

**Built Heritage Investment Scheme  
2020**

**GUIDANCE CIRCULAR**

November 2019

## **Contents**

---

1.	Background and Purpose of Scheme	2
2.	Eligibility	3
3.	The Application and Assessment Process	3
4.	Monitoring of Project Progress	5
5.	The Recoupment of Funding	6
6.	Terms and Conditions	7
7.	Qualifying and Non-Qualifying Works	12
8.	Overview of Process	17
9.	Method Statements	18

### ***Appendices:***

- I Form A – To be completed by Applicant*
- II Form B – To be completed by the Local Authority*
- III Form C – To be completed by the Local Authority*
- IV Checklist*

## **1. Background and Purpose of Scheme**

This guide provides local authorities with information in relation to the operation and administration of the **Built Heritage Investment Scheme (BHIS) 2020**.

### **1.1 Background**

The quality of our historic built environment profoundly affects our everyday lives. It contributes to the vitality of our cities, towns, villages and countryside, instils a sense of pride of place, and enhances the quality of our everyday lives.

The historic built environment makes a significant contribution to economic prosperity by attracting investment, providing direct and indirect employment, as well as sustaining a traditional skills base for wider application. Our built heritage is one of the main attractions for visitors to Ireland so its conservation also reinforces and promotes our tourism industry as well as contributing to the regeneration of urban and rural areas.

**The primary custodians of structures protected under the Planning and Developments Acts are their owners and occupiers, and they, along with the local authorities, are charged with the responsibility for their protection.**

**The Built Heritage Investment Scheme is designed as a support to owners and custodians in caring for our built heritage and ensuring that it is protected into the future.**

### **1.2 Purpose of Scheme**

The aim of the Built Heritage Investment Scheme is to leverage private capital for investment in a significant number of small-scale, labour-intensive conservation projects throughout the country and to support the employment of conservation professionals, craftspeople and tradespersons in the repair of the historic built environment.

### **1.3 Operation of the Scheme in 2020**

This scheme will operate for the duration of 2020, with funding to be claimed within that calendar year. The scheme will be administered by the local authorities, with each allocated a fixed amount from the overall fund of €2.5m as determined by the Department of Culture, Heritage and the Gaeltacht (the Department).

**Only one application will be considered per historic structure. Applicants cannot avail of funding under both the Historic Structures Fund and the Built Heritage Scheme in the same year.**

## 2. Eligibility

---

The Built Heritage Investment Scheme is designed to assist with the repair and conservation of structures that are protected under the Planning and Development Acts. In certain cases, the scheme also supports the conservation of structures within Architectural Conservation Areas (ACAs) where, in the opinion of the local authority, a need for works to enhance the character and appearance of an ACA has been demonstrated. The primary purpose of the scheme is to support privately owned properties in need of repair and conservation.

Projects that incorporate a traditional skills training element may also be supported by this fund. Any such projects must be agreed in advance by the Department and the relevant local authority.

### 2.1 Eligible Structures

**Protected structures.** Structures included in the Record of Protected Structures (RPS) of each Local Authority area

**Proposed Protected Structures.** Structures proposed for inclusion in the RPS but not yet formally approved. Such structures must be added to the RPS by 31 December 2020

**Structures in Architectural Conservation Areas (ACAs), or within the amenity of a National Monument,** where exceptional circumstances are deemed by the Department to apply.

### 2.2 Qualify and Non Qualifying Works

Qualifying and Non Qualifying Works are as set out in Section 7 of this Circular.

It should be noted that the Department is piloting a funding stream under this scheme for works of routine maintenance and minor repairs, which were not previously eligible for funding under the scheme. Local Authorities who wish to avail of this funding stream should note this when advertising the scheme and should set aside a minimum of €2,000 for such works during 2020.

## 3. The Application and Assessment Process

---

### 3.1 The Application Process for Owners/Occupiers

Applications must be made to the relevant local authority (using **Form A**) by a deadline set by the local authority but no later than **31 January 2020**.

Where an applicant is not the owner of an eligible structure, the applicant will need to accompany **Form A** with a letter from the owner declaring that the applicant has the owner's permission to carry out the work.

