



# Guidance Note 3: Document checklist for applicants

## Tyldesley High Street Heritage Action Zone (HAZ)

### A. Documents to be submitted with your application form

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1. Drawings (if necessary) of the proposed works
2. A priced schedule of works and photographs (these should be good quality, high resolution images, suitable for use in our project publicity), which show the building and relevant areas where work is required.
3. Tender Report as a result of a competitive tender process. Tenders must be obtained for eligible works in compliance with Historic England's Procurement Regulations and For Tyldesley's Procurement Policy.
4. Details of your interest in the property and proof of ownership and/or possession of the property (e.g. Land Registry document or copy of your lease).
5. If you require the owner's permission to undertake the project, please submit accompanying evidence/ correspondence.
6. Information regarding any encumbrances, restrictions or claims against the property
7. Your more recently audited accounts or a copy of a recent bank account.
8. Evidence of your ability to recover VAT, if applicable, or confirmation that you are unable to do so.
9. Copies of notifications relating to any planning consents required for the works, such as planning permission, listed building consent, or advertisement consent). Consents must be secured prior to applying for funding. (and fees associated with these are not eligible for a grant.)
10. Outline maintenance plan describing the tasks required to maintain the property over 10 years (from the completion of your project), with indicative costs (that will be met by the grantee).

## **B. Documents to be submitted prior to entering into the Grant Offer**

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1. Proof that your contribution towards the cost of the works is secured, such as copies of bank statements.
2. Copies of notices relating to further consents required, such discharge of planning conditions or building regulations consent. You may require Landlord's consent for the works. (Where your unexpired lease term is less than 10 years, HE requires you to secure this and provide evidence.)
3. Proof of all insurances, including building insurance referring to the works (joint between contractor and owner) and contractor's Public Liability Insurance
4. Indicative work programme, cash flow forecast / expenditure profile and grant payment schedule
5. Bank account details for the receipt of grant payments (for an account from which all payments relating to the project will be made and for which you will be able to provide bank statements demonstrating payment of grant in and payment of project-related invoices out)

## **C. Documents to be submitted prior to start on site**

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1. Copy of the building contract signed by the contractor, or other evidence that a contract has been entered into.
2. Copies of any pavement, parking space or road closure notices required for the works, obtained by the contractor

## **D. Documents to be submitted with your interim grant claim(s)**

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1. Interim valuation and certificate prepared by the lead professional / contract administrator (and QS, if appointed)
2. Copies of all invoices – contractor, professional team etc
3. Copies of bank statements showing receipt of grant and payments of invoices submitted with your previous grant claim, if applicable
4. Progress photographs, including photos of any High Street HAZ acknowledgment signboards or banners erected at the site.

## **E. Documents to be submitted on completion of the works (for release of the 10% grant retention)**

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1. Completion report from the lead professional, summarising the works undertaken, any issues that arose during the works and how these were overcome and the project financial position. (A template form may be provided for this report)
2. Confirmation of the discharge of any outstanding planning conditions.

3. Photographs of the completed project, for comparison with the 'before' photos supplied with your grant application.
4. Practical Completion certificate, final valuation and contractor's invoice, plus any other outstanding invoices relating to the works.
5. Drafts of any press releases or publicity to be issued about the completion of the project, for High Street HAZ Project Manager / Historic England approval.
6. Copy of your updated building insurance certificate.
7. Updated maintenance plan.

### **Help and further information**

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Please contact Kate Mitchell, Project Manager via email [k.mitchell@fortyldelsey.co.uk](mailto:k.mitchell@fortyldelsey.co.uk) or telephone on 07395 834 845.