

Tyldesley

High Street Heritage Action Zone (HAZ)

Grant Advice Notes

The Tyldesley High Street Heritage Action Zone, known as the Tyldesley HAZ, is being funded by the Ministry of Housing, Communities and Local Government (MHCLG) and administered by Historic England.

Following a successful bid to Historic England, the *For Tyldesley* Community Interest Company is to deliver a range of repair and conservation work to important buildings and shopfronts within the local Conservation Area to improve and regenerate the area. The project is planned to complete in March 2024.

This guidance has been developed to support local businesses and property owners in Tyldesley, to help explain the grant process and how to apply successfully for funding to make improvements to your building along the High Street.

1. Guide to Eligible Works

Funding is available for conservation-led repairs and improvements to commercial properties located within the HAZ area (see map on page 6) and could include:

- Building repairs which add to the historic character of the area, such as reroofing, pointing of masonry or structural stabilisation.
- Repairs or reinstatement of architectural features that have been lost, such as traditional shop fronts and sliding sash windows, doors, where clear evidence exists to inform the historic appearance and details.
- Work to the public realm (space between buildings that is publicly accessible and publicly used)
- Work to bring vacant buildings or parts of buildings back into use, including conversion and adaptation for commercial, residential, or other purposes.
- Good-quality and sympathetic development of gap sites that enhance the local character
- Development costs regarding professional fees, building surveys and associated fees during the project development phase.

Works which are NOT eligible include: Demolition, modernisation works, renewal of building services, substitute materials where original is obtainable, speculative reinstatement of historic features, maintenance and minor repairs, works that are detrimental to the heritage significance of a place, and capital work started without prior consent.

Note: Additional detailed guidance from Historic England on eligibility can be provided on request.

2. Who can apply?

You can apply for funding if you are the owner of an historic building¹ in the Tyldesley HAZ area (see HAZ area map) which is in commercial use, as long as the building / project meets the criteria set out below. There is no limit to the number of applications that an owner or tenant can make.

If you are the tenant of commercial property, you can also apply, as long as you have a repairing lease which is not due to expire before the end of March 2024.

3. Selection Criteria

- Location — the property must be in the HAZ area. Projects located on the main high street (Elliott Street) and Stanley Street are a higher priority than those on the side streets
- Conservation quality of the proposals: does the application involve use of appropriate materials and techniques, in line with national conservation standards and with reference to addressing concerns around climate change and environmental sustainability? Will the proposals enhance the Conservation Area to a sufficient degree to warrant funding?
- Condition of the property, with those buildings in the worst state of repair being given priority
- Quality of the host building, with those of greater architectural merit being prioritised
- Prominence and therefore visibility of works and potential impact of the proposals; potential for ‘transformational change’
- Group impact — taking into consideration properties which can create a higher impact by adding critical mass
- Potential to be a catalyst for change – exemplar for other buildings / owners
- Value for money / size of grant request / owner’s contribution
- Viability — the future use and sustainability of the building if work is carried out; potential to bring vacant space back into use; supporting an existing business that may be struggling (or supporting a new business whose enterprise will add to the vitality of the town)
- Local labour and community involvement: does the project involve consultants and / or contractors who are located within the Borough? Is there a commitment to employ any apprentices on the project? Is there potential for community engagement through volunteering or training opportunities?

4. How much grant could you receive?

- For reinstatement of lost architectural features (for example a shop front) the grant rate is **90%** of the total cost of eligible works.
- For repairs, the grant rate is **80%** of the total cost of eligible works.
- Works to bringing a vacant space back into use can attract grant of **60%** of the total cost of eligible works.

¹ A building of historic character, as defined by Historic England (Inherited aspects of a place that help to define is as being distinctive, such as local building materials, architectural features, traditional uses or the arrangement of spaces)

- Works to the public realm can attract grant up to **80%** of the total cost of the eligible works.

There is a cap of **£50,000** of grant funding per property, but this could be increased subject to approval by Historic England.

Note: Grant percentage rates could be subject to change in the later years of the HAZ project.

5. Application process

The work required before you can submit an application may take several months. It will involve appointing a design team, preparing drawings/work specification, obtaining priced tenders from building contractors and applying for statutory permissions. Your application will then have to be assessed and approved by the HAZ Project Board (and Historic England, for grants over £50,000). You therefore need to allow plenty of time before work starts on site.

