

Little Bolton

Townscape Heritage Initiative

Guidance notes

Information for Applicants

1.0 What is the Townscape Heritage Initiative (THI)?

The THI is a Heritage Lottery Fund grant-giving programme for the repair and regeneration of the historic environment in towns and cities throughout the United Kingdom.

It aims to ensure that historic buildings are repaired and/or converted for future viable use, and to make the historic area more attractive for residents, businesses and visitors. In this way, the scheme will contribute to Bolton Council's wider regeneration strategy for the town centre.

The scheme is funded by the Heritage Lottery Fund in partnership with Bolton Council (the THI Partnership).



1.1 Grants available

Grants are available under three categories:

1. **Reinstatement of architectural details:** grants will cover up to 90% of the costs of reinstating lost architectural features which were part of the original design and character of the building. This includes traditional sash windows, entrance doors, fanlights, and original railings and shop fronts.
2. **Building repairs:** grants will cover up to 60% of the costs of structural and external repairs of historic buildings which are in use.
3. **Bringing vacant floorspace back into use:** grants are available towards the costs of converting unused space within historic buildings, such as basements and upper floors, into commercial or residential use. Grants will cover the 'conservation deficit', that is the difference between the cost of conversion and the value of the property when converted.

2.0 Important notes

- All work must be undertaken with respect for the character and integrity of the building or structure and the Conservation Area, in accordance with the relevant national conservation policies. (See the accompanying Guide to Eligible Works for further details)
- Grants are made solely at the discretion of the THI Partnership and are not given automatically. The THI Partnership reserves the right to establish priorities within the total budget available and to impose such terms and conditions as it considers appropriate
- THI grants are awarded to an individual property rather than a business or owner. Grants will be conditioned so that recipients can not take any of the grant funded building fixtures with them if they move



3.0 Procedure for applying for grant assistance

In order to apply for grant you must have a freehold interest in the property or an unexpired lease of at least ten years.

3.1 Contact the THI Co-ordinator

In response to your initial enquiry, the THI Co-ordinator will make an appointment to meet informally with you on-site to talk through the proposed scheme and give you advice about the type of works that are likely to be eligible for grant assistance.

Contact:

Caroline Hansell, Townscape Heritage Initiative Co-ordinator
on Tel: 01204 336131 or Email: littlebolton@bolton.gov.uk

3.2 Appoint a professional agent or builder

THI schemes will normally require that you appoint an agent. The agent will need to be a chartered architect or building surveyor, with conservation experience. An agent will design and draw up scale plans of your proposals, obtain quotes from builders, apply for planning permission, listed building consent and building regulations and oversee the construction work whilst on site.

Advice on choosing an agent can be provided by the THI Co-ordinator. Grant assistance towards the cost of your agent's fees is usually available as part of your grant, provided they belong to one of the recognised institutions and have an appropriate level of specialist experience. Lack of specialist experience can delay the grant application process, increase costs and result in inappropriate and unnecessary works being carried out to the building which will not be eligible for grant.

3.3 Structural survey

Depending on your building and the type of work proposed you may need to have a structural or specialist survey carried out. You will need to submit this with your application in order that a full assessment can be made of the scope of the repair/improvement works required. Grant assistance towards the cost of the survey will usually be available.

3.4 Schedule of works

You will need to submit a fully itemised schedule of works in order that your scheme can be assessed. The schedule will need to be detailed and should identify the nature of any building defects, proposed repair works and a description of any new work to be carried out. Your agent or builder should be able to compile this for you.

Your schedule should include all work being undertaken as part of the scheme. Not all work will be eligible for grant assistance. For example the grant cannot pay towards any internal work that may be required, unless they are necessary for structural stability, eligible repairs or conversion, but this must still be itemised on your schedule.

Your schedule of work must be agreed with the THI Co-ordinator before the scheme can progress.

3.5 Development appraisals

For conversion projects (bringing vacant historic floorspace back into use), it will be necessary to carry out a development appraisal. Development appraisals form the financial basis for assessing grants towards the conservation deficit. They set out the estimated costs of undertaking the development and its estimated value on completion. The usual form of the development appraisal is a residual valuation. Valuations should be carried out by an appropriately qualified professional.



3.6 Statutory Consents

You may need to obtain one or more of the following statutory consents before your scheme can be considered for grant approval:

Planning Permission	<i>Most building work to commercial properties will require planning approval</i>
Advertisement Consent	<i>This may be required for any new fascia or hanging sign</i>
Conservation Area Consent	<i>All of the THI area is within a Conservation Area. Conservation Area consent may be required some works</i>
Listed Building Consent	<i>Most alterations to a listed building (including changes to the interior fabric) require listed building consent unless they are exact replicas of the historic structure</i>
Building Regulations	<i>You will need to check whether building regulation approval is required for your scheme</i>

You will be required to submit detailed plans of the proposed work with any of the above applications.