Where the structure is in the ownership of a the local authority, or where the local authority is providing financial assistance for works to an endangered structure under Section 59, 69 and/or 70 of the Planning and Development Act 2000 (as amended), the application can be made by a designated officer of that LA countersigned by the relevant Director of Services. Proposed works should be in accordance with best practice standards as outlined in the

Department's [Architectural Heritage Protection Guidelines for Planning Authorities \(2011\)](#) and [Advice Series](#) publications. Consideration must also be given to the Archaeological and the Planning Process guidelines issued by the National Monuments Service, and guidance leaflets issued by the National Parks and Wildlife Service (NPWS) in relation to habitats and species where appropriate.

See Section 8 for tabular overview of process and key dates.

### 3.2 The Assessment Process

Applications should be assessed by an expert panel within the local authority, including the Architectural Conservation Officer, or, where one is not employed, by a member of the local authority's professional staff competent to undertake this function. Applications should be assessed under the following equally weighted criteria:

**1. Significance of the Structure**

**2. Efficacy of the Works**

Applicants should explain how the amount of funding sought demonstrates **value for money** and makes a **significant contribution** to eliminating risks and preventing further deterioration of the structure, thus ensuring its survival into the future.

**3. Employment Benefits**

The **value of job creation** for the particular project should also be taken into consideration including the estimated total number of days of employment. Reports on projects which include training should give an outline description of the nature, extent, level and number of training days.

**4. Quality of Works Proposed**

Conservation works must be designed, specified and overseen on site by appropriately qualified and experienced building conservation professional(s) who will be required to confirm that works have been carried out to a satisfactory standard. See Terms and Conditions 6.2 for further details.

Where the specific expertise lies with a practitioner, e.g. a thatcher or stone mason, they fulfil the role of the conservation building professional.

### 3.3 Public Authority Ownership/Occupation

**A maximum of 20% only** of each local authority's overall funding allocation can be used for structures in public ownership/occupation

### 3.4 Funding of Projects

The minimum funding awarded for successful projects will be **€2,500** up to a maximum of **€15,000**. The local authority shall allocate funding for projects based on a proper assessment process. Priority should be given to small-scale, labour-intensive projects. Projects should demonstrate a range of conservation skills, and should not be concentrated in a particular geographical area or on a particular type of structure.

For projects awarded funding under the pilot scheme for works of **routine maintenance and minor repairs**, the minimum amount will not apply. The maximum award for such projects will be €2,500.

### 3.5 Matching Funds

Under BHIS, the **total value of all public funding provided for individual projects must not exceed 50% of the total project cost**, including funding received from other public agencies including the SEAI, the Heritage Council, LEADER, other government departments and local authorities. Voluntary work (benefit-in-kind) or local authorities' own funds/contributions or funding from other exchequer sources cannot be used to satisfy the matching expenditure requirement.

In exceptional circumstances the LA may, with written agreement from the Department, allocate funding to a project where the total public funding exceeds 50% of the total project cost. The Department does not anticipate that such exceptional circumstances would arise for more than 20% of a local authority's total allocation.

**The local authority's overall allocation must be matched by an equal contribution from private funds.** For example, if a LA is allocated €60,000, a minimum of €60,000 of private funds must be spent.

### 3.6 Schedule of Projects

The local authority is required to submit a provisional schedule of projects to the Department using **Form B** by **14 February 2020**. This form must be verified and accompanied by a cover note signed by the relevant Director of Services.

### 3.7 Notification of Funding Awarded

Following formal approval by the Department, local authorities shall notify successful applicants. Notification shall set out the level of funding approved, the timeline for the completion of works, and the terms and conditions of the award.

Projects awarded funding under this scheme will be published on the Department's website and should also be published on the local authority's own website.

## 4. Monitoring of Project Progress

### 4.1 Regular Progress Reports (Form B)

The Local Authority should carry out physical site inspections during the course of the project and are required to update and submit Form B at regular intervals as set out below to include:

- the progress of works
- the amount of funding claimed (if any)
- the amount of private funding leveraged (if any), and,
- the amount of days of employment generated (if any)
- the amount of days of training generated (if any)

**Form B** must be submitted to DCHG on **26 June 2020, 4 September 2020** and **30 October 2020**. In all cases, **Form B** must be submitted with a Progress Report Declaration signed by the relevant Director of Services.

