



Historic England

# Repair Grants for Heritage at Risk



Application Form

Please read *Guidance for Applicants* before you fill in this form. It sets out those things that you need to know before making an application for a grant and is available for you to download from our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/grants-available/repair-grants)

We strongly recommend that you also contact your Historic England local office to discuss your project before you make an application if you have not already done so. If you need to find out which of our local offices covers your area, please visit our website: [www.HistoricEngland.org.uk/about/contact-us/local-offices/](http://www.HistoricEngland.org.uk/about/contact-us/local-offices/)

You can apply for a grant under this scheme at any time during the year.

You must answer all the questions in this form. If you think a question does not apply to your project, you should tell us this on the form. When you send us your completed form, you must include the supporting documents which apply to your project that we ask for in the checklist at the end of this form. We need this information to assess your application. We do not expect you to run up significant costs when completing your application. We will not pay any grant for work that has started before a written offer of grant has been made by us and accepted by you.

You should send your completed form and supporting documents to your local office. You can find our contact information on the back page of this document. Please note that we are not able to accept applications sent by e-mail because we need a signed hard copy.

## Access to Information and Data Protection statement

### Freedom of Information

We are subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which provide a general right of access to information we hold. We may provide the information you have supplied in response to a request made under this legislation, subject to any exemptions which apply. We will consult with external parties as necessary prior to releasing information.

### Data Protection Act 1998

We will retain your personal details, along with the other information you have provided and information obtained from other sources, under the principles of the Data Protection Act 1998. We may disclose such data if we are required to by law.

## You and your property

**Q1** Your details

Name of applicant
(if you are applying for a grant on behalf of an organisation or company, this should be the name of the organisation or company, not an individual)
Name of contact
(if you are applying for a grant on behalf of an organisation or company)
Address
Postcode
Telephone (daytime, including area code)
E-mail

**Q2** If you are not handling the application yourself, please tell us the name of the person who will be our main contact. Please give their full contact information if it is different from that given above.

Address
Postcode
Telephone (daytime, including area code)
E-mail

**Q3** Name and location of your property

Address
Postcode

**Q4** Name of the local authority (unitary, district, city or borough council) for the area in which your property is located

### Is your property eligible for grant?

For information about why we ask the questions below, please see Section 1.3 of *Guidance for Applicants*. If you need help answering **Q5**, you can search the National Heritage List for England via our website: [www.HistoricEngland.org.uk/listing/the-list/](http://www.HistoricEngland.org.uk/listing/the-list/). For help with **Q6**, you can ask advice from your local authority's planning department.

**Q5** Is your property a listed building?

Yes  No

If 'Yes', please state at what grade:

Grade I  Grade II\*  Grade II

Is your property (or the site it stands on) a scheduled monument?

Yes  No

Is your property a registered park or garden?

Yes  No

If 'Yes', please state at what grade:

Grade I  Grade II\*  Grade II

**Q6** Is your property in a conservation area?

Yes  No

If 'Yes', please give the name of the conservation area.

### Do you own the property?

For information about why we ask the questions below, please see Section 1.4 of *Guidance for Applicants*.

Q7 Do you:

- own the freehold and have full repairing liability for the property **or**
- have a lease with at least 21 years to run and have full repairing liability for the property?

Please tick the relevant box above and tell us when you gained this interest.

If neither option applies to you at present, do you plan to acquire an interest in the property in line with one of the options above?

- Yes
- No

Q8 Does anyone else, such as a family member, parent company or partner organisation, have a legal interest in the property?

- Yes
- No

If 'Yes', please give details and explain the nature of the legal interest.

(this may be the name of an organisation or company, if applicable)

  
  
  
  

The person(s) named above or a person authorised to sign on behalf of the organisation or company must sign the Declaration at the end of this form.

**Q9** Do you or does anyone named in answer to **Q8** hold any land adjacent to the property?

Yes  No

If 'Yes', please give details.


### Is your project eligible for grant?

For information about why we ask the questions below, please see Section 3.2 of *Guidance for Applicants*.

**Q10** Please summarise your project.


Please select the type of work that you are applying for grant towards.

Project development work  Repair or other main work  Both

**Q11** Have you already started or finished any of the work for which grant is requested?

Yes  No

If 'Yes', please give details.


