



MENTER TREFTADAETH  
TREFLUNIO DINBYCH  
A'R RHYL

DENBIGH & RHYL  
TOWNSCAPE HERITAGE  
INITIATIVE



## GUIDANCE NOTES FOR PROFESSIONAL CONSULTANTS

### Introduction

In order to ensure the quality of grant-aided works, and to preserve and enhance the distinct character of Denbighshire's towns, applicants must engage suitably qualified and experienced professional consultants to design and manage all projects for which THI grants are being sought. A list of professional consultants, comprising registered architects and chartered surveyors with relevant conservation experience, will be provided to applicants, and copies of practice brochures, with CVs of suitably qualified and experienced staff, will be held at the Project Team Office (address below), for inspection if required. Inclusion on the list of consultants does not guarantee appointment for any project under the THI.

All consultants and contractors selected for tendering will be expected to have health and safety policies compliant with current legislation. All matters relating to health and safety associated with the appointment of consultants and contractors, and the implementation of projects, including compliance with the Construction (Design and Management) Regulations, are to be the responsibility of the applicant, consultant and contractor. Professional consultants will be required to advise applicants of their responsibilities in this respect, to have an appropriate selection process for potential tenderers, and to ensure risk assessments and method statements are in place prior to work being carried out. Consultants should also advise applicants on measures to be taken where there may be a risk to vulnerable people.

Where projects would not be required to comply with the full provisions of the Construction (Design and Management) Regulations, for example work to an applicant's private residence, consultants should consider carrying out a general risk assessment of the property and proposed works for inclusion with the tender documentation, a copy to be signed and returned with each tender. A sample form is attached to this Guidance Note for information.

### The Application Process

Stage 1 A preliminary meeting will be arranged between the applicant and a member of the THI Project Team to discuss eligibility and extent of works, and to explain the grant application process.

Stage 2 The applicant will obtain fee bids from at least two of the consultants from the preferred list (either as a lump sum or a percentage of the cost of the works), to manage the project through to completion. Consultants are responsible for discussing applicants' requirements, advising on eligible works, providing initial budget estimates, and ensuring applicants understand health and safety issues. An initial confirmation of interest will be made, and if eligible, the project will be given an 'in principle' approval to proceed.

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





- Stage 3 The preferred consultant will be appointed directly by the applicant to undertake the preliminary design work, and, where necessary, apply for planning approval, listed building consent and conservation area consent. Where required, unless the consultant acts in this capacity, a Planning Supervisor is to be appointed. An initial application for a Town Improvement Grant may be made at this stage to determine eligibility; if successful, this would form part of the overall grant.
- Stage 4 The consultant will meet with the THI Project Team on site to agree the scope of eligible works, and liaise with them throughout the development process, before preparing a full specification, schedule of works and working drawings, including 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, the project will be put forward for tender by at least three selected building contractors. The consultant should provide a list of contractors selected for tendering, and the Project Manager reserves the right to reject any contractor lacking appropriate conservation skills or an adequate health and safety policy.
- Stage 6 On receipt of tenders, an independent check will be run on the lowest tender breakdown to confirm value for money, and full applications will be made to funding partners. Consultants will be expected to assist with applications; however, all forms must be signed by the applicant. 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. Should any works be commenced before the Grant Award is made and accepted, the whole project will become ineligible for any assistance from the THI.

The application process outlined above indicates that a formal grant award and permission to commence the project will only be given once a full tender process has been carried out. To ensure that consultant's fees for work carried out prior to the grant being awarded will not be 'at risk', the development work for any application will be deemed to be grant aided by the 'in principle' approval to proceed at Stage 2.

The applicant will be invoiced for professional fees in the normal way during the preliminary stages of the development work, generally to RIBA Stage D or up to their 30% contribution. Subsequent invoices will be paid direct through the THI Common Fund at the Project Manager's discretion. If the project does not proceed for whatever reason, the remaining eligible professional fees up to tender stage may be paid out of the Common Fund.

Consultants will be expected to advise applicants on which elements of the building works will be subject to VAT, and at what rates. All applications must be accompanied by a declaration of the applicant's liability for VAT, signed by the consultant or an accountant, and accompanied by a fully annotated breakdown, indicating VAT rates where these are variable.