

# OXFORD PRESERVATION TRUST: GUIDANCE NOTES FOR THE PROCUREMENT & INSTALLATION OF RAILINGS USING OPT PATTERNS

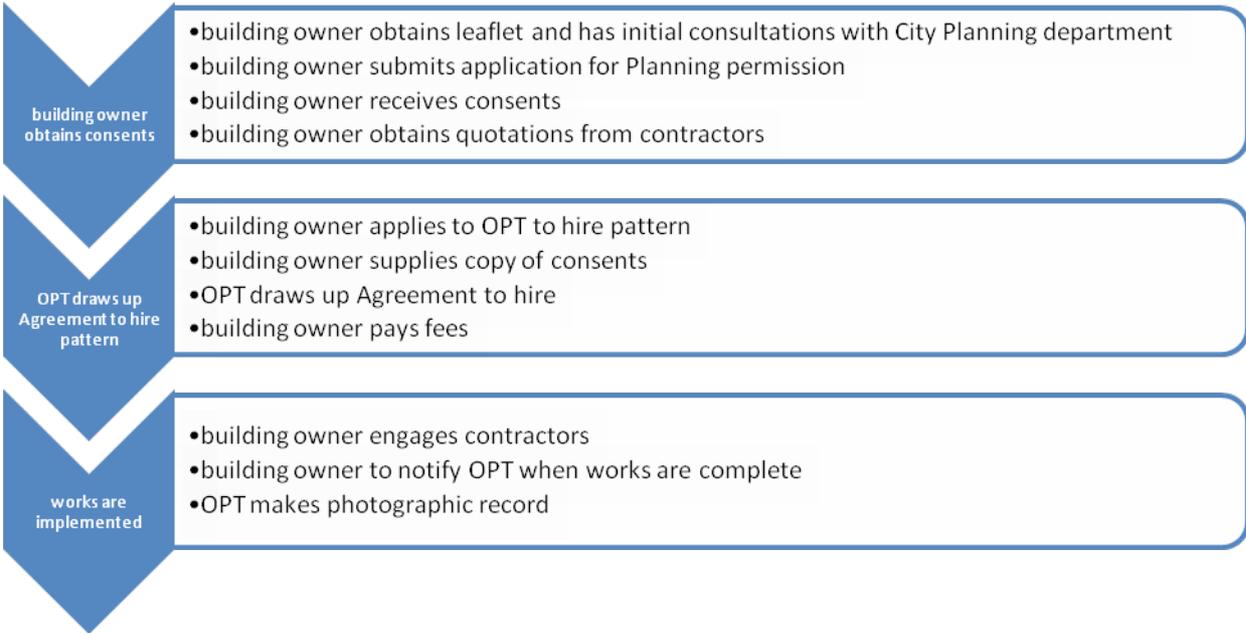
## Introduction and background

Oxford Preservation Trust (OPT) has initiated a project to encourage the replacement of cast-iron railings in historic locations and to install new railings where suitable by making the ‘patterns’ needed for casting available for building owners to hire. These patterns can typically cost many thousands of pounds and often may be used for only a limited production. OPT has obtained some patterns and will commission new ones where appropriate and where funding is available.

OPT has engaged with Oxford City Council to agree designs that are appropriate for Conservation Areas and is assembling a range of patterns that can be made available to building owners. These designs may also be used across the city where suitable and so are not restricted to historic areas within designated Conservation Areas.

Advice for building owners who wish to take advantage of the scheme is contained in the railings leaflet.

## Process



Building owners (or their representatives) who wish to install railings should consult with the City Conservation Department to determine what consents may be required in any particular situation as these will vary across the city. Having consulted informally with the City Planning Department building owners who wish to hire the OPT pattern(s) are advised to write to OPT confirming the pattern(s) they wish to use and giving an approximate programme so that the availability of the pattern(s) can be provisionally programmed, although it should be understood that remaining stages in the process may delay the programme.

When all consents have been obtained copies of these must be passed to OPT which will then prepare a *draft* agreement to hire the patterns for the approved works. The building owner shall obtain quotations from contractors who are suitably qualified (see Quotations below) and when a contractor

has been appointed OPT will complete the Agreement to Hire and will arrange for the pattern(s) to be released for casting.

### **Consultation**

Apart from making the leaflet available OPT will generally *not* be involved in the initial discussions as the expertise in the field of railings lies within the City Conservation Department.

Officers of the City Conservation Department have been closely involved in the development of guidelines for railings in historically sensitive areas and should be approached at the earliest stage of any proposed works. The City Planning Department must be consulted to determine what consents are needed before any works can proceed.

OPT will therefore advise building owners at the *start* of the process to make contact with the City Conservation Department.

### **Consents**

The building owner must make all necessary applications for permission or consent to carry out the works and shall supply OPT with a complete copy of any permissions or consents which shall include all conditions issued by the City Planning Department.

OPT shall examine the consents and check those conditions that apply specifically to the installation of the railings. In addition it is important to check how many castings will be needed from any pattern as the patterns have a limited useable life of about 100 castings and the hire charges will need to balance the cost of replacing the patterns.

### **Quotations**

Building owners must obtain quotations for the works from suitable contractors who can demonstrate that they have appropriate experience and facilities to carry out the works and can be entrusted with the care of the OPT patterns; OPT will reserve the right to refuse release of the patterns if the contractor appears to fail to meet these criteria. A specification clause is available to building owners who intend to use the OPT pattern(s) [see Draft Specification below]

### **Charges**

The standard charges include hire of the pattern(s), and an administrative charge for the release of the pattern(s) and subsequent return to store; VAT is charged at the rate in force at the time.

The standard hire charge is currently £500.00 for ten castings plus VAT : additional castings will be charged pro-rata.

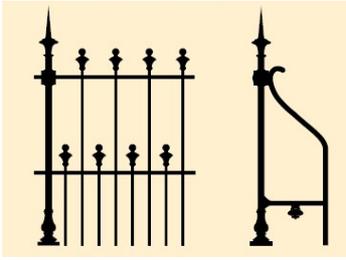
The administrative charge is £50.00 plus VAT.

### **Completion**

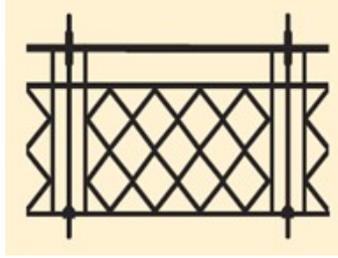
Upon completion of the works the building owner shall notify OPT so that a photographic record of the works can be made.

### **Patterns**

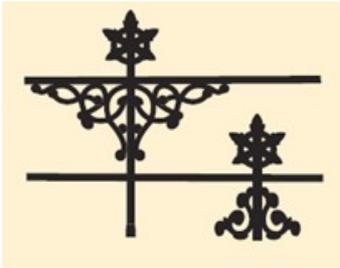
The following patterns are currently available for hire



Park Town Pattern



Small Trellis Pattern



Butterfly Pattern