**Your attention is drawn to the fact that where works and/or training are not carried out in accordance with the terms of the scheme, in particular where the scope of works changes and the new works do not conform to the required standards of good conservation practice, the Department is under no obligation to award the grant, as this is a material breach of the terms of the grant offer.**

#### 4.2 Monitoring of Project Progress

The local authority shall monitor progress of projects to ensure that works will be completed and the claim for funding is submitted by the required deadlines. Where works are not proceeding in accordance with the deadlines, the local authority may, at its discretion, withdraw the funding and reallocate to another project. The Department must be informed of all reallocations of funding. If a local authority wishes to reallocate funding to a project not initially approved for this scheme, this will be subject to approval by the Department.

Please note that the Department may carry out inspections of projects.

#### 4.3 Reallocation of Funding

Where works have not commenced works by **25 September 2020** this should be indicated in **Form B**. Following consultation with the relevant local authority, the Department reserves the right to reallocate funding to another local authority, including to projects meeting the criteria for the scheme where an urgent need has arisen in the course of the year.

The Department may, at its discretion, reallocate unused funds under the scheme to works where an urgent need has arisen after the application closing date and the works would otherwise have qualified for the scheme.

## 5. The Recoupment of Funding

### 5.1 Overview of Recoupment process

Local Authorities are responsible for payment of funds under the scheme to successful applicants in advance of seeking recoupment from DCHG. **All works must be completed** and certified by the local authority as being in accordance with the terms of the grant award before the applicant can seek the payment of funding.

Recoupment Claim Form C must be completed, signed and returned to the Department by **30 October 2020**. The form **must** be accompanied by a final Form B along with proof of payment of funding to all successful applicants e.g. print-out from Agresso or similar financial system (showing both the applicant's name and the date of payment). **Local authorities should submit clear good quality digital photographs of works (before and after) for a representative sample of projects and to accompany this with a short summary report of completed project works.**

**Only one Recoupment Claim Form C should be submitted per Local Authority.**

Any funding unclaimed by the due date will be forfeit.

### Overview of Recoupment Process:



## 6. Terms and Conditions

### 6.1 Advertising

The local authority must post an electronic copy of this circular, the public information leaflet and the relevant application form on its website within one week of the scheme being launched by the Minister.

### 6.2 Assessment, approval and oversight of projects

Each local authority shall be responsible for assessment and approval of applications under the scheme and shall inspect and certify that works have been completed in accordance with best conservation practice. The Local Authority shall assess each application using the criteria set out in **Section 3.2 of this circular**.

The Local Authority shall also assess the progress and completion of the training programme, where carried out.

Local authorities shall ensure that conservation works proposed by the applicants will be **designed, specified and monitored on site by appropriately qualified and experienced building conservation professional(s)** who have a **demonstrable competence** in the relevant area of building conservation, which may be indicated by membership of a professional institute's conservation accreditation scheme. The Department recognises that there may be exceptions to this given the scale and nature of works being proposed or where the specific expertise lies with the practitioner, e.g. a thatcher or stone mason. Indication of main contractor or specialist competence may be gained from membership of a contractor heritage registration scheme. All necessary certification must be required by the Local Authority as appropriate while works are in progress and on completion.



### 6.3 Qualifying and Non Qualifying Works

Qualifying and Non Qualifying Works are as set out in Section 7 of this Circular.

### 6.4 Method Statement

A suitable **Method Statement**, as outlined on Section 9 of the Circular, drawn up by a competent conservation professional(s), must be approved by a competent person within the local authority for all applicants who have received provisional approval of funding, before works commence.

### 6.5 Photographs

Local authorities must seek from the applicant good quality digital photographs of the project before works commence, which may be used later for a 'before and after' comparison for reporting purposes. Please note that the Department may use any or all images supplied by either the applicant or the local authority to advertise or publicise the BHIS. Applicants and local authorities are advised to obtain permission to use images (if necessary) before they submit them to the Department.

