



ENGLISH HERITAGE

Grants to local authorities to underwrite Urgent Works Notices

(Section 54, Planning (Listed Buildings and
Conservation Areas) Act 1990)

Notes for applicants

Please read these notes carefully before making an application and keep them for reference.

As part of our buildings at risk strategy, we are seeking to encourage local authorities to use their powers under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to ensure that urgent works are carried out to historic buildings as soon as the need for them becomes apparent, rather than waiting until decay is well advanced.

We are also keen to encourage authorities to use these powers to stabilise or stem the rate of deterioration of more seriously decayed buildings.

We welcome applications from local authorities for grants to underwrite up to 80% of an authority's irrecoverable costs in undertaking urgent works, including the cost of professional services 'bought in' by the authority to enable it to serve the notice. Recharge costs for the use of in-house legal and other professional services are not normally eligible. However, they may be accepted in exceptional circumstances, provided a contribution from English Heritage would demonstrably result in a proportionate increase in the resources applied to conservation work during the year.

Eligibility

- Applicants must be local planning authorities
- Grants can be made in respect of a grade I or II* listed building or a grade II listed building in a conservation area
- In Greater London, all listed buildings are eligible
- In exceptional circumstances, we may be able to consider grant aid for Urgent Works Notices in respect of unlisted buildings in conservation areas, where the local authority has been authorised to serve the notice by the Secretary of State under Section 76 of the 1990 Act

The following are not eligible, since Urgent Works Notices cannot legally be served on them:

- Listed buildings which are **also** scheduled monuments (this means that the **building** is scheduled rather than solely the ground beneath it)
- Crown land (but notices can be served in relation to any non-Crown interest in Crown land, eg a leaseholder)

- Ecclesiastical buildings in ecclesiastical use, where exemption is retained under the Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Order 1994.

Applications

Applications should be made to English Heritage as early in the process as possible, preferably at the time of, or before the preparation of a draft notice, so that we have the opportunity to offer technical advice and guidance where necessary. We have set a target of determining 80% of applications within six weeks of receipt.

Expenditure incurred prior to approval in writing is not eligible for grant aid.

Payment of grant

When the service of a notice leads to the works being carried out by the authority, the grant will be paid on satisfactory completion of the works. We will then expect the authority to make all reasonable efforts to reclaim the total cost from the owner under Section 55 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and, if successful in reclaiming the costs, to reimburse English Heritage. The local authority will be requested to provide details of the steps it will take to recover the cost of the works from the owner and a timetable for doing so as a condition of the grant.

If the threat or service of the notice leads to the owner undertaking the works, claims for grant aid for professional services incurred in connection with preparation of the notice will be payable when the local authority and English Heritage are content that the urgent works have been carried out in full.

Staged payments will be considered but must be agreed in writing in advance with English Heritage.

After the urgent works have been completed

Urgent Works Notices are most effective when applied as part of a planned strategy to secure the future of the listed building. We shall expect your authority to make all reasonable efforts to achieve the full repair of the building, including service of a Repairs Notice if appropriate; to carry out quarterly inspections to verify that the urgent works remain effective until full repairs are undertaken; and keep English Heritage informed of progress.

There is a separate grant scheme to assist local authorities to serve Repairs Notices and pursue acquisition.

We advise applicants to refer to the English Heritage advice leaflet *Stopping the Rot: A step by step guide to serving Urgent Works and Repairs Notices* (English Heritage 1998) which is available on our website: www.english-heritage.org.uk



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Grants to local authorities to underwrite Urgent Works Notices

Application form

Please read the accompanying notes before completing this form. Please read every section and answer every relevant question.

1. Name of property for which grant is sought

1.1 Name and full address of property:

Name
Address
Postcode

1.2 Name of the local planning authority (unitary, district, city or borough council):
If the property is in an area covered by a National Park please state which:

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1.3 Please indicate the grade of listing:

Grade I Grade II* Grade II Unlisted

(Grade II listed buildings outside Greater London, or unlisted buildings can only receive a grant if they are in a conservation area)

1.4 Scheduled monuments (even if also listed) are not eligible as Urgent Works Notices cannot be served on them. Please tick the box to confirm that no part of the **building** is a scheduled monument

State if the **site**, or any part of it is scheduled:

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1.5 If the property is within a conservation area please state which:

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- 1.6 If the property is within or next to a park or garden included in the English Heritage Register of Parks and Gardens of Special Historic Interest, please give its name and grade:

Name
grade

- 1.7 To your knowledge, has the property ever been the subject of a grant application to English Heritage? **Yes/No**

If Yes, please give details including the English Heritage reference number if known:

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2. Building at Risk

- 2.2 Is the property on the English Heritage Register of Heritage at Risk? **Yes/No**

- 2.3 Is the property on any local register or list of buildings at risk? **Yes/No**

If Yes, state which:

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3. The applicant

- 3.1 Name of the local authority proposing to serve an Urgent Works Notice:

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- 3.2 Address of the local authority:

Postcode

- 3.3 Name of person to act as the point of liaison with English Heritage:
(The name given should be that of the day-to-day contact point to whom we should address queries. It does not have to be the same as the authorised signatory at point 7).

