

IRRESTAWRA DAREK 2019

RESTORATION GRANT SCHEME FOR GRADE 1 AND GRADE 2 SCHEDULED RESIDENTIAL BUILDINGS, OR HERITAGE BUILDINGS (RESIDENTIAL) AND STREETSCAPES WITHIN URBAN CONSERVATION AREAS

GUIDELINES

CONTENTS

<u>Part 1: ABOUT THE GRANT SCHEME</u>	3
<u>1.1 Introduction and aims</u>	3
<u>1.2 Summary of the schemes</u>	4
<u>1.3 Works not funded by the scheme</u>	7
<u>1.4 Documentation Requirements</u>	8
<u>1.5 Additional Notes</u>	9
<u>Part 2: APPLYING FOR THE GRANT : THE PROCESS</u>	10
<u>2.1 Grant Scheme Request Forms</u>	10
<u>2.2 Assessment of the Request Form</u>	10
<u>2.3 Letter of Conditional Approval</u>	10
<u>2.4 Transfer of Ownership and Scheme Benefit</u>	10
<u>2.5 Commencement Notice</u>	10
<u>2.6 Monitoring</u>	10
<u>2.7 Refund of Costs</u>	11
<u>2.8 Important Deadlines</u>	12
<u>Part 3: CONTACT DETAILS</u>	12
<u>APPENDIX A - DEFINITIONS</u>	13

1.1 Introduction and aims

The promotion of sustainable regeneration of Urban Conservation Areas (UCAs) of the Maltese Islands, and the need to care for the built heritage of the Maltese Islands, have led the Office of the Prime Minister, the Ministry for Transport, Infrastructure and Capital Projects (MTIP) and the Planning Authority (PA) to launch a third scheme promoting investment in the restoration of privately owned **residential buildings and streetscapes** within **UCAs**, and **Grade 1** and **Grade 2** scheduled residential buildings (within and outside UCAs). The PA will administer the scheme and will monitor the works to assess the quality of the restoration.

The grant scheme is available on a first come first served basis according to the availability of funds, and the Planning Authority may close the scheme before the announced deadline if the allocated budget is taken up earlier, or for any other reason deemed legitimate by the Authority. The submission of a grant scheme request does not guarantee that the grant will be awarded. The award of the grant depends on eligibility (see table 1) and whether the proposed works are in conformity with planning legislation policies, permit conditions and best professional practice in restoration. The decision of the Planning Authority about these schemes is final and cannot be appealed.

1.2 Summary of the schemes

The following is a general summary of the schemes' parameters. Each criterion is explained in more detail later on.

TABLE 1 - SUMMARY OF SCHEMES

Budget	Beneficiary	Type	Use of Property	Facade	Interior	Garden Architecture	70% of costs, capped at Maximum
€4 million	General Public	UCA	Residential	Yes	No	No	€10,000
		Grade 2	Residential	Yes	Yes	Yes	€50,000
		Grade 1	Residential	Yes	Yes	Yes	€100,000
€1 million	Streetscape*	UCA	Residential/ Commercial	Yes	No	No	€20,000 per individual UCA property within the streetscape
		Grade 2	Residential	Yes	Yes	Yes	€50,000 per individual Grade 2 scheduled property within the streetscape
			Commercial	Yes	No	No	
		Grade 1	Residential	Yes	Yes	Yes	€100,000 per individual Grade 1 scheduled property within the streetscape
			Commercial	Yes	No	No	

*refunds will only be issued when **ALL** facades (including those of scheduled buildings) have been completed satisfactorily.

TABLE2 - PARAMETERS OF SCHEMES

Parameters	
Beneficiary	Private individuals, (not commercial entities, NGOs, unless they form part of a streetscape application)
Use of building	Residential only (unless property forms part of a streetscape application)
Eligibility of Restoration / Maintenance Works on Façade (UCA)	Specialist cleaning (not sand blasting, 'invjar', power washing or chipping/'tbaqqin'), consolidation of façade, repair/replacement of doors and apertures (on original, unaltered openings) and including installation of double glazing, repair/replacement of traditional timber/masonry/wrought iron balconies, replacement of aluminium with traditional material, paint/rendering works, re-pointing, restoration works on masonry, timber and wrought iron.
Internal Restoration works (Scheduled Grade 1 and 2 only)	As above, and additionally, restoration and consolidation works of the internal building structure and architectural features, maintenance of roofs (including roof insulation), internal doors and apertures (including double glazing), yards, garden features, reservoirs or cisterns.
Non-eligible Properties	<ul style="list-style-type: none"> • Properties which are neither Scheduled nor within an Urban Conservation Area; • Properties which have a commercial use (unless these form part of a streetscape – refer to definition in Appendix A); • Properties which are less than 50 years old or have little or no architectural value; • Properties which have already benefitted from a restoration grant scheme within the last five years; • Properties which are owned by a commercial entity. (unless these form part of a streetscape application – refer to definition)