### 6.6 Applicants in receipt of related Tax Relief

Where applicant has received tax relief under **Section 482** of the *Taxes Consolidation Act, 1997* (as amended), (formerly Section 19 of the *Finance Act, 1982*) and/or where the owner/occupier has received tax relief under the **Home Improvement Scheme** or the **Living City Initiative**, the onus is on the owner/occupier in receipt of the aforesaid tax reliefs to inform the Revenue Commissioners of any funding received through this scheme.

### 6.7 Statutory Requirements

Grant-approved works must meet all statutory requirements, including planning permission. Where works are proposed to sites/monuments protected under the *National Monuments Acts 1930-2004*, the statutory requirements for notification or for Ministerial consent under those Acts must be complied with.

An applicant must be required to submit copies of all relevant permissions, declarations, notifications or consents to the local authority when making a claim for a grant.

The onus is on the applicant to comply with all other relevant statutory requirements, such as the Wildlife Acts, foreshore licenses (if applicable), Safety, Health and Welfare legislation, and environmental and employment legislation. The attention of the local authority is drawn to: *(DAHRRGA 2012) Strict Protection of Animal Species: Guidance for local authorities on the application of Articles 12 and 16 of the EU Habitats Directive to development/works by or on behalf of a local authority*. The publication *Bat Mitigation Guidelines for Ireland* (2006) is available on DCHG's website at: <https://www.npws.ie/sites/default/files/publications/pdf/IWM25.pdf>

### 6.8 Other Exchequer Funding

Projects may be eligible to receive funding from more than one publicly funded scheme. To ensure that matching funding requirements for BHIS are met, information provided by the applicant should be cross-checked by the LA in respect of funding from other schemes, including but not limited to:

- (a) Thatching Grant Schemes administered by the Heritage Council or other Government Departments
- (b) Conservation grants administered by the Heritage Council
- (d) Energy Improvement schemes operated by SEAI (if relevant)

Where an applicant has applied for or has received funding from other schemes co-financed by the EU (e.g. LEADER Programme) for works approved under this scheme, the cumulative total of such funding **and** the funding under this scheme **must not exceed the limits as set by such European Funding schemes**

## 6.9 Eligible Expenditure

**Value Added Tax (VAT)** is allowable under this scheme only for that portion of capital works being funded, and only in circumstances where such VAT is not recoverable by any other means.

**Professional Fees** are allowable only in respect of that portion of capital works being funded by the scheme. Professional fees related to the training element, where appropriate, including the preparation of training plans and reports and on site supervision and monitoring of training, are allowable.

## 6.10 Payment

As per DPER Circular 13/2014, Section 3.11 (f), the default position is that grants should be paid on the basis of vouched expenditure. Grantees making claims for grant funding on the basis of vouched expenditure are required to state to their grantors that:

- the invoices used to support their claims relate to activities and services appropriate to the grant scheme objectives
- the amounts invoiced have been paid
- the invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements).

## 6.11 Refunds

If a protected structure awarded funding is **deleted from the RPS**, is sold, or the ownership transferred within a period of 5 years from date of payment of funding under the scheme, the local authority reserves the right to 'claw-back' some or all of the funds awarded to that project. In the event of transfer of ownership prior to the payment of funds under this scheme, the local authority may make arrangements to transfer the funding to the new owner of the property.

Any funding provided to a local authority which is subsequently recovered under Section 70 of the Planning and Development Act 2000, from the owner/occupier of the funded structure, must be **refunded** to DCHG.

## 6.12 Inspection

As per DPER Circular 13/2014, Section 3.11 (e), Grantors should ensure that the grantee is informed that:

- They have an obligation to make books and accounts available to the Comptroller and Auditor General, where 50 per cent or more of their total income is sourced from Exchequer Funds
- Grantors have the right to inspect the grantees records.

### **6.13 Public Financial Procedures**

It is a matter for the local authority to ensure that proper procedures are followed in respect of planning permission, financial management requirements, tax clearance procedures, and management and accountability for grants from exchequer funds.

Projects in receipt of grant assistance must comply with public procurement guidelines – <http://www.procurement.ie/>

### **6.14 Annual Report and Publicity**

Each LA should include information on its operation of the scheme in its Annual Report. The contribution of DCHG should be publicly acknowledged in all advertisements and publicity in relation to this scheme and the appropriate logos/devices used in any print material.