Name	
Position held	
Address (if different from 3.2 above)	
Postcode	
Daytime telephone	Fax
E-mail address	

4. The owner

4.1. The full name(s) and address(es) of the current owner(s):

(Please use a separate sheet if necessary)

Name
Address
Postcode

5. Use and occupancy

5.1. Is any part of the building or structure occupied or in use? **Yes/No**
(If the building is occupied works under an Urgent Works Notice may be carried out only to those parts not in use)

5.2. If the answer to question 5.1 is Yes, please state the extent of the occupation and the nature of use:

5.3. If the answer to question 5.1 is No, please tick the box if the building or structure is incapable of beneficial use (eg a decorative or commemorative structure such as an obelisk, gazebo or monument)

5.4. If the building or structure is capable of beneficial use but not currently in use, please answer the following questions:

What was the property last used for?

When did that use cease?

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6. Works

6.1 Please summarise the work to be covered by the notice:

(This should be a brief summary. Full details if available should be attached in a separate daft schedule)

6.2 What is the estimated cost (excluding fees and VAT) for this work?

£	
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6.3 If you have appointed or intend to appoint an architect or other advisers (eg

We will normally only grant aid the cost of fees to external advisers (see notes for applicants)

Adviser	Estimated total cost
	£
	£

6.4 What percentage of the estimated total cost of (professional fees and/or works)

£	Percentage
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6.5 Please state why a higher percentage of the total costs cannot be

7. Signature and declaration

The completed form must be signed by an authorised member of the local authority and their post or position given.

I declare that the information I have provided above is to the best of my knowledge true and complete:

Signature	Date
Name	
Position	

8. Checklist

Copies of the following should be enclosed with the application. Please tick the boxes to confirm that you have enclosed them:

(Failure to provide all the necessary information may delay the processing of your application)

- up-to-date photographs of the building or structure and location plans
- a statement of the building's overall condition and recent history (including any previous statutory action) and how it has come to be at risk, and any action already taken
- professional reports or other advice on the works in question (if already available)
- draft schedule of urgent works (if available)
- draft Urgent Works Notice (if available)
- strategy to secure the long term future of the building
- briefs for the appointment of consultants, if applicable
- any other documents that you think are relevant; please provide a list of documents submitted and a summary of their relevance to the application.

Do not submit documents not directly relevant to this application.

None of the documents or photographs will be returned to you unless you specifically ask us to do so. You should not send original documents or anything of special historic or personal value.

Submission of supporting information can be made electronically by prior agreement, however, please ensure e-mail files are no more than 5MB. The application form must be signed and submitted in hard copy.

Please return the completed form and enclosures to your English Heritage regional office:

East Midlands

English Heritage
44 Derrigate
Northampton
NN1 1UH
Telephone: 01604 735400
Fax: 01604 735401
E-mail: eastmidlands@english-heritage.org.uk

East Midlands

English Heritage
44 Derrigate
Northampton
NN1 1UH
Telephone: 01604 735400
Fax: 01604 735401
E-mail: eastmidlands@english-heritage.org.uk

English Heritage regional offices (continued):

London

English Heritage
1 Waterhouse Square
138-142 Holborn
London
EC1N 2ST
Telephone: 020 7973 3000
Fax: 020 7973 3001
E-mail:london@english-heritage.org.uk

North East

English Heritage
Bessie Surtees House
41-44 Sandhill
Newcastle upon Tyne
NE1 3JF
Telephone: 0191 269 1200
Fax: 0191 261 1130
E-mail:northeast@english-heritage.org.uk

North West

English Heritage
Suites 3.3 & 3.4 Canada House
3 Chepstow Street
Manchester
M1 5FW
Telephone: 0161 242 1400
Fax: 0161 242 1401
E-mail:northwest@english-heritage.org.uk

South East

English Heritage
Eastgate Court
195-205 High Street
Guildford
GU1 3EH
Telephone: 01483 252000
Fax: 01483 252001
E-mail:southeast@english-heritage.org.uk

South West

English Heritage
29 Queen Square
Bristol
BS1 4ND
Telephone: 0117 975 0700
Fax: 0117 975 0701
E-mail:southwest@english-heritage.org.uk

West Midlands

English Heritage
The Axis
10 Holliday Street
Birmingham
B1 1TG
Telephone: 0121 625 6820
Fax: 0121 625 6821
E-mail:westmidlands@english-heritage.org.uk

Yorkshire & the Humber

English Heritage
37 Tanner Row
York
YO1 6WP
Telephone: 01904 601 901
Fax: 01904 601 999
E-mail:yorkshire@english-heritage.org.uk

English Heritage is subject to the Freedom of Information Act. All information held by the organisation will be accessible in response to a Freedom of Information request, unless one of the exemptions to the Act applies.

Services department: Telephone: 0870 333 1181; Textphone: 01793 414878; E-mail: customers@english-heritage.org.uk

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our Customer Services department:
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