**Q12** Is your property on our Heritage at Risk Register? You can search the Register on our website: [risk.HistoricEngland.org.uk/register.aspx](http://risk.HistoricEngland.org.uk/register.aspx)

Yes  No

If 'No', is your property at risk of loss of or damage to important architectural, archaeological or landscape features? Please give details.


**Q13** Does your project need to be done to reduce the risk that the property faces or enable the risk to be reduced?

Yes  No

Please give details.


## Your project costs

For information about why we ask the questions below, please see Sections 1.5 and 1.6 of *Guidance for Applicants*.

- Q14** Please provide a full breakdown of the estimated costs that you want us to consider for a grant, including the cost of any professional advisers that you need to employ on your project.

Project development item (eg specialist report)	Cost £	VAT £	Sub-total £
<b>Sub-total</b>			

Main work item (eg repair north slope of roof)	Cost £	VAT £	Sub-total £
<b>Sub-total</b>			

Professional service (eg architect)	Fee rate (%)	Cost £	VAT £	Sub-total £
<b>Sub-total</b>				

**Total**



**Q15** Can you recover VAT or benefit from a reduced or zero rate for any part of the work?

Yes  No

If 'Yes', please give details.


**Q16** Do you plan to carry out any other work as part of the project?

Yes  No

If 'Yes', please give details, including the approximate cost of this other work.


## Funding your project

For information about why we ask the questions below, please see Section 3.4 of *Guidance for Applicants*.

**Q17** Once in good repair, will your property have a market value or be able to produce an income?

Yes

No

If 'Yes', we will take into account the market value of the property or the income it generates in our assessment.

If 'No', please tell us the financial contribution that you can make towards your project costs.

£

**Q18** What is the present use of your property? If it is not in use, please explain why.


**Q19** Would your property's heritage significance be threatened by its being sold or its use changing?

Yes

No

If 'Yes', please explain why.


**Q20** Does your project involve bringing a redundant, derelict or under-used property back into use?

Yes  No

If 'Yes', please give details.


**Q21** What is the estimated market value of your property when in good repair and, where appropriate, fitted out for any proposed new use?

£
---

**Q22** What other organisations have you applied to, or do you intend to apply to, for a grant or loan towards the works that you are asking us to help fund?

Name of organisation	Date of application	Outcome (if known)	Grant/loan amount £	Time limits attached

If you have not applied to any other organisations, and do not intend to, please tell us why.


**Q23** How much grant are you asking us for?

£
---

## Planning your project

For information about why we ask the questions below, please see Sections 3.3 and 5.6 of *Guidance for Applicants*.

**Q24** When do you plan to start your project?

How long will your project take to complete?

**Q25** Please tell us about any risks which might have an impact on the completion of your project.


**Q26** Have you appointed a main professional adviser for your project?  
**You do not need to have appointed a professional adviser before making an application.**

Yes

No

If 'Yes', please give details.

Name
Job Title
Address
Postcode
Telephone (daytime, including area code)
Email

Q27 Did you choose this professional adviser using a competitive process?

- Yes  No  N/A

If 'Yes', please give details, including the date you appointed this person.

--

Q28 Is this professional adviser conservation accredited?

- Yes  No  N/A

If 'Yes', please tell us the scheme that they received conservation accreditation from and at which level.


### Benefits of your project

For information about why we ask the questions below, please see Section 3.3 of *Guidance for Applicants*.

Q29 What are the heritage outcomes of your project? For example, will your project provide training and develop conservation skills at either a professional or craft level?


**Q30** What are the wider outcomes of your project? For example, will your project benefit your community and the wider public such as by providing social or educational activities? Will your project help to create long-term regeneration by providing employment opportunities or accommodation for rent?


**Q31** Do you have a maintenance plan for your property?

Yes                       No

**Q32** If you are applying for a grant towards repairs, how do you plan to provide public access once your project is complete?


Do you currently provide public access to your property?

Yes                       No

If 'Yes', please give details.


**Q33** How will you make sure that the benefits of your project are sustained after it is completed and that the property as a whole remains viable?


### Looking back

**Q34** Please tell us about any repairs or other significant work carried out to the property in the last five years, including details of the cost and how you funded each item.


**Q35** Has the property benefitted from any grant or loan from us or any other body in the last five years?

Yes                       No

If 'Yes', please give details.

Name of organisation	Type of funding (grant or loan)	Grant/loan amount £	Date of offer

**Q36** Have you received planning permission or any other consent for the development of the property or any adjoining land within the last five years?