### **6.15 Freedom of Information Act**

Applications for funding under this scheme may be subject to the Freedom of Information Acts.

### **6.16 Document Retention**

Proper documentation regarding this scheme must be kept on file for at least 7 years. Documentation should be made available to the Department on request.

### **6.17 Queries**

Any issues regarding the administration of this scheme should be referred in the first instance to the Local Authority.

### **6.18 GDPR/Privacy Statement**

The Department of Culture, Heritage and the Gaeltacht is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. Further information on Data Protection can be found on our website at: <https://www.chg.gov.ie/help/legal-notices/data-protection/>

### **6.19 Spot Checks**

As part of the controls that the Department undertakes in relation to the monitoring of expenditure and procedures under the Built Heritage Investment Scheme, the Built Heritage Policy Unit carry out spot checks on projects allocated funding under the scheme. At some point after the recoupment stage, 5% of projects funded under BHIS 2020 will be selected for spot checks.

The spot checks will involve assessment of the files in the Local Authorities offices followed by a physical inspection of the work carried out. **Applicants/owners must allow access to the structure in such circumstances.**

### **Findings**

The final report in respect of a project together with any findings or recommendations of the Department will be communicated to the Local Authority. In the event that a spot check uncovers any instance of irregularity or fraud, steps to be taken may include:

**Irregularity** – Any irregularity shall involve withdrawal of the wrongly obtained advantage by obligation to pay or repay the amounts due or wrongly received.

**Fraud** – Referral to appropriate authority.

## 7. Qualifying and Non Qualifying Works

### Qualifying works:

Structural stability	<p><b>Works essential to stabilise a structure or part of a structure</b> Works should involve minimal removal or dismantling of historic fabric and proposals for the reinstatement of fabric should be included</p> <p>The installation of specialist systems to monitor structural movement</p>
Roofs	<p><b>Repair (or renewal) of roof structures, coverings and features</b> Works should use appropriate materials and detailing; the salvage and re-use of existing slate and other materials from the structure should be a priority</p> <p>Repairs to thatched roofs should use appropriate traditional materials and detailing in accordance with the Advice Series <i>A Guide to the Repair of Thatched Roofs</i>. The use of materials and methods appropriate to the region and the evidence from the building itself should always be preferred.</p> <p>Works to renew damaged or missing metal sheeting, gutter linings and flashings (of materials such as lead, copper or zinc) should be to appropriate detailing. Where there is a risk of theft of metalwork from a roof, the use of suitable substitute materials as an interim solution may be considered acceptable. In some circumstances, it may be necessary to redesign the substrate to the sheeting to comply with current good practice; however the visual and physical implications need to be carefully considered before changes are made</p> <p>Roof features such as dormer windows, skylights, chimneystacks and pots, cupolas, balustrades, etc. should be retained and appropriately repaired</p>
Rainwater disposal	<p><b>Repair or replacement of rainwater goods</b> Lead and cast-iron rainwater goods should be repaired or, where this is not feasible, replaced on a like-for-like basis to ensure efficient disposal of rainwater from the building. However, where there is a risk of theft or vandalism, the use of suitable substitute materials as an interim solution may be considered acceptable</p> <p>Overflows and weirs to rainwater disposal systems should be provided so that, in the case of a blockage, water is visibly shed clear of the structure</p>
External walls	<p><b>Works to repair external walls</b> Works to repair walls including surfaces and decorative elements, wall coverings or claddings; works to remedy defects or problems that have the potential to create serious future damage if left untreated, such as foundation settlement, chimney collapse, fungal attack on timber, or salt migration within the fabric</p> <p>Works to deal with issues of damp such as the provision of ventilation, and the creation of French drains (subject to the requirements of the National Monuments Service in the case of archaeologically sensitive sites)</p> <p>Works to repair or replace elements set in walls such as panels, ironwork or fixtures</p>