TABLE 3 – ELIGIBLE COSTS AND PERMIT REQUIREMENTS

Item	Eligible for funding	Requires a planning permit	Remarks
Hire of Equipment	✓	✗	
Permits related to the setting up of equipment	✗	✗	Example Local Council permits, hire of traffic warden, etc.
Maintenance of facade (as listed in BoQ Template)	✓	✗	A brief works method statement may still be requested.
Restoration of facade (as listed in BoQ Template)	✓	✓	Requires a Restoration Method Statement approved in a planning permit.
Maintenance of original facade timber fixtures	✓	✗	A brief works method statement may still be requested. In case of apertures not visible from street (<i>anteporta</i> and doors leading to closed timber balconies), a photo of such will be required.
Installation of double glazing on existing original facade timber fixtures	✓	✗	An Energy Performance Certificate recommending installation of double glazing is required.
Replacement of original facade timber fixtures in solid natural timber only	✓	✓	A justification for replacement will be requested. Design and finish to be specified in approved drawing. (requests to introduce non-traditional materials will NOT be accepted for funding).
Reopening and installation of apertures in previously blocked openings	✓	✓	Evidence showing existence of original opening is required.
Replacement of apertures in non-traditional materials	✗	✓	Non-traditional materials refers to aluminium, pvc, man-made composite materials such as plywood, chipboard, blockboard, etc. Although such works will NOT be refunded, replacement of facade apertures still requires a planning permit.
Maintenance of original and existing wrought iron features	✓	✗	A brief works method statement may still be requested.
Replacement of original and existing wrought iron features	✓	✓	A justification for replacement is required.
<i>Perit</i> fees	✗	✗	Fees charged by the <i>Perit</i>

1.3 Works not funded by the Scheme

The scheme will **not fund** the following:

1. Works not listed in the letter of conditional approval
2. Works which have been, or need to be, sanctioned by the Planning Authority;
3. Sand/grit blasting, power washing, '*invjar*', chipping, '*tbaqqin*' and other irreversible abrasive or percussive methods will not only be ineligible for funding, but also not acceptable and therefore not permissible, and subject to Enforcement Action owing to their highly damaging effect to local stone and wood;
4. Refurbishment/installation of services, bathrooms, kitchens, interior decoration;
5. Alterations and additions to the original fabric;
6. Buildings/sites having a pending PA enforcement case or a pending Regularisation application;
7. Buildings/sites having a pending Appeal against scheduling, or against refusals of permit or enforcement related to scheduled buildings, or sites having a pending request for reconsideration against scheduling, unless the Appeal or reconsideration request are withdrawn;
8. Demolition
9. Reinstatement and reconstruction where there is lack of historic evidence of detail and design;
10. Restoration/conservation of movable objects, artefacts or furnishings;
11. Buildings which have benefitted from any other Planning Authority scheme within the past five (5) years. In the eventuality where a beneficiary is found to have benefitted from more than once scheme within five (5) years on the same property, the beneficiary will be obliged to **refund the entire grant plus interest**.

The PA will exercise discretion on other interventions that it may deem not eligible for funding and the above list may therefore be updated from time to time.

1.4 Documentation Required

No request will be validated until **ALL** necessary documentation has been uploaded by the *Perit* through E-apps. Only E-apps submissions will be considered.

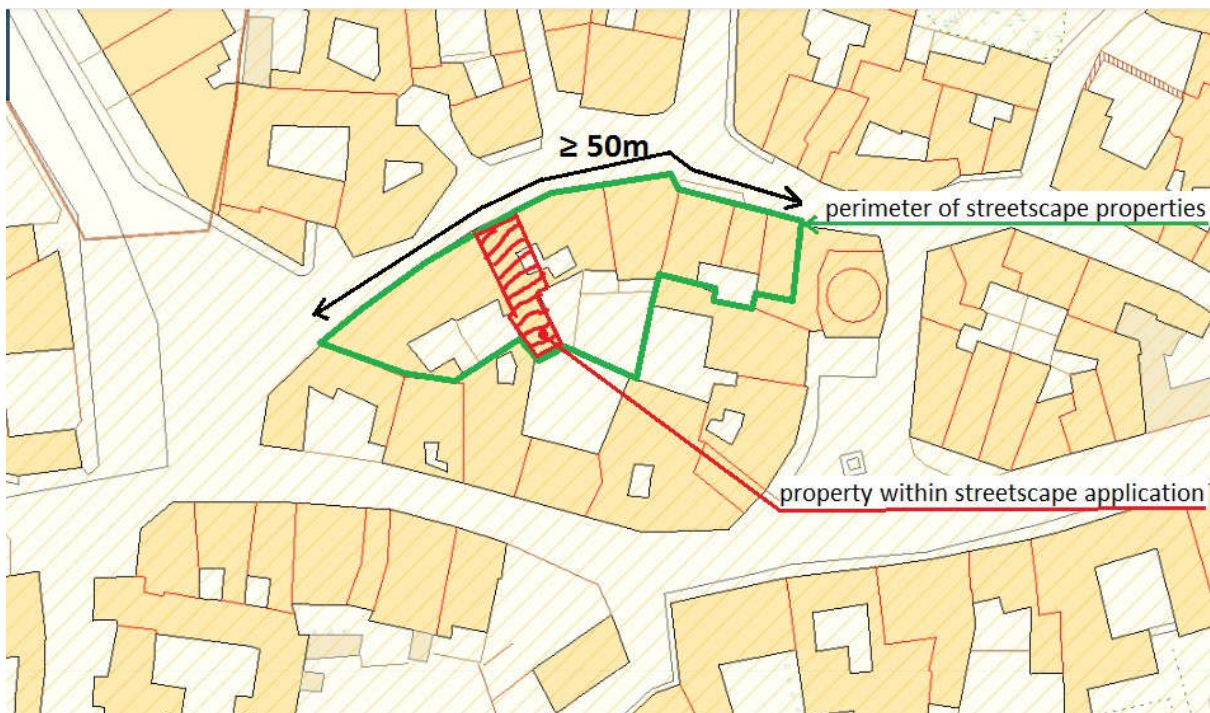
1. Duly completed Request Form AND a scanned copy of the Request form signed by the beneficiary.
2. Official Planning Authority site plan at 1:2500 scale having all property boundaries marked. For “Streetscape” requests the site plan is to show the whole boundary of the streetscape in green outline, and the extent of the individual property marked in red within the same streetscape. The overall length of the streetscape is also to be marked on the site plan (See Figure 1)
3. Good quality colour photographs showing the facade of the property at the time of submission of request for funding. Photos are to show the full extent of the facade outlined in red. (*Requests for scheduled property will also require photographs of all interior spaces/gardens where interventions are being proposed*).
4. Duly completed Bill of Quantities **ONLY AS PER TEMPLATE PROVIDED**. All quoted prices in BOQ are to be VAT inclusive. Separate values for contingency and VAT will NOT be considered.
5. Proof of ownership and residential use. The address shown on the contract/lease agreement must be the same as the address of the building in the request for funding. **If there has been a change in door numbering or street name, then a copy of the relevant Government Gazette Notice is to be submitted.**
 - a. private owners – contract of purchase of property or any official document stating that the applicant is the owner (e.g. will), bearing signature and stamp of notary, is to be submitted. Beneficiaries who are still on a promise of sale (*konvenju*) may submit a copy of the promise of sale document, however the final contract has to be submitted and works completed by the stipulated deadline. No extension for completion of works deadline will be allowed for beneficiaries who do not submit the final contract in ample time for them to receive the letter of conditional approval and carry out all the works.
 - b. Tenants - a copy of the signed lease agreement is to be submitted.
6. For “streetscape” applications (refer to definition) the above documents are required for EACH of the properties included in the same streetscape application. The submission for EACH property within a single “streetscape” application must be made by the same *Perit*.

7. Sites already having an active *Irrestawra Darek* application – In such cases, in order for the new request to be validated, a withdrawal letter of the active application signed by the beneficiary has to be submitted.

1.5 Additional Notes

1. Requests for funding entered under “Streetscape” will be set as **invalid** if any one of the individual properties included does not comply with any criteria of the scheme’s categories.
2. Planning Application – All restoration works are to be covered by a valid PA development permit and an approved Restoration Method Statement. If only **maintenance works** are to be undertaken a development planning application may not be required. (Refer to definition in Appendix and list of maintenance works in BoQ template).
3. The site plan for each “streetscape” application should have the format indicated in Figure 1 below. The particular property within the “streetscape” application should be shaded in red, AND the perimeter of the streetscape properties should be indicated in green AND the extent of the “streetscape” street frontage indicated on the site plan of each of the “streetscape” applications submitted.

FIGURE 1



2.1 Grant Scheme Request Forms

Grant scheme request forms must be submitted to the PA online, by a *Periti*, through the E-apps system as from 10th June 2019 till 30th August 2019.

***Periti* should bear in mind that when applying within the “Streetscape” category the FIRST request in the series will automatically be assigned a GS (file) number. This reference number is to be RE-ENTERED for every subsequent application linked to the same “Streetscape”.**

Late submissions will not be accepted.

The PA reserves the right to close the scheme earlier than announced.

2.2 Assessment of the Request Form

Following the submission of the Grant Scheme Request and all required documentation, the Irrestawra Darek Team will validate the request. Funds will ONLY be allocated once a Letter of Validation has been issued, irrespective of the order of submission of request. **Upon validation of request, no changes/additions to proposed interventions or costs as listed in the submitted BOQ will be accepted unless these are requested by the Development Planning Fund Committee.**

All validated requests will then be assessed and referred to the Development Planning Fund Committee for review and decision.

2.3 Letter of Conditional Approval

Successful beneficiaries will be informed by a Letter of Conditional Approval which will list all the eligible works, relevant conditions and any other relevant information.

2.4 Transfer of ownership and scheme benefit

Scheme may be transferred to a new beneficiary in case of sale of property, provided that the relevant “change of applicant” form bearing signatures of both original and new beneficiary, and a copy of contract showing transfer of property is uploaded. Even if the change of beneficiary is accepted, no update/changes to the approved works and costs will be entertained.

2.5 Commencement Notice

Prior to the commencement of any works included in the letter of condition approval, the *Periti*(through E-apps) or beneficiary (via email on irrestawradarek@pa.org.mt) is to submit the *Irrestawra Darek* Commencement Notice (irrespective of whether the planning permit commencement notice has been submitted).

2.6 Monitoring

Restoration works may only commence if there is a valid planning permit. The *Periti*, on behalf of the beneficiary, is required by the permit conditions to submit the Development Permit Commencement

Notice through E-apps at least five (5) days prior to commencement of works. (However, the *Irrestawra Darek* Commencement Notice must always be submitted).

Non-compliance with all the monitoring requirements indicated in this section will disqualify, fully or partially, the beneficiary from funding through this scheme.

2.7 Refund of Costs

Refunding may be claimed only once ALL the works listed in the letter of conditional approval have been completed and the property has been inspected. Failure to carrying out any of the works as listed in this letter may result in forfeiture of the entire grant.

However in the case of scheduled buildings (Grade 1 or Grade 2 Residences) refunding may be divided into a maximum of three tranches corresponding to the phasing of the restoration work (façade, interior, gardens & courtyards). If the scheduled residential building forms part of a streetscape works on the facade are to be concluded at the same time as the other non-scheduled properties and a single claim for refund for all the facades within the streetscape is to be submitted.

Once it has been confirmed by monitoring officers that works have been completed to the satisfaction of the PA, an appointment is scheduled with beneficiary to provide all the relevant eligible original fiscal receipts (refer to definition of fiscal receipt). Receipts are NOT to be sent by post or left at Planning Authority reception. Receipts will only be accepted by appointment with *Irrestawra Darek* officers.

Beneficiaries are being informed that refund will be calculated as 70% of the eligible costs as quoted by the *Perit* in the submitted BoQ and subsequently listed in the letter of conditional approval. In case where the submitted receipts amount to less than the quoted prices, refund will be calculated as 70% of the submitted eligible receipts. No requests for refund of costs other than those listed in the letter of conditional approval will be entertained.

The deadline for the latest completion of works and the submission of original fiscal receipts is **30th September 2022**. Requests for a final inspection and submission of fiscal receipts received after this date will not be accepted.

Following the completion of the works to the satisfaction of the PA and the submission of the eligible original fiscal receipts, the recommendation for refund is processed and presented to the Development Planning Fund Committee for a decision.

The payment of the grant will be affected by the PA once all the requirements have been honoured by the beneficiary.

2.8 Important Deadlines

1	<ul style="list-style-type: none">• Commencement of the Restoration Grant Schemes.• Submission of Request Forms by <i>Periti</i>.	10 th June 2019
2	<ul style="list-style-type: none">• Valid date of Original VAT receipts.	1 st July 2019 – 30 th September 2022
3	<ul style="list-style-type: none">• Deadline for submission of Grant Scheme Request Forms	30 th August 2019 (unless scheme is closed beforehand due to oversubscription or otherwise)
5	Deadline for completion of works and submission of final original fiscal receipts to the PA (by appointment)	30 th September 2022

PART 3 : CONTACT DETAILS

Should you require further information regarding this scheme, please contact the Planning Authority on any of the following:

Website: <http://www.pa.org.mt/en/irrestawra-darek>
Tel: 22901551 or 22901555
Email: irrestawradarek@pa.org.mt

APPENDIX A - DEFINITIONS

ACCRETIONS	A structure, often makeshift, and of inferior materials, that has no historical or architectural value in itself and does not contribute in any way, and often detracts from the aesthetic, historical and contextual characteristics of a building or site of heritage value. It does NOT necessarily apply to additions or alterations made during a later period or style from that of the original buildings, which may have acquired some heritage value by reason of their age and contribution to the historicity of the building.
ALTERATIONS/CONVERSIONS	Works for reorganising internal and external spaces and for providing improved or new facilities to make a building more suitable for its new functional use.
APPEAL	The decision of the Planning Authority about <i>Irrestawra Darek</i> Grant schemes is final and cannot be appealed
BENEFICIARY	<p>The officially recognised owner (or tenant) of a private residential property which:</p> <ul style="list-style-type: none"> a) Is scheduled as a Grade 1 or Grade 2 property b) Is a property lying within a UCA c) Forms a contiguous Streetscape (see definition below) <p>and which person makes a request for a grant and accepts the conditions under this scheme. Once a property has benefitted from a scheme it may not benefit from another scheme prior to the lapse of five (5) years.</p>
BILLS OF QUANTITIES (BOQ)	An itemised statement of works, quantities, rates and costs. BoQs are detailed accounts conforming to standard practices. For any works on the facade, the obligatory BoQ template is to be filled in and submitted.
CLEANING	The removal of superficial extraneous deposits/materials that are damaging and/or depreciate the aesthetic characteristics and qualities of heritage property. Cleaning does not refer to, or include, the removal of the natural stone patina. Cleaning works require a planning permit and should be carried out under the supervision of the Planning Authority (PA).
DEVELOPMENT PLANNING FUND COMMITTEE	An internal Planning Authority committee appointed to consider, evaluate, and approve submissions related to requests for funding with respect to the various schemes held by the Planning Authority. This committee receives feedback and gives direction to the <i>Irrestawra Darek</i> Team. The Committee is also empowered to approve or otherwise the grants connected with this scheme.
EFFECTIVE DATES	<ul style="list-style-type: none"> • From the 10th June 2019 for submission of grant scheme request forms • 30th August 2019 for the latest submission of grant scheme request forms, unless the scheme is closed prematurely • From the 1st July 2019 for the validity of the original fiscal receipts • 30th September 2022 for the latest completion of works and submission of original fiscal receipts.
ELIGIBLE EXPENDITURE	The costs as listed in the letter of conditional approval for works directly related to the qualifying restoration, conservation or maintenance of a heritage building and which works have been completed and paid for within the effective dates.
FACADE	The elevation of a building (including front garden) which fronts onto and is visible from a public street. Recessed floors are not considered as part of the front elevation for the purpose of the <i>Irrestawra Darek</i> scheme.

FISCAL RECEIPT	A receipt as defined in the Thirteenth Schedule to the Value Added Tax Act (Cap. 406), as subsequently amended, and also includes any regulation made by the same Act.
GRANT SCHEME REQUEST FORM	The official Request Form for funding under the <i>Irrestawra Darek</i> scheme, which is to be filled in by a <i>Perit</i> via the Planning Authority's E-apps system.
HERITAGE BUILDINGS (RESIDENTIAL)	An immovable property having cultural, aesthetic, architectural, artistic, historical, antiquarian, social, scientific/research, contextual or representative value/s. Normally such buildings are of a particular epoch, but may span different periods. According to Maltese legislation (Cultural Heritage Act 2002), buildings having more than 50 years may qualify as heritage buildings. A number of more recent buildings can also have inherent heritage values and may be considered as worthy of conservation.
MAINTENANCE	Routine protective care through minor works aimed at preventing or slowing deterioration and damage to materials in order to keep a heritage property to an acceptable physical standard and ensure its longevity without irreversible or damaging interventions to protect its heritage value.
PRIVATELY OWNED RESIDENTIAL BUILDING	A building owned by a beneficiary (private person) and which building is used for private residential purposes only.
REHABILITATION	The physical improvement necessary to provide an appropriate use to a vacant or inappropriately utilized structure to contemporary functional standards. Rehabilitation should always aim towards reuse that is as close as possible to the original function so as to ensure a minimum intervention and minimum loss of cultural values; this also makes sense economically, but may also involve adaptation for new use. These interventions do not qualify for funding under this scheme.
REFURBISHMENT	Replacement of obsolete services and infrastructure such as water, electricity, drainage, air conditioning, media, kitchens, bathrooms, fixtures and fittings. These interventions do not qualify for funding under this scheme.
RESTORATION	Primarily aimed at preserving the original materials and involves interventions to return the building as nearly as possible to its original form and condition according to best practice as per local and international standards, using the same construction materials and methods as the original. The process may also involve the removal of later works of not heritage value (accretions) and reconstruction of parts of heritage value that had been previously removed. Such restoration works must have a valid planning permit and an approved Restoration Method Statement (RMS) and should be carried out under monitoring supervision of the relevant regulatory agency.
SCHEDULED GRADE 1 OR GRADE 2 BUILDING	A building in the Maltese Islands which is a legally protected heritage property in accordance with Article 57 of the Development Planning Act of 2016, as subsequently amended and in accordance with the Strategic Plan for the Environment and Development (SPED) para. 1.13 and as listed in https://www.pa.org.mt/en/scheduled . For the purpose of this scheme only scheduled buildings used for private residential purposes are eligible.
STREETSCAPE	A streetscape is a stretch of road wholly within UCA, of length not less than 50 metres and composed of contiguous buildings consisting of heritage residential

buildings. In order for a stretch to be considered a streetscape it must include **at least two residences** and may include a very limited non-residential component however the majority of the buildings within the streetscape must be residential.

The **entire extent** (not just the facades) of the properties being considered within a “streetscape” application must lie within the UCA boundary.

All the owners/occupants of the buildings within the designated 'streetscape' will have to agree to submit, and implement, a joint *Irrestawra Darek* grant scheme request for the respective facades to be submitted by **ONE Perit**. Each individual property will be eligible for up to 70% of costs for the restoration of the facades, capped at €20,000. **Since this is a joint project, restoration works on all contiguous facades within the eligible streetscape, will have to be completed before any refund will be affected.** [but see note regarding refunds of scheduled properties]

Scheduled buildings within a streetscape will still be eligible for the maximum capping of €50,000 in case of Grade 2 or €100,000 in case of Grade 1 for restoration works on the facade, interior and garden architecture.

URBAN CONSERVATION AREA (UCA)

An area within the Maltese Islands that is legally designated as an area of buildings having collective heritage value according to Article 57 of the Development Planning Act of 2016, as subsequently amended and in accordance with the Strategic Plan for the Environment and Development (SPED) TO8 UO2, UO3 and others and as listed in the Local Plans. Prospective beneficiaries may confirm whether their property falls within an UCA by checking the maps in the link <https://www.pa.org.mt/irrestawra-darek>