Yes

No

If 'Yes', please give details.


**Looking ahead**

**Q37** Please give details of any other repairs or development that you plan to undertake at the property within the next five years.




## Helping us prioritise your project

For information about why we ask the questions below, please see Section 3.5 of *Guidance for Applicants*.

**Q38** What is significant about your property's heritage?


**Q39** How does your project meet our priorities for grant? You can find information on our priorities for grant on our website: [www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/our-priorities](http://www.HistoricEngland.org.uk/services-skills/grants/our-grant-schemes/our-priorities)


**Q40** Is there any reason why your project must be started at the time identified in your answer to **Q24**? For example, have you received a grant offer from another body which must be claimed by a set deadline?

Yes                       No

If 'Yes', please give details.


## Applicant and project profile

We want to make sure that our grants reach all sections of society. The following questions are intended to help us find out more about who applies for our grants and who benefits from the projects that we fund.

Please fill in the information as accurately as possible. Do not tick all the boxes unless they all apply. We need to know who will be the main regular beneficiaries of your project, rather than all possible beneficiaries.

We will not use the information that you provide here as part of our assessment. We ask these questions to help us understand the spread of our grants. There are no model answers.

### About you or your organisation

A What type of applicant are you?

Private individual       Organisation

If 'Organisation', please specify type (eg commercial, local authority).

B Which of the following best describes you? Please tick all relevant boxes. If you represent an organisation, please estimate the percentage of the following groups within your organisation.

Male                       Female  
 Under 25               25-59                       60 and above  
 Disabled                       Non-Disabled

C Please tick the box which best reflects your ethnic origin. If you represent an organisation, please estimate the percentage of the following groups within your organisation.

**a) White:**

British

Irish

Any other white background (please note here )

**b) Asian or Asian British:**

Indian

Pakistani

Bangladeshi

Any other Asian background (please note here )

**c) Black or Black British:**

Caribbean

African

Any other black background (please note here )

**d) Chinese or other ethnic group:**

Chinese

Any other group  
(please note here )

**e) Mixed:**

White and Black African

White and Asian

White and Black Caribbean

Any other mixed background (please note here )

**About the people who will benefit from your project**

**D** What are the age ranges of the majority of people who will benefit from your project?  
Please tick the relevant box(es).

- 0-5                       6-10                       11-16
- 17-18                       19-25                       26-59
- 60 plus

**E** Please tick the box which best reflects the ethnic origin of most of the people who will benefit from your project:

**a) White:**

- British                       Irish
- Any other white background (please note here )

**b) Asian or Asian British:**

- Indian                       Pakistani                       Bangladeshi
- Any other Asian background (please note here )

**c) Black or Black British:**

- Caribbean                       African
- Any other black background (please note here )

**d) Chinese or other ethnic group:**

- Chinese                       Any other group  
(please note here )

e) Mixed:

White and Black African

White and Asian

White and Black Caribbean

Any other mixed background (please note here )

## Account details

You need to provide details of your bank or building society account so that we can pay any grant we agree to give you direct to your account. You must also send us an original banking document (for example a paying-in slip, cancelled cheque, bank statement etc.) as confirmation of these details.

Please check these details carefully. You must make sure that you tell us about any changes to your account details after we have received your application. We cannot accept any liability for any loss incurred if you supply incorrect account details.

Name of Bank or Building Society
Address
Postcode
Account name
Sort Code
Account number or roll number

## Declaration

Your completed application form must be signed by the applicant named in **Q1** and any other parties with a legal interest named in **Q8** (for example co-owners of your property), if applicable. If the applicant is an organisation or company, an authorised member or authorised members of that organisation or company must sign.

I/we confirm that I/we have read and accepted *Guidance for Applicants* 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)
Name(s)
Job title(s) (where the applicant is an organisation or company)
Date

### Supporting Documents

You must send us the information that applies to you from the following list to support your application. If any of the documents that apply to your project are not available when you send us your completed form, please explain why and tell us when you expect to be able to send them. We need this information to assess your application.

#### You must enclose the following documents

- Recent photographs of your property, including photographs that clearly show the work that is needed. You should label all photographs with the name of the property, the date of the photograph and a brief description of what it shows.
- An original banking document (for example a paying-in slip, cancelled cheque, bank statement etc.) which confirms the details of the bank or building society account into which you want any grant to be paid.