**Qualifying works (continued):**

External joinery	<p><b>Repairs to external joinery</b> Works to prevent water ingress</p> <p>Repairs to significant elements of external joinery such as windows, doors and associated elements, with minimal replacement of decayed timber and appropriate selection and detailing of new sections. Salvage and reuse of historic glass should be prioritised.</p> <p>Draught-proofing works to windows and doors in accordance with the <i>Advice Series</i> may qualify (See 'Energy Efficiency Improvements' and 'Non-Qualifying Works' over)</p>
Stained glass	<p><b>Repairs to stained glass windows</b></p> <p>Repair of stained glass panels and associated fittings, and the installation of wire guards or repositioning of panels within isothermal glazing, should be carried out in accordance with Chapter 6 of <i>The Conservation of Places of Worship</i> (Advice Series, 2011)</p>
External Fixtures	<p><b>Repair and conservation of external fixtures</b></p> <p>Qualifying fixtures may include for example urns, statues, balconies, canopies, flagpoles, weathervanes and sundials that urgently need conservation</p> <p>It should be noted that urgent structural repairs should always be given priority over the conservation of fixtures. Fixtures attached to the exterior generally should be prioritised over those protected from the elements</p>
Interiors	<p><b>Repair and conservation of internal structure and features</b></p> <p>This includes repairs to internal structural elements such as floors, walls, staircases and partitions (see also 'Non-Qualifying works' below)</p> <p>Works to conserve significant decorative historic features such as wall and ceiling plasterwork, interior joinery and fittings and decorative elements as appropriate</p>
Machinery	<p><b>Repair of machinery which is an integral part of a structure</b></p> <p>Machinery which qualifies may include moving parts of buildings of industrial heritage interest or scientific interest, or machinery such as stage machinery for historic theatres or service installations such as early or historic lifts, plumbing mechanisms and heating systems</p> <p>Examples of machinery may include waterwheels, millstones, sieves, drying kilns, hoists etc.</p>
Historic ruins	<p><b>Works to stabilise or protect masonry or other elements at risk</b></p>

**Qualifying works (continued):**

Energy efficiency improvements	<p><b>Works to increase the thermal performance and energy efficiency of the building in line with the relevant Advice Series guidance</b></p> <p>In order to qualify the works must be appropriately detailed, using materials appropriate for use in an historic building, and specified by a qualified conservation professional. The building must be in good repair and well-maintained. Qualifying energy efficiency works may include:</p> <ul style="list-style-type: none"> <li>○ Draught-proofing of windows, doors and other openings</li> <li>○ Attic/loft insulation to pitched roofs</li> <li>○ Replacement of outdated services with high-efficiency units and updated controls</li> <li>○ Repair and upgrading of historic window shutters</li> <li>○ Installation of appropriately detailed secondary glazing</li> <li>○ Insulation of suspended timber floors</li> </ul>
ACAs	<p><b>Works to structures which contribute to the character of an ACA</b></p> <p>Repair works to the exterior of a structure which contributes to the character of an ACA or repairs to its main structural elements</p> <p>This includes the reinstatement of architectural features where appropriately detailed and specified such as sash windows, shopfronts, railings or similar <b>only where the reinstatement is essential to the design and character of the historic building, townscape or street.</b> It should not include works of conjectural reconstruction and details of features should be based on sound physical or documentary evidence</p> <p>Works such as repair and/or redecoration schemes for multiple buildings may be considered where this is an objective of the planning authority</p>
Services	<p><b>Works to functional services</b> for example electricity, gas, heating and drainage only where they are necessarily disturbed in the course of other funded repairs</p>
Temporary works	<p><b>Works to reduce the risk to a structure</b> from collapse or partial collapse, weather damage, fire, vandalism and unauthorised access. Such works should ensure the maintenance of adequate ventilation of the structure and the protection of significant features of the building from endangerment</p> <p>In exceptional circumstances, where it is considered necessary to remove fixtures or features of interest for safe-keeping, this shall be conditional on the inclusion of acceptable proposals for their secure storage for later reinstatement within a stated timeframe</p>
Other works	<p>A case may be made by the applicant and/or the LA for other works not listed above which they deem to be of exceptional importance</p>
Professional fees	<p>Professional fees incurred for the portion of capital works funded to include surveys and method statements indicating methods and sequence of works, on site supervision and monitoring, reasonable travel and subsistence costs and sign-off on project</p>

