type="checkbox"/>
Address:	
Postcode:	
Telephone:	
Fax:	
E-mail:	

Q3 Are you applying for Enhanced Rate of grant, as defined in the guidance notes?

Yes No

If 'Yes' you must complete Appendices A & B (Pages 17 and 18).

Property Details

Q4 Details of the property for which you are applying

Name (if applicable):
Address:
Postcode :

Q5 Do you own the property named in Q4?

Yes No

If 'Yes', when did you purchase it?

If 'No', please provide the following information:

The name of the owner(s):

Name(s):
Address:
Address(es):
Contact telephone no:
Email:

The nature of your interest in the property (for example leasehold / tenancy etc.).

The date when you gained this interest.

Details of this interest (for example the length of your remaining lease term, details of an agreement or option to buy).

You may be asked to supply copies of documents.

Q6 Does anyone else have a legal interest in the property, such as a spouse, partner, organisation or company? For example, the property may be jointly owned, or owned by another individual or organisation.

Yes No

If 'Yes', please give details of their names and addresses.

Name(s):
Contact telephone no:
Address(es):
Email:

The person(s) named above will also need to sign the Declaration on page 16 of this application form. (Please refer to the guidance notes)

Q7 Does the proposed works require listed building consent? If so, have you received listed building consent or planning permission for any works to the property? If listed building consent is required, this must be obtained before grant-aid can be awarded (Please refer to the guidance notes).

Yes No

If 'Yes' please give brief details.

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Details of Proposed Scheme

Q8 Please give a brief summary of the work to be carried out including full details of condition of the following: -

	Summary of Work	Current Condition
Roof		
Chimneys		
Walls		
Windows		
Doors		
Interiors		
Other		

Please enclose photographs clearly outlining your building and the necessary repairs.

If you have already obtained professional reports or other written advice about your proposals (for example feasibility study, conservation or management plans) you should send us copies of these with your application.

Q9 When would you expect the work to start and how long do you anticipate the works to continue for?

Start

Finish

Q10 Please give the name of the lead professional adviser (LPA) for the work outlined in Q8, if one has been appointed. You may not need a professional advisor for minor works.

Name:
Address:
Postcode:
Qualifications of LPA:
Telephone:
Fax:
Email:
Website:
Previous conservation projects undertaken by LPA:

Note

- It is a condition of any grant offer from Northern Ireland Environment Agency; HBU that where professional agents or designers are engaged on grant applications, they should be suitably qualified and/or experienced as defined by HBU or an independent professional selection body. For minor repair works, a professional agent or designer may not be required. (Please refer to the guidance notes).

Section Two - Further Information

Q11 Is the property thatched or was it originally thatched?

Yes No

Q12 Is the property on the Built Heritage at Risk in NI Register (BHARNI)?

Yes No

If you want to check the Register it is available on the NIEA website:
www.ni-environment.gov.uk/barni or phone 028 9054 3157.

Q13 If not on the Register, is the property at risk from disrepair?

Yes No

If yes, please give details:

Q14 Does the work for which you are applying need to be carried out urgently (i.e. within two years) to prevent loss or damage to important historic fabric?

Yes No

If 'Yes', what fabric is of concern?

Q15 How will the project enhance the heritage value of your building, e.g., its architectural importance and local interest?

Q16 What is the present use of the property? If it is vacant, please explain why, indicating how long the property has been so.

Q17 Does your project involve a change in use or does it bring a redundant, derelict or under-used property back into use?

Yes No

If 'Yes', please give details.

Q18 Access

Do you currently provide public access to your property or have you opened the property to the public for any heritage events?

Yes No

If 'Yes', please give details of public access arrangements.

If 'No', please give details of how you can provide access. If you do not think you are able to provide public access please explain why.

Q19 Maintenance

How will you make sure that the benefits of your project are maintained after it is completed, e.g. regular cleaning of gutters, etc? (50 words maximum).

If you have a maintenance plan for your property, please send us a copy with your application. *(Please refer to the guidance notes)*

Q20 Project Aims

Please summarise why you are planning to undertake the proposed works and what the benefits will be for the longer term.

Section Three – Cost of Scheme

**Q21 Please provide an estimated breakdown of costs of the project.
(Please refer to guidance notes regarding NIEA procurement requirements)**

	Cost £	VAT £
Project Costs- See itemised Priced Schedule of work (Appendix 1)		
Professional Fees		
Total:		

Q22 Please give details of the estimated costs of any professional advisers that you consider will need to be employed on your project.

Professional Services	Proposed fee rate %	Cost £	VAT £
Architect			
Quantity Surveyor			
Structural Engineer			
C.D.M.			
Other			
Total:			

Q23 Are you VAT registered?

Yes No

If 'Yes,' is VAT recoverable?

Yes No

Q24 Is any part of the works zero-rated for VAT purposes?

Yes No

If 'Yes', please give details.

Q25 Has the property ever been the subject of a grant application to Northern Ireland Environment Agency or any other grant distributor?

Yes No Not sure

If 'Yes', please give details of the grant application, including reference number if known : HB / / .