#### You must enclose the following documents where they apply to your project

- If you do not own the property, evidence that you intend to acquire the property and that the current owner is willing to dispose of it to you.
- If you answered yes to **Q19**, copies of your organisation's accounts for the last three complete financial years. You should explain any restrictions on the funds set out in the accounts. If you do not have formal accounts, then other evidence of the property's financial history over the last three complete financial years. If the property is part of a historic entity, the financial information will need to cover the whole entity.
- If you answered yes to **Q20**, a copy of your development appraisal and, if you are retaining the property, a copy of your business plan or other financial projections.
- If you answered yes to **Q31**, a copy of your maintenance plan.

#### You should enclose the following documents only if you already have them

- A copy of a professional adviser's or specialist contractor's report demonstrating the need for your project.
- A copy of the conservation management plan or statement, if one has been prepared for your property.
- A copy of any professional valuation, if one has been prepared within the last two years.
- Letters or other documents supporting your application for a grant. Please specify what these are on the following page.



All the supporting documents you send to us should be A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents.

Please keep copies of your completed application form and all supporting documents. Do not send us original documents or anything of historical or personal value. We will normally expect to retain all documents that you send us.

Other supporting documents:




# Historic England

We are the public body that looks after England's historic environment.

We champion historic places, helping people understand, value and care for them.

## [HistoricEngland.org.uk](http://HistoricEngland.org.uk)

If you would like this document in a different format, please contact our customer services department on:

Tel: 0370 333 0607

Textphone: 0800 015 0174

Email: [customers@HistoricEngland.org.uk](mailto:customers@HistoricEngland.org.uk)

## Cover images

- Image one: Newman Brothers' Coffin Furniture Works, Birmingham
- Image two: Grand Hotel, Colmore Row, Birmingham
- Image three: Bolam Coyne, Newcastle-upon-Tyne
- Image four: Kensal Green Cemetery, London
- Image five: Briton's Arms, Norwich
- Image six: Whitesyke and Bentyfield lead mines, Cumbria
- Image seven: Bowes Railway, North East
- All images © Historic England

## Contact Historic England

### East Midlands

Windsor House,  
Cliftonville, Northampton  
NN1 5BE  
Tel: 01604 735460  
Email: [eastmidlands@HistoricEngland.org.uk](mailto:eastmidlands@HistoricEngland.org.uk)

### South East

Eastgate Court  
195-205 High Street  
Guildford GU1 3EH  
Tel: 01483 252020  
Email: [southeast@HistoricEngland.org.uk](mailto:southeast@HistoricEngland.org.uk)

### East of England

Brooklands  
24 Brooklands Avenue  
Cambridge CB2 2BU  
Tel: 01223 582749  
Email: [eastofengland@HistoricEngland.org.uk](mailto:eastofengland@HistoricEngland.org.uk)

### South West

29 Queen Square  
Bristol BS1 4ND  
Tel: 0117 975 1308  
Email: [southwest@HistoricEngland.org.uk](mailto:southwest@HistoricEngland.org.uk)

### London

Fourth Floor  
Cannon Bridge House  
25 Dowgate Hill  
London EC4R 2YA  
Tel: 020 7973 3700  
Email: [london@HistoricEngland.org.uk](mailto:london@HistoricEngland.org.uk)

### West Midlands

The Axis  
10 Holliday Street  
Birmingham B1 1TG  
Tel: 0121 625 6870  
Email: [westmidlands@HistoricEngland.org.uk](mailto:westmidlands@HistoricEngland.org.uk)

### North East

Bessie Surtees House  
41-44 Sandhill  
Newcastle Upon Tyne  
NE1 3JF  
Tel: 0191 269 1255  
Email: [northeast@HistoricEngland.org.uk](mailto:northeast@HistoricEngland.org.uk)

### Yorkshire

37 Tanner Row  
York YO1 6WP  
Tel: 01904 601948  
Email: [yorkshire@HistoricEngland.org.uk](mailto:yorkshire@HistoricEngland.org.uk)

### North West

Suites 3.3 and 3.4  
Canada House  
3 Chepstow Street  
Manchester M1 5FW  
Tel: 0161 242 1416  
Email: [northwest@HistoricEngland.org.uk](mailto:northwest@HistoricEngland.org.uk)

Publication date: April 2004 © English Heritage  
Reissue date: April 2015 © Historic England  
Design: Historic England

Please consider the environment before printing this document