

## Conservation Grants Guidance

### Introduction

A listed building is a site which is of national and/or international importance and there are approximately 175 such buildings within the Tamworth Borough Council. Along with ownership of listed buildings comes the additional responsibility of preserving the site's significance and the Council are keen to encourage owners to maintain and preserve the special interest in a listed building by preventative maintenance techniques, reinstatement of historic details and appropriate alterations with a 'conservation approach.'

In order to support owners of listed buildings, the Council has the ability to offer financial grants to assist with the cost of repair and maintenance of a listed building. Each application is assessed on its own merits on a case-by-case basis in order to determine the ratio of grant funding available.

### Grant Eligibility

If you are considering applying for a grant, the first task is to discuss your works with the Council's Conservation Officer. Grants are available to both the inside and outside of a listed building and may also include buildings or structures which are considered to be part of the curtilage of a listed building.. As the Council has limited funds, there is a need to prioritise grant aided work. The following criteria are taken into consideration into whether to fund any proposed works:-

- The grading of the building (Grade I, Grade II\*, Grade II);
- Whether the building is listed in the Conservation Area Management Plan Review as a 'priority building'
- Whether the building is noted as being 'vulnerable' or 'at risk' in a Heritage At Risk survey undertaken by Historic England or the Council;
- Whether the works will have a positive impact upon the architectural integrity of the building or character and appearance of the street scene;
- Whether there is a maintenance plan in place for the continued cyclical maintenance of the building;
- The urgency and need for the proposed works;
- The grant cannot be given retrospectively.

What is the procedure for making a grant application?

The process for making a grant application is as follows:-

- Discuss your potential application with a planning officer and/or conservation officer to ensure the eligibility of the proposed works and whether there is a need for additional planning or listed building consent applications;
- When advised that your project would meet the eligibility requirements, please fill in the application form along with a fully itemised quote from at least two contractors, ensuring that the quotes are comparable (Please see 'Further Information' for a list of relevant websites in gaining qualified tradespeople)
- The Council will choose which quote will be funded and is not dependent upon 'lowest cost.'
- Send the application form to The Development Plan and Conservation Officer, Planning and Regeneration, Tamworth Borough Council, Marmion House, Lichfield Street, Tamworth B79 7BZ
- An officer from the Council will contact you within 3 weeks with the result or progress of your grant application and give you further guidance with regards to the next steps;

Grants are normally given and can be as high as 50% or up to £5,000 depending upon the proposed works. In exceptional circumstances, a greater percentage may also be available. The grant will also be registered as a local land charge. If you sell the building within three years of the final grant payment, the Council will be entitled to recoup all or part of the amount given.

Conservation Areas and Locally Listed Buildings

Although the grant funding is predominantly for statutory listed buildings, in some circumstances, the Council may also offer grant funding for works to a locally listed building or to a building within a conservation area. Please contact the planning team or conservation officer for further information and advice.

Further Information and useful websites

The Council is not able to recommend specific contractors, however does have a list of contractors who have been known to work on listed buildings within the area. Please contact us in order to receive this list.

Other useful websites for sourcing contractors include:

<http://www.buildingconservation.com/directory/prodserv.php>

<http://www.theheritagedirectory.co.uk/directory.asp>

<https://www.findacraftsman.com/>

When seeking contractors, please ask the following questions:

- Have they worked on a similar type of listed building before and are aware of the techniques involved with buildings of traditional construction?

- Are they accredited with a conservation organisation such as the Institute of Historic Building Conservation or the Guild of Master Craftsmen?
- Can they show you examples of their past work?

For any further assistance and advice on the Listed Building grant process, please contact the planning team on 01827 709 282 or [planningadmin@tamworth.gov.uk](mailto:planningadmin@tamworth.gov.uk) or

The Conservation Officer  
The Development Plan Team  
Planning and Regeneration,  
Tamworth Borough Council,  
Marmion House, Lichfield Street,  
Tamworth B79 7BZ