HLF / NIHE / Other (please specify)	Date of application	Outcome of application	Grant amount awarded £

Q26 Have you applied, or do you intend to apply, to any other organisation(s) for a grant or loan towards the works described in Q8?

Yes No

If 'Yes', please give details of these other sources and the amount and type of funding (for example a grant or a loan) that you are applying for, intend to apply for, or have already been given for this work.

Name of organisation and type of funding	Date of application	Outcome (if known)	Grant amount £	Time limits (if any)

PRICED SCHEDULE OF WORKS (see Guidance Notes)

EXTERNAL WORKS

<u>Roof covering and supporting structure</u>	£
<u>Roof flashing and other lead work</u>	£
<u>Chimneys including flue linings</u>	£
<u>Rainwater goods</u>	£
<u>External façade – stone, brick, render, pointing</u>	£
<u>Structural repairs</u>	£
<u>Windows and glazing</u>	£
<u>External doors</u>	£
<u>Shop front (if appropriate)</u>	£
<u>Damp proof courses</u>	£
<u>External painting</u>	£
Sub Total	£

Sub Total C/F £

INTERNAL WORKS

£

Demolition/alterations

£

Floors

£

Plasterwork/cornicing

£

Dry Linings

£

Doors

£

Joinery

£

Painting

£

Mechanical & Electrical Services

£

Specialist treatments

£

Drainage

£

All other works (specify)

£

Professional Fees (please itemise)

£

VAT on building work and fees

£

TOTAL ESTIMATED COST

£

ENCLOSURES CHECKLIST

Please note that an estimate of priced schedule of works must be submitted with your application for Historic Building Grant Aid.

Please tick boxes if you have enclosed any of the following: -

- Estimated priced Schedule of Works
- Professional Reports (if available)
- Sketch or Workings Drawings (if available)
- Specification (if available)
- Quotations / Tender Documents (if available)
- Photographs (if available)
- Confirmation of Benefit Authorisation Form (if applicable)
- Confirmation of Means-Tested Benefit Form (if applicable)
- Proof of Ownership (if applicable)

DECLARATION

Your completed application form must be signed by the applicant named in Q1 and where applicable, the other parties with a legal interest named in Q5 & Q6 (for example co-owners of your property). If the applicant is an organisation, an authorised member of that organisation must sign and must give his or her job title.

Please note - NIEA will take every possible step to identify and pursue all attempted fraudulent claims and if you make a false statement or knowingly or recklessly make a false claim for grant, you may be liable to prosecution. The information provided in this claim form may be made available to other departments/agencies for the purpose of preventing or detecting crime.

I / we confirm that I / we have read and accepted the guidance notes, and that the information on this application form, together with the supporting information enclosed with it, is accurate and complete to the best of my / our knowledge.

Signature(s):
Names(s) (in capital letters):
Job title (for organisations only):
Date:

Signature(s):
Names(s) (in capital letters):
Job title (for organisations only):
Date:

Signature(s):
Names(s) (in capital letters):
Job title (for organisations only):
Date:

Appendix A Enhanced Grant

Name of Owner /
Occupier

Name and address
of Property

HB Reference No.

Do not detach these pages. The information provided in this section will be removed and stored securely by Northern Ireland Environment Agency on receipt of the application. These details will not be disclosed to third parties unless we are obliged to do so.

Please tick to indicate if you are currently in receipt of any of the following means tested benefits and state the date when you started receiving the benefit.

- Income-based Jobseeker's Allowance
- Income Support
- Guaranteed Pension Credit

Applicants in receipt of any of the above means-tested benefits may be considered for an enhanced rate of grant. You are required to be in receipt of the benefit for at least 12 months prior to the date of this application and continuously until the scheme is complete. If you are in receipt of an eligible benefit you may be asked for further information.

Are you willing to authorise the Social Security Agency or Revenue & Customs as appropriate to provide details about your claim for benefit to Environment and Heritage Service?

- Yes - please complete attached authorisation form (appendices B & C)
- No - if you have indicated 'No' we will process this application at the standard rate of grant.

Please note that if you are eligible for enhanced rate of grant, you must provide proof that you own the property or that you are legally responsible for the cost of repairs to the property.

You will also need to provide details of how you intend to make up any shortfall in funding.



Appendix B Enhanced Grant

To be completed by the applicant: -

I hereby authorise any details of my (please tick): -

- Income-based Jobseeker’s Allowance
- Income Support
- Guaranteed Pension Credit

to be released to Northern Ireland Environment Agency upon request.

Name: _____

Address: _____

Date of Birth: _____

National Insurance Number: _____

Name and Address of office from which your benefit is claimed:

Signed: _____

Date: _____

Please note that the information contained in this section of the form is subject to Data Protection and will only be disclosed under the terms of this legislation or for purposes of detecting crime.



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Our aim is to protect, conserve and promote the natural and built environment for the benefit of present and future generations.

www.ni-environment.gov.uk



An Agency within the Department of the

Environment

www.doeni.gov.uk



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Official Date Received Stamp