



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Advice Note 1

How to Apply for a Townscape Heritage Scheme Grant

Could you be eligible for a Townscape Heritage Scheme Grant?

- Do you own or lease a property within the Townscape Heritage Scheme area?
- Would you like to improve it?
- If you are a leaseholder, do you hold a lease of 10 years or more?
- Could you make a financial contribution towards a grant?

If you answer 'yes' to all the above questions, you could be eligible for a grant of up to:

- 60% for external / structural repairs; and
- 60% for architectural reinstatement (e.g. of traditional shopfronts); or,
- If your property involves bringing vacant floor space back in to use, you could be eligible for a grant that recognises the unique problems of restoring period properties.

First Steps

Visit the Bradford City Centre Townscape Heritage Scheme website, or read the 'Bradford City Centre Townscape Heritage Scheme Information Booklet'. This will give you useful background information as to what the scheme is all about.

What would your project be?

Consider the type of construction project your building needs, and what work would fall into the National Lottery Heritage Fund headings of:

- external / structural repair;
- architectural reinstatement; or
- bringing vacant floor space back into use.

What other work needs to happen, such as elements of new building or external landscaping, for your project to be successful?

What support will you need from construction industry consultants, such as architects, surveyors or engineers?

The Townscape Heritage Scheme Project Officer will be able to advise you on whether your project might be eligible for a grant, and help you start the application process, by inviting you to complete the 'Stage 1 Grant Application Form', making an expression of interest in the scheme.

Your expression of interest will then be formally assessed by the Bradford City Centre Townscape Heritage Scheme Grants Board, and you will be advised of whether or not your project could qualify for a grant.

Next steps

Select consultants to produce and oversee the project for you, which will include:

- developing designs solutions;
- submitting planning applications, and building regulations consents;
- assisting you to identify and procure a contractor;
- appointing a contractor;
- overseeing works;
- authorising payments; and
- managing and ensuring final completion.

The consultants you appoint must have appropriate experience of working on conservation building projects. When you have chosen your preferred architect, surveyor or engineer, ask them to complete the '*Consultant Reference Form*' and return it to the Townscape Heritage Scheme Project Officer. The contractors you would eventually like to use will also need to demonstrate appropriate experience of building conservation.

Once the Townscape Heritage Scheme Project Officer has confirmed that your consultants are appropriate for a National Lottery Heritage Fund supported project, you appoint your design team and prepare your project. A series of '*Guidance Notes*' are available to advise you, and your consultants, on what is expected for a grant funded project, from advice on appropriate materials, repair techniques, and architectural detailing, to project and financial management.

Making an application

When an appropriate project has been designed, planning permission has been obtained and the works have gone out to tender, you will then need to submit a full 'Stage 2 Grant Application Form' for approval, along with detailed information about the proposed works, including a complete set of construction drawings, specifications/schedule of works, and costings. A check list for these items is included in the application form.

The Bradford City Centre Townscape Heritage Scheme Grants Board will consider all applications for grant aid against the following criteria:

- Whether the application is for a "target" property as identified by the Townscape Heritage Scheme;
- the conservation and townscape merit of the building, and the extent to which the proposals will enhance this;
- the need for grant aid;
- the use of appropriate materials and techniques, in line with national conservation standards, and the competency of consultants and contractors;
- the implementation of a comprehensive repair strategy to ensure the long term life of the building;
- the regard paid to the special character and interest of the property, and the area in which it lies;
- whether the proposals fully meet the criteria set out in the Advice Note 3 – '*Guide to Eligible Works*' and where appropriate, the criteria of other funding bodies.

The Grants Board would aim to process your application within 6-8 weeks, although this may take longer, if, for example, clarification is needed in relation to aspects of your grant application. Large grants of over £100,000 also require approval by the National Lottery Heritage Fund.

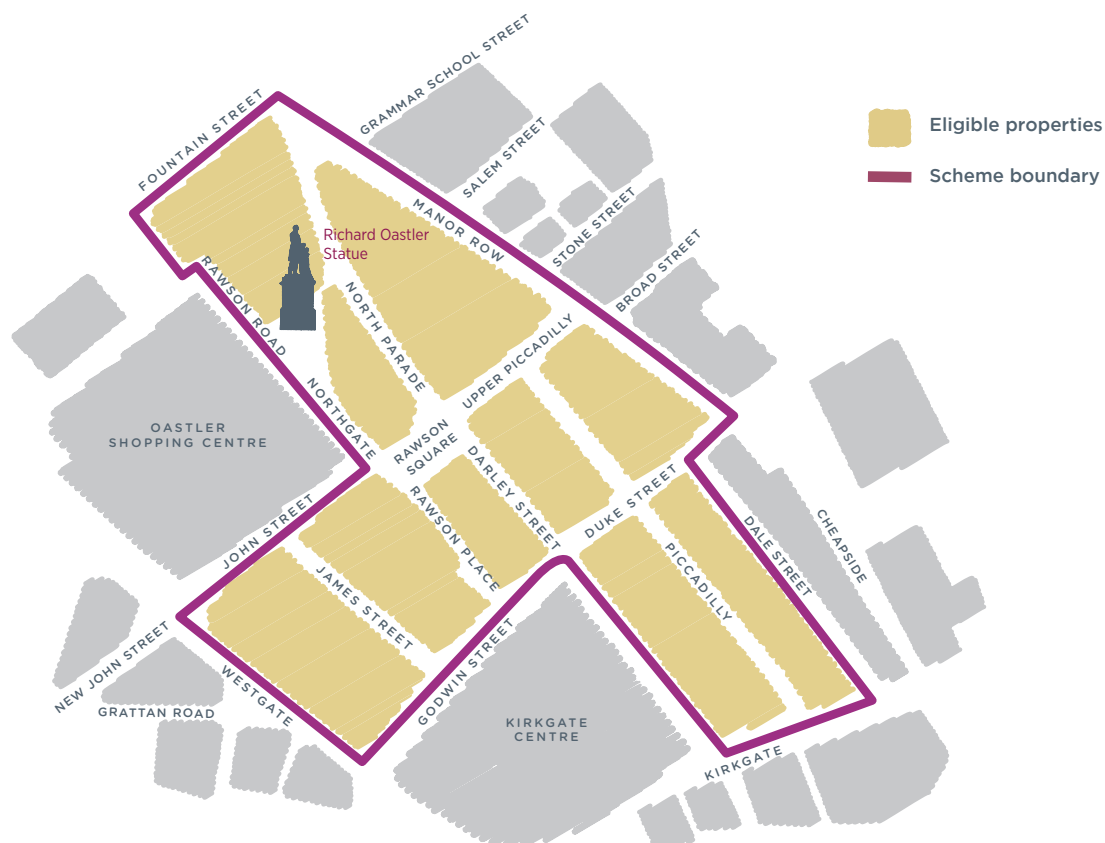
Please be aware that the whole process, from the expression of interest stage to the date when the works start on site, is likely to take around 9-12 months, and there are several stages in the process. The Townscape Heritage Scheme Project Officer will be able to assist and guide you throughout your project.

General requirements

You will not receive grant funding if you start work before you have entered into a grant contract with the City of Bradford Metropolitan District Council.

You must accept the grant within three months of it being offered, and start work within six months of the offer, unless the Townscape Scheme Project Officer agrees otherwise in writing.

You must complete the works within a time period agreed in advance with City of Bradford Metropolitan District Council, unless the Townscape Scheme Project Officer agrees in writing to extend this period.



For further advice on making your application and for an application pack, please contact:

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.