## Non-Qualifying Works

Routine works	<p><b>Routine maintenance and minor repairs</b> Works of this nature are not generally eligible under the BHIS. However, the Department is piloting a 'micro' grant scheme in 2020 for works or routine maintenance and minor repairs which, if successful, will operate on a national basis at a future time.</p>
Alterations	<p><b>Alterations and improvements</b> All new works to a structure, for example the installation or renewal of damp-proofing, loft conversion and extensions do not qualify with the exception of energy efficiency improvement works outlined in Section 2.6</p>
Demolition	<p><b>Demolition</b> Works to demolish or remove any part or element of a protected structure do not qualify except where the project involves careful dismantling prior to reinstatement or the removal of later work which alters or obscures the original design of the building</p>
Restoration	<p><b>Restoration and Reconstruction</b> Works of conjectural reconstruction where there is no sound physical or documentary evidence of the earlier state of the structure or element</p>
Non-essential	<p><b>Non-essential works</b> Works that are not essential to secure the conservation of the structure</p>
Pre-existing	<p><b>Pre-existing works</b> Works that have commenced before notification of funding approved under the scheme has been received or where works have commenced before the LA has undertaken an inspection of the building for which works are proposed</p>
External Walls	<p><b>External walls and damp-proofing</b> The removal of render from a previously rendered exterior and associated repointing are excluded except where these are inappropriate later interventions that are damaging the historic fabric</p> <p>The application of tanking or waterproof plasters to combat damp problems</p> <p>Works to install a new damp proof course , whether a physical or a chemical one</p>