Stage 1. Submit an Expression of Interest Form and confirmation of eligibility. Contact the HAZ Project Manager, Kate Mitchell (by email: k.mitchell@fortyldesley.co.uk) for an initial discussion and site visit. She will explain all aspects of the scheme, including what is eligible for a grant, how the scheme works and timescales and if appropriate ask you to submit an Expression of Interest form to register your interest. Your proposals will then be assessed by the HAZ Project Manager, who will contact you and formally confirm whether your project is eligible for HAZ funding and that you meet For Tyldesley's additional selection criteria, prior to progressing to the next stage. Once an EoI has been accepted, a request may be made for grant towards professional fees and / or urgent repair or enabling work.

Stage 2. Appoint a qualified consultant to develop proposals. When you have had formal confirmation that your project can progress to this stage, you will need to appoint an appropriately qualified (see table 1) architect or surveyor to prepare a specification and drawings for the work, obtain statutory consents and manage the tendering process to select an appropriate contractor. You can arrange the consultant selection process yourself (where fees are likely to be over £10,000, three consultant fee quotes are required) or you can select one of the approved framework consultants where this process has been done for you². A percentage of professional fees (including the cost of essential survey work, statutory consents) will be eligible for funding as part of the HAZ grant scheme. The HAZ grants can cover from 60% up to 90% of the costs of professional fees for applications depending on the type of work involved in your application. **Unfortunately, until you make your full grant application, payment of any fees and associated costs to this stage (unless receiving development funding) will be at your own risk- see Section 7.** It is therefore essential that your appointed consultant liaises with the HAZ Project Manager at the earliest opportunity and throughout the design development phase, so she can help you to develop a successful application.

Table 1. Professional qualifications required for architects/surveyors

² A competitive tender process has been undertaken on your behalf and selected five architectural practices within the region with appropriate conservation expertise and experience to help you develop your project. Please contact the HAZ Project Manager for more details.

Total project costs ³	Type of work	Historic England's requirements
Any costs	Any eligible works to a Grade I or Grade II* listed building	<u>Must</u> be conservation accredited (AABC Registered, RIBA Conservation Architect or RICS conservation-accredited surveyor)
Over £20,000	Repair of existing historic building materials (listed or unlisted)	<u>Must</u> be conservation accredited (AABC Registered, RIBA Conservation Architect or RICS conservation-accredited surveyor)
Over £20,000	Conversion, re-use, reinstatement works (to unlisted or Grade II buildings) and public realm (listed or unlisted)	Must have conservation experience but need not be formally conservation accredited
Under £20,000	Any eligible work	Conservation expertise is desirable but not essential, ARB/RICS required as a minimum.

Stage 3. Submit a grant application. The completed application form should be submitted with supporting documents, including a copy of the specification/schedule of works, drawings of the proposed works and the preferred contractor's tender prices. Your grant will be based on your contractor's prices for the works that are eligible for grant. (The project may also include works that are not eligible for grant.) Photographs of the building are also required, showing the areas where work is proposed. The **HAZ Project Manager can help with completing the application form and advise on the accompanying documentation.** Once the application is received, it will be assessed against the criteria and presented to the Project Board for appraisal. The Panel will consist of representatives from local residents and groups. **No work may be started until written approval is given, or you will not be eligible for grant.**

Stage 4. Grant Award and Offer - Following approval from the HAZ Project Board or where required Historic England (for grant applications for £50,000 and above) you will receive a 3rd party Grant Offer which must be signed and returned to the HAZ Project Manager. The Grant Offer will normally include a condition that, should the grant-aided works bring about an increase in the building's value and that the building is sold within a three-year period, For Tyldesley Project Board may look to claw back some of the grant to replenish the fund for the benefit of the overall project. This will be discretionary and on a sliding scale depending on the time period since the grant was awarded. The offer of grant must be accepted in writing within one month of issue and the works must commence within six months from date of offer, unless otherwise agreed in writing. To help bring vacant shop units back into use, the Grant Offer will include a clause enabling For Tyldesley to recommend a 'pop up' or meanwhile use tenant. Other clauses will include a commitment to an ongoing Maintenance Plan, as well as participation in For Tyldesley's proposed community engagement activities and events throughout your project. Request a copy of the full grant application form and Grant Offer template for details of all clauses.

³ Total project costs also include professional fees, VAT and contractor preliminaries.

6. Timescales for applications

Grants will not be offered for work that has already begun and cannot be awarded for works that do not have the relevant planning, listed building consent or buildings regulation approvals. It is vital that applicants plan ahead when preparing applications and allow enough time for submitting supporting documents and obtaining any necessary consents.

Expressions of Interest can be submitted at any time. **Full applications** must be submitted at least 4 weeks before Project Board meetings, which will take place in January, April, July and October in 2021 and 2022 and in January and April 2023. All projects must be completed by end December 2023.

7. Grant Payments

Pre-contract costs - Before the grant