



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Stage 2 Application Form Guidance

1. Address of the property where your project will take place

Please give the address of the building(s) where the project for which you are seeking grant aid is located. If your project includes several properties, you can submit one application, if all of the works will be carried out under one construction contract.

2. Brief description/title of the project

Please briefly describe the proposed work (e.g. shop front and window restoration, or conversion of vacant space to apartments), and give the project a title you would like everyone to use in future correspondence.

3. Details of the grant applicant

Please give details of the individual making the application. If the application is being made by an organisation, please give the organisation's address, and contact details of the individual responsible for making the application. If the contact name given is an agent/professional advisor assisting you in making an application, please make sure their status in the project is described.

4. Type of applicant

Please describe the legal status of the organisation or individual making the application. Where applicable please supply company or charity registration numbers. If more than one category applies please explain why.

If you are a private company, sole trader or charity, you must also supply a copy of your most recently audited accounts, and articles of association or memorandum of agreement.

5. Ownership interest in the property

To apply for a grant you must own the freehold of the property or hold a lease on it with an unexpired term of at least 10 years without a break clause. If the property is held on a lease for less than 10 years, or if it contains a break clause which may terminate the lease within 10 years, the landlord must join in the grant application,

and agree to be bound by the grant conditions, if a grant is awarded. Providing information to confirm your interest in the property is important in establishing your eligibility to receive a grant.

You should attach details of your interest in the property, providing proof of ownership and/or possession of the property. If you do not own the property, please attach evidence from the owner that they give you permission to undertake this grant funded project to the building.

6. Property details

Briefly describe the property (e.g. mid-terraced stone built three storey building with slate roof). State whether the building has listed status. Describe any encumbrances (any burden, interest, right or claim which adversely affects the use of, or the ability to transfer, property – i.e. mortgages, restrictive covenants or legal charges) which exist, and provide evidence of these documents with your application.

7. Existing use of the property

Please state the uses in all areas of the building, identifying which areas are vacant (e.g. ground floor in use for retail, upper floors vacant), and which areas are tenanted or in use by other than the applicant.

8. Proposed use of the property

Please state the proposed uses in all areas of the building, particularly where a change of use is proposed. State whether you intend to use the property yourself or make it available to tenants. Describe how you plan to ensure that vacant floor space within the building will be brought into a sustainable use by your proposed project. If your project only relates to part of the building, please explain why the remainder of the property is not included.

9. Statutory Consents

Please supply details of all the statutory consents, such as Planning Consent, Listed Building Consent, Advertisement Consent or Building Regulations Approval, that are needed for your

project. Details should include application reference numbers, date of submission and approval, and the agency to which the application was made, such as the local planning authority, local authority building control service or government approved private building inspector.

If you do not have all the necessary statutory consents we will not be able to complete your grant application assessment. If you believe statutory consent is not required for your project, please confirm why that is the case.

You should attach copies of any statutory consents to your grant application.

10. Consultants supporting your project

Please give details of any consultants supporting your project, confirming the professional bodies they represent, and the scope of service they are delivering in your project. For example, is your project architect simply producing drawing and specifications, or are they also managing the complete construction contract.

11. Type of grants you are applying for

All the types of grant eligible works are detailed in Advice Note 3.

Repair works to buildings in use - This category includes the structural and external repair of historic buildings which are in use. Repairs can be grant aided alongside reinstatement and restoration works.

Reinstatement and restoration of architectural features - The reinstatement and restoration of architectural features is only eligible for grant, where the building is otherwise in good repair, or will be repaired as part of the project, and clear documentary evidence of the original feature is available. The restoration of architectural features can, if necessary, include the reinstatement of missing details/components. Reinstatement and restorations can be grant aided alongside repair works.

Bringing vacant floor space in historic buildings back into use - Works can be grant aided for vacant floor space in historic buildings, or vacant floor space within partly used historic buildings (e.g. unused upper floors above retail premises). Proposals for such works must respect the character and special interest of the building internally, as well as externally. Grants to bring vacant historic floor space into use will only be eligible, if the building is in good repair, or will be put into good repair as part of the project. Vacant floor space grant aid cannot be offered alongside repair or reinstatement grant aid.

The description of what your construction project will include, is intended to show the scope of the grant aided work, as well as any other construction work you intend to complete for which you are not seeking grant aid. This is also an opportunity to add comments about why you believe the THS Grants Board should approve your application, which have not appeared elsewhere in your submission. This might include comments about the additional social, cultural or environmental benefits of your project, or the future economic benefits this will bring to the community.

12. Cost of the project

The cost information provided in the application form is intended to offer a summary of the main elements of work you intend to complete, broken down by the type of grant you would like to receive. The summary might include items such as windows repairs, shopfront replacement, etc. Use the section headed 'other costs eligible for a grant' to describe fees for consultant services, surveys, etc. Use the section headed 'other work not eligible for a grant' to describe other works you intend to complete as part of your project, for which you cannot achieve grant aid, but demonstrate the scope of your ambition.

VAT should be recorded separately in your cost breakdowns, noting where VAT exemption has been applied. VAT that is recoverable is not eligible for grant support.

It should be supported with copies of quotation or tender process you have undertaken, and a fully costed schedule of works from your preferred contractor.

For any grant application seeking over £20,000, a current valuation of the property must be attached to your submission. Valuations must be carried out by an independent, appropriately qualified professional valuation surveyor. This figure is needed to manage the assessment of grant clawback should you chose to dispose of your property after the project. Please refer to Advice Note 4 – Financial Guidance, for more information on clawback.

For a *bringing vacant floor space in historic buildings back into use* grant you will need to provide a development appraisal with your application. This forms the financial basis for calculating grants towards the 'conservation deficit' of a project – that is the difference between the cost of repair / conversion, and the estimated market value of the property when the works have been completed. The figures will be recalculated on completion of the project using actual costs

to determine whether any clawback of grant is appropriate.

The conservation deficit will be calculated on the basis of a 'residual valuation'. Valuations must be carried out by an independent, appropriately qualified professional valuation surveyor.

Your development appraisal may be checked by the District Valuer, who will confirm whether or not he agrees with the calculation of the funding deficit. The District Valuer aims to safeguard public funding to use it to best advantage.

The following costs (where applicable) should be used to work out the conservation deficit in your development appraisal:

- Current value
- Eligible development costs, including construction costs, preliminaries and planning fees (*see Advice Note 2 - Eligible Works*)
- Consultant's fees
- VAT
- Statutory consents application fees
- Letting / sales fees
- Loan financing fees (initial fee, not interest on the loan)
- Developer's profit (for the private sector) or management fees (for the charitable sector).
Private owners and developers may include an allowance for a reasonable 'developer profit' on their own investment. Organisations such as Building Preservation Trusts and other charitable developers may include a similar management fee.
- Estimated value of the property on completion of the project.

13. Project timescales

Please state if the dates you have supplied for commencing and completing construction work are estimates, agreed with your preferred contractor or fixed in your construction contract. If possible include a construction programme in your submission.

14. Other grant funding

If you have made a successful bid to the National Lottery for any other grant or loan towards your project, you may not be eligible for Townscape Heritage Scheme grant aid.

If you have had any grant offers, awards or loans for your project from other sources, you must attach copies of any relevant letters. These should indicate the amount and any conditions attached to the offers.

If you are intending to apply for additional grant offers, awards or loans to support your project, or have already applied, but have yet to receive confirmation of this funding, please supply us with the details of these schemes.

15. Additional information/documents checklist

The application form should be completed and returned with additional information about the proposed project. A check list for these items is included. Not all information on the checklist is required for every application; this depends on the status of the applicant and type of grant being applied for.

You will always be required to submit full details of the proposed works including, site specific drawings (plans, sections, elevation and construction details), specifications, photographs, schedules of work, construction programme and expenditure profile., sufficient for the THS Grant Board to understand the scope of your project.

You will always be required to submit evidence of your interest in the property, to confirm you are eligible for grant aid.

You will always be required to submit a fully costed schedule of works, to confirm the amount of grant aid.

You will always be required to submit evidence of sufficient funding to cover your contribution towards the project.

Declaration

The grant applicant must sign the declaration, not an agent or professional advisor.

If the property is held on a lease for less than 10 years or if it contains a break clause which may terminate the lease within 10 years, the landlord must join in the grant application and sign the declaration, agreeing to be bound by the grant conditions if a grant is awarded.

If the applicant is a Company, Charitable Trusts, Community organisations, etc., a representative of the organisation, with appropriate authority within the organisation, must sign the declaration.

If you have any queries regarding this form please contact the Townscape Heritage Scheme Project Officer.

Richard Middleton

Project Officer (Townscape Heritage Scheme)

City of Bradford Metropolitan District Council

Department of Place

Planning, Transportation and Highways

4th Floor, Britannia House, Hall Ings,

BRADFORD BD1 1HX

 01274 434844

 richard.middleton@bradford.gov.uk

The wording in this publication can be made available in other formats such as large print. Please call 01274 434844.