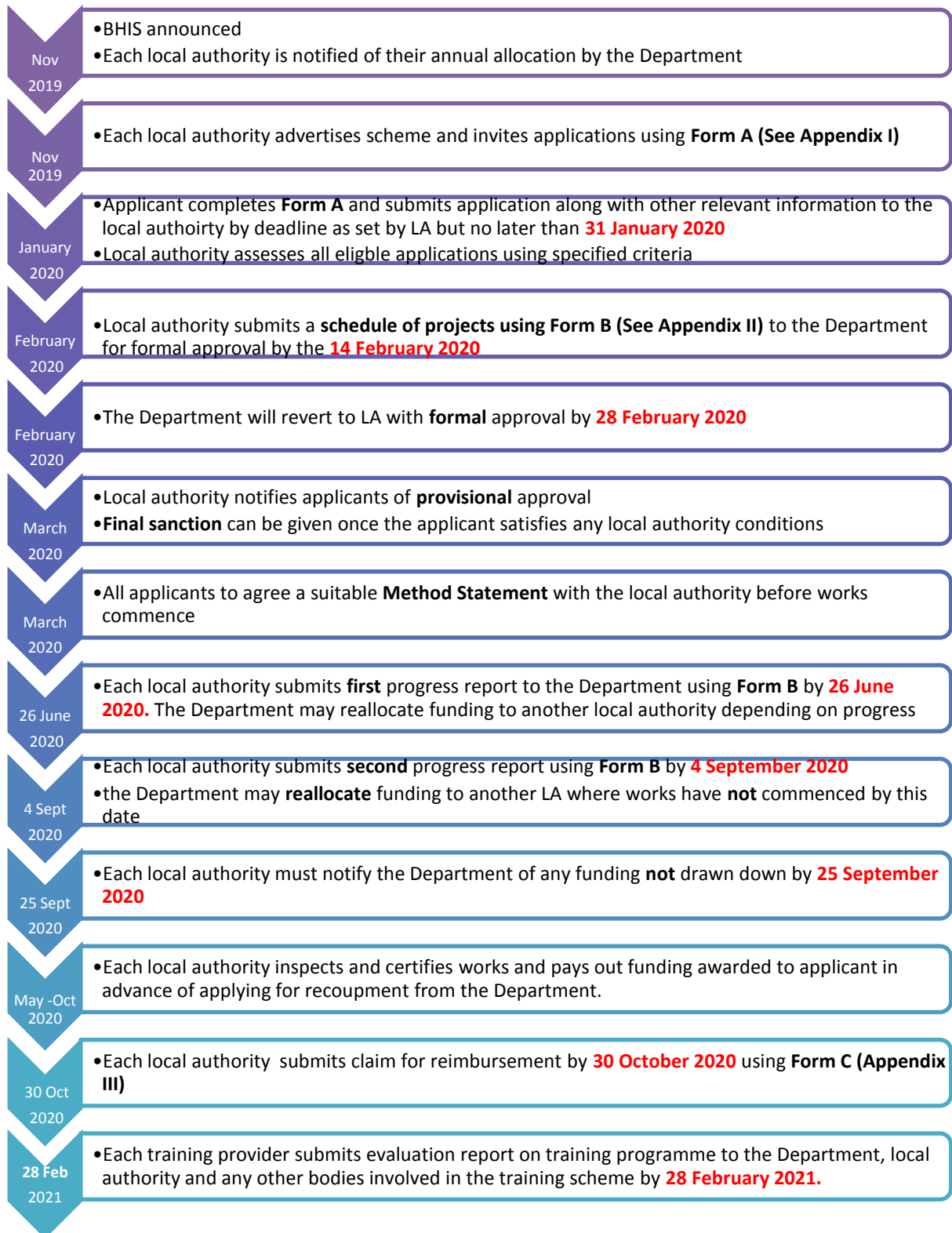
**Non-Qualifying works (continued):**

External joinery	<p><b>External joinery</b>                  The fitting of double-glazed units, including slim-profile double glazed units and vacuum sealed units, into the existing or new sashes or casements</p> <p>The fitting of storm glazing</p> <p>The replacement of historic glass with energy-efficient glass</p>
Energy efficiency	<p><b>Energy efficiency</b>                  The installation of micro-renewables such as photo-voltaic panels or wind turbines</p> <p>The application of external wall insulation does not qualify except where an insulated render can be applied that would not require the removal of historic render and would be of a thickness appropriate to the architectural detailing of the building.</p> <ul style="list-style-type: none"> <li>○ The application of appropriate internal wall insulation will not qualify except in circumstances where no architectural features will be impacted upon and where the 'breathability' of the overall structure is not adversely affected.</li> <li>○ Insulation of solid floors will not qualify except where the historic floor has previously been lost.</li> </ul>
Public realm	<p><b>Public Realm Works (ACAs)</b>                  In the case of ACAs, public realm works will be excluded</p>

**Contact**

For further information regarding the operation of this scheme, applicants should refer to the relevant section of the local authority in the first instance. Local authorities may contact the **Built Heritage Policy Unit** of the Department.

## 8. Overview of Process



## 9. Method Statement

The **Method Statement** must describe the condition of the structure, and give details of how conservation/repair works will be carried out. This document does not need to be unduly long but it must be **appropriate to the nature and scale of the proposed works**, e.g. a Method Statement in relation to re-thatching will not require as much detail as one for structural or masonry repairs. It should not exceed **TEN A4** pages.

Works should be in line with best conservation practice and should aim to employ methods of minimal intervention. Works should be based on a proper understanding of the structure, and make use of appropriate materials. Replacement of original material should be kept to a minimum and should only be carried out when absolutely necessary. The proposed works should only be undertaken by appropriately qualified conservation practitioners who have experience in the use of historic materials and techniques.

### The Method Statement must include

#### 1. A concise description of the structure

The structure as it currently exists, noting all its salient features, its appearance, setting, form, present function, significance, brief architectural history (if available/relevant) and the materials of which it is composed.

#### 2. A description of the works proposed

This should identify the issues that are causing risk, what remedial works are proposed, how the work will be done, what materials will be used, and how the fabric of the building will be conserved. It **must** include relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations and should typically include the following issues:

- a) Are the works temporary or permanent?
- b) What types of repairs are being proposed and in which locations?
- c) What treatment/replacement of damaged fabric is envisaged?
- d) What replacement materials (if any) will be incorporated?
- e) Details of on-site supervision and monitoring;
- f) A brief schedule or sequence of works;
- g) An estimated project cost.

#### 3. Impact statement and proposed mitigation measures (if applicable)

Any likely impact of works on a structure and ways of mitigating adverse impacts. Mitigation may include design, timing and methodology (i.e. roof repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, careful choice of materials, etc.

Cross refer the method statement to the training plan, where relevant.