

## **Note re. BHIS Final Conservation Report**

**NBHS, June 2025**

### Aim of the BHIS Final Conservation Report

The primary purpose of the final Conservation Report aims to outline the conservation works undertaken as part of the HSF award, including a summary of the works approved, any changes to the scope of works approved by the local authority during the course of the project, and a final assessment of the works undertaken. It should serve as a summary document of the works funded under the scheme and a confirmation that they were undertaken in line with those approved.

The final summary Conservation Report for all HSF projects should be undertaken, if possible, by the conservation section within the local authority. Alternatively, a report from the Conservation Professional can be provided, to include (at a minimum) the points below.

### Suggested Points for Inclusion:

#### Basic Project Information:

1. BHIS Project Number
2. BHIS Project Address
3. Estimated Cost of Works
4. Initial Funding Provided
5. Additional Funding (if applicable)

#### Review of Works:

1. Overview of Approved Works (max. 200 words)
2. Change to Scope of Works (if applicable; max 200 words)
3. Final Assessment (max. 300 words)

#### *To include:*

- a. Outline of whether works were completed as approved
- b. Reference to contractors/conservation professionals who undertook works
- c. Summary description of how works were completed
- d. Condition of the building/structure upon completion of works
- e. Other information as required