



TOWNSCAPE HERITAGE – STEP BY STEP

Make an expression of interest in grant aid for a project by contacting the Townscape Heritage Scheme Project Officer

An initial meeting with the Townscape Heritage Scheme Project Officer to discuss the project; how the grant aid scheme works; explain eligible works; and options for how to proceed

Is the project seeking an external fabric repairs and/or reinstatement of period architectural features grant?

Is the project seeking a grant to return vacant property into a new sustainable use?

An Applicant completes the Stage 1 Grant Application Form (with supporting documents), and submits it to the Townscape Heritage Scheme Project Officer

The Townscape Heritage Scheme Project Team complete a Land Registry Title Search, to confirm ownership of the property

The Applicant considers if they need consultants such as Chartered Architects or Surveyors to develop their project. Specialist consultants such as Structural or Mechanical & Electrical Engineers may be needed.

For projects of less than £25,000 no consultant is formally required, but still may be considered desirable. A risk assessment is needed to demonstrate that a project will be managed and resourced with appropriate conservation technical competency, if no consultants are appointed.

For consultant fees less than £10,000, a quote is required.

For consultant fees of more than £10,000, but less than £25,000, three quotes are required.

For consultant fees of more than £25,000 competitive tenders from at least three consultants will be required.

Before being appointed all consultants will complete a Reference Form (with supporting documents), and submit it to the Townscape Heritage Scheme Project Officer, to allow their competency to deliver a specialist heritage project to be assessed

Consideration should be given to the Construction (Design and Management) Regulations 2015, and the potential need to agree a 'Principal Designer', and to make an 'F10 Notification' to the Health & Safety Executive [HSE Website Guidance](#)

A meeting including the Applicant, their consultant team, and the Townscape Heritage Scheme Project Officer sets out the project; agreeing the scope of the works; the quality/standards that should be applied to the designs; and any condition/structural/archaeological surveys that may be needed

As the project design develops consideration should be given to the Town and Country Planning Act 1990, and the need to gain Planning Permission, Listed Building Consent or Advertisement Consent [City of Bradford MDC Planning and Building Control Website](#)

As the project design develops consideration should be given to the Building Regulations 2010, and the need to gain Building Regulations Consent [City of Bradford MDC Planning and Building Control Website](#)

When the Applicant and their consultant team have completed detailed designs, tendering the work to contractors will be undertaken

For grant eligible works less than £10,000, three contractor quotes are required.

For grant eligible works of more than £10,000, at least three competitive tenders are required.

Before being invited to quote/tender all contractors will complete a Reference Form (with supporting documents), and submit it to the Townscape Heritage Scheme Project Officer, to allow their competency to deliver a specialist heritage project to be assessed

The Applicant and their consultant team conducts the quote/tender process. A meeting is arranged with the Townscape Heritage Scheme Project Officer to open the quotes/tenders. The Applicant and consultant team prepare a quote/tender report, which identifies the preferred contractor

The Applicant considers if an independent valuation of their building will be required

Repairs/reinstatement grants of less than £20,000 do not require a current valuation of the building

Repairs/reinstatement grants of more than £20,000 will require a current valuation of the building

Grants for vacant space will require a current and projected (after the works) valuation of the building

The Applicant completes the Stage 2 Grant Application Form (with supporting documents), and submits it to the Townscape Heritage Scheme Project Officer. For project being vacant properties back into use, the application will need to be supported by a Development Appraisal that details the financial basis under which they want the grant to be assessed – the Conservation Deficit

If the Townscape Heritage Scheme Project Officer is concerned by the valuations/financial data submitted, he may appoint the District Valuer Service to conduct an independent evaluation [District Valuer Services Website](#)

The Townscape Heritage Scheme Grants Board assesses the Grant Application and makes a recommendation

For grants in excess of £100,000 approval must be sought from the Heritage Lottery Fund, in addition to the Grants Board

A Grant Offer is made to the Applicant, setting out the terms of the Grant Contract

The Applicant accepts the Grant Offer, and provides evidence of their own funding, project insurances, and building ownership to the Townscape Heritage Scheme Project Officer, along with the proposed programme for the works, and BACS details for automated payment of the grant

The Grant Contract is issued to the Applicant

Once the Grant Contract has been signed, the applicant may formally appoint his contractor to commence works on site

For projects receiving a grant of more than £20,000 a Legal Charge or Debenture of Assets is made to ensure that any grant clawback is repaid should the property be sold.

Requests for grant payments should be made by the Applicant to the Townscape Heritage Scheme Project Officer, with evidence of a payment request from the contract and/or a valuation by the contract administrator, and evidence of payment made to the contractor by the Applicant

Grant payments are made using BACS, with 10% of the grant withheld until the project completes

The Townscape Heritage Scheme Project Officer will make site visits and attend progress meeting, and can request the support other Council officers or professional advisors to monitor construction work. The Heritage Lottery Fund reserve the right to make their own site visits

On completion of the work the Applicant will make a final payment request to the Townscape Heritage Scheme Project Officer, when the 10% of the grant that has been retained during the project will be released

For a period of 10 years after completion of the project, conditions in the Grant Contract may instigate claw-back of grant funding