



MENTER TREFTADAETH  
TREFLUNIO DINBYCH  
A'R RHYL

DENBIGH & RHYL  
TOWNSCAPE HERITAGE  
INITIATIVE



## APPLYING FOR A TOWNSCAPE HERITAGE INITIATIVE GRANT

This Guidance Note will assist you in making an application for a Townscape Heritage Initiative Grant. You should read all the Guidance Notes before completing the forms, to ensure that your project is eligible for grant aid. If you need any further advice, or assistance in completing your application, please contact the THI Team, who will be happy to help.

In order to be eligible for assistance, your project must be:

- within the Townscape Heritage Initiative boundary and Conservation Area
- a property of architectural or historic interest, or of significant townscape value
- able to deliver significant environmental improvements

Priority will be given to projects where a comprehensive scheme of work is required to bring a building back into use, or substantial repairs are needed to secure its continuing future use. Where works are carried out to commercial premises, disabled access sympathetic to the character of the building should preferably be included as part of the scheme, and appropriate bi-lingual signage will be required.

Grant assistance would generally be available for appropriate works to the following:

- Substantial repairs to the external fabric of the building
- General repairs to ensure the life of the building (but not regular maintenance work)
- External and internal structural repairs
- Reinstatement of lost architectural detail externally, especially where archive records such as old photographs exist to show original detailing
- Reuse of vacant or under-used floor space, provided this is included within a general scheme of upgrading and repair
- Environmental enhancement associated with a scheme of upgrading and repair
- Professional fees

Applications can only be made by:

- The freeholder of the property
- A leaseholder on a fully-repairing lease, with an unexpired interest in the property of at least ten years from the date the grant is paid.

To be eligible for grant aid, you must engage a Registered Architect or a Chartered Surveyor with relevant conservation experience. A list of professional consultants capable of undertaking grant assisted projects is enclosed with these Guidance Notes, and each has provided a practice brochure giving information on previous conservation projects, which are available for inspection at the THI Team Office, Trem Clwyd, Ruthin.

Cyngor Sir Ddinbych mewn partneriaeth gyda / Denbighshire County Council in partnership with:





## The Application Process

The application process will be in stages:

- Stage 1 A preliminary meeting will be arranged between you and a member of the THI Project Team to discuss eligibility and extent of works, and to explain the grant application process
- Stage 2 You should obtain fee bids from at least two professional consultants, preferably from the enclosed list of consultants to manage the project through to completion. This may be either a lump sum or a percentage of the contract sum for the works. You will be required to confirm your intention to apply for a THI grant, and if the project is eligible, you will be given an 'in principle' approval to proceed
- Stage 3 You will appoint your preferred consultant directly. They will undertake the preliminary design work, and, where necessary, apply for planning approval, listed building consent and conservation area consent. You may be advised to make an initial application for a Town Improvement Grant at this stage to determine eligibility; if successful, this would form part of the overall grant
- Stage 4 Your consultant will then prepare a specification for the works, including drawings, and large scale details and photographs, if these are required, for submission to the Project Manager for approval
- Stage 5 Once all information has been approved by the Project Manager, your consultant will arrange for at least three building contractors to tender for the works
- Stage 6 On receipt of tenders, an independent check will be run on the lowest tender breakdowns to confirm value for money, and full applications will be made to the individual funding partners. Unless agreed beforehand in writing, grants will be offered on the lowest tender for both works and professional fees
- Stage 7 Where appropriate, Grant Award(s) will be made and the project will be given permission to commence. You must accept the offer in writing within one month. You should note that if any works are commenced before Grant Awards are made and accepted, the whole project will become ineligible for assistance from any funding partner.

Grants will be calculated according to the type and extent of eligible works being undertaken. Other funding partners may have additional criteria for determining eligibility, and you should consult guidance documents produced by these bodies before accepting any grant offer. Your agent or the THI Project Team will be able to provide further information. All grants are discretionary, and subject to the availability of funds.



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Cynllun Grant Adfywio Adeilad Hanesyddol  
A Historic Building Regeneration Grant Scheme

## Health and Safety

All matters relating to health and safety associated with the appointment of consultants and contractors, and the implementation of projects, are to be the responsibility of the applicant, consultant and contractor. You should ensure that your professional consultant advises you fully on this matter.

## Completing Your Project

As your project progresses, your consultant will regularly monitor the works to ensure they comply with the grant conditions, and inform you when stage payments are to be made to the building contractor. You should note that you will be required to make payments *before* being able to claim the grant, and you must therefore ensure that you have sufficient funds available to cover these payments. Where this has been agreed beforehand, the grant may be reclaimed in stages on production of architect's certificates and receipted invoices from the contractor and consultant.

VAT will be eligible for grant assistance unless it can be reclaimed. The calculation of VAT on building projects is complex, especially where listed buildings are concerned, and you will be required to provide a declaration, signed by your consultant or accountant, confirming which elements of work would be subject to VAT, and the appropriate rate for each; if this does not accompany your application, any grant offer made will exclude VAT.

The application process outlined above indicates that a formal Grant Award and authority to commence a project will only be given once a full tender process has been carried out. Work undertaken by your consultant to prepare for the application will be deemed to be grant aided by the 'in principle' approval to proceed at Stage 2.

Grant claims will normally be made by your professional consultant on your behalf; payments will be made to you at the address provided on the application form. For further information on payments, refer to the Guidance Note Claiming Your Grant.

Grants will become repayable if you sell or otherwise dispose of the property within a period of at least five, and up to ten years, depending on the level of grant assistance offered. You will be advised of the period for which this restriction will apply when the Grant Award is made. In some cases, part of any grant repayment may be limited to a proportion of the increase in the value of the property after completion of the grant-assisted works. Grants may also become repayable if you do not maintain the property in a good state of repair, do not keep it fully insured, or if you fail to comply with the conditions of the Grant Award.