

Queen Street Gateway Townscape Heritage Scheme Grant Application Process

Initial discussion with Council Project Officer
Agree likely grant eligible repairs and enhancements

Approach conservation accredited architects or surveyors from list supplied where grant likely to exceed £10,000
Initial site meeting(s) to evaluate scope of scheme and prepare estimate of fees

Fee proposals from accredited architects/surveyors with level of service to provide for development of schedules, preparation of tender documentation, necessary regulatory consents, tender evaluation, appointment of contractors, supervision and certification of works

All fees are grant eligible at the rate of 70% for repairs and 85% for enhancements, up to a maximum of 12½% of the total value of the works. Fees incurred up to the commencement of works will initially have to be paid in full by the grant applicant, the grant for these fees (likely to be at 50-60% of the total fee) will be paid only when works commence. Grant on fees incurred after the commencement of works can be paid as part of any agreed stage payment.

Appoint professional advisor to develop your scheme to grant application stage (tender evaluation)
The applicant will have to fully fund these fees until the commencement of works (see note above)

Grantee (Owner)

Grantor (Council)

1. Grant exceeds £100,000
2. Use of contingency allocation
3. Increase in approved costs

Grant application submitted to Council on basis of lowest tender price, VAT (where applicable) and professional fees
*Grant approval delegated to Planning Department, with advice from the Townscape Heritage Partnership
 2 to 3 weeks processing period expected*

Townscape Heritage Partnership - review and make recommendations on grant applications

Application referred to Heritage Lottery Fund for their approval

Inform successful contractor of likely appointment and programme

Instruct professional adviser to obtain any additional statutory consents. Fees will be grant eligible on same terms as above
These will include a principal designer under the Construction Design and Management Regulations, and scaffold licence, and may also include planning permission, listed building consent, building regulations, party wall agreement, and possibly an asbestos survey

Grant offer letter and agreement sent to applicant

Grant applicant signs grant agreement within 3 months of grant offer agreeing to be bound by terms and conditions
Council committed to making grant payments

Make necessary contractual arrangements with contractor

Work may commence on site contingent on other necessary consents. Work to commence within 9 months of grant offer
Payments made on completion or at agreed stages or intervals (monthly) against architects certificates. A 10% retention is deducted from any claim and is settled on completion of works

Complete works within 2 years of signing grant agreement
Final payment and release of 10% retention