3.7 Quotes

Once the schedule of work has been agreed with the THI Co-ordinator and you have received confirmation of any statutory consents required you will be required to obtain a minimum of three itemised quotes based on the agreed schedule of work.

The level of grant assistance available towards a scheme cannot be calculated until fully itemised quotes are obtained.

3.8 Grant application form

An offer of grant cannot be made until you have completed and returned the Grant Application Form to the THI Co-ordinator.

3.9 Grant assessment

Once you have submitted the above information the THI Co-ordinator will be able to assess your application and calculate the amount of grant funding to be offered.

3.10 Grant offer letter and contract

You will be formally offered a grant in the form of a grant offer letter, together with a contract, which you will be required to sign and return a copy to the THI Co-ordinator. This then forms an agreement between yourself and the Council.

No grant aided work can start until the THI Co-ordinator has received a signed copy of the contract.

3.11 Conditions

A number of conditions will be attached to the grant. Some of these will be standard conditions and some will be special to the project.

Grant will only be paid as and when all conditions have been fully complied with.

3.12 Work on-site

The THI Co-ordinator will monitor work on-site as it progresses. You should ensure that access to the site for monitoring and inspection by Council Officers is maintained at all times.

3.13 Health and safety

Depending on the type of work proposed you may need to obtain a Health and Safety statement. This should be submitted along with your application and include details of the approximate dates when the difficult elements of the work are programmed, any scaffolding required or disruption/closure to the highway which will result etc.

3.14 Obtaining grant

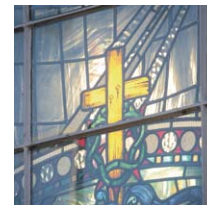
Once completed, the grant aided work will be checked by the THI Co-ordinator. If all work has been completed to the agreed

standard and all conditions met then you should submit copies of paid invoices to the THI Co-ordinator. No grant will be paid out until paid invoices have been received. No other form of evidence of payment is acceptable.

It may be possible to make interim payments at agreed stages of work for larger scale projects

3.15 Clawback

All grants will be subject to clawback, which may require payment of a share of the proceeds if the property is sold within a specified period. For grants up to £25,000 from Heritage Lottery Fund, this condition will apply for three years from the acceptance of grant. For grants involving over £25,000 contribution from Heritage Lottery Fund, this condition will apply for ten years.



4.0 Useful contacts and websites

Conservation advice

Tel: 01204 336051/336269

Development Control for planning applications

Tel: 01204 336044

Building Regulations

Tel:01204 336033

Web addresses

Bolton Council www.bolton.gov.uk

Heritage Lottery Fund www.hlf.org.uk

Building Bolton www.businessbolton.org

Building Conservation www.buildingconservation.com

English Heritage www.english-heritage.org.uk

Funds for Historic Buildings www.ffhb.org.uk

Society for Protection of
Ancient Buildings (SPAB) www.spab.org.uk

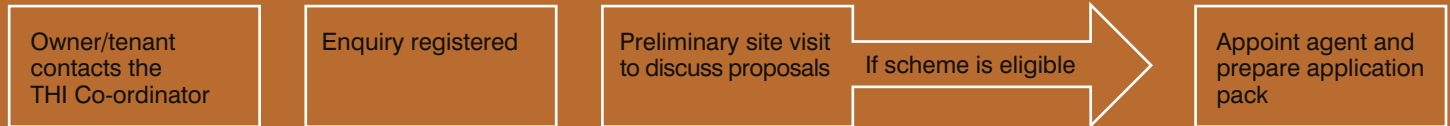
SPAB Maintenance Guide www.maintainyourbuilding.org.uk

The Georgian Group www.georgiangroup.org.uk

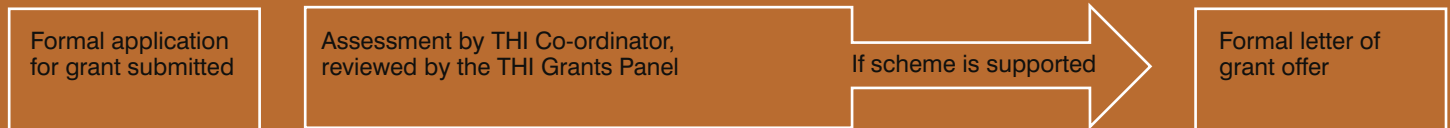
The Victorian Society www.victoriansociety.org.uk

Grant application procedure

Stage 1 Preliminary discussions



Stage 2 Grant assessment/offer



Stage 3 Building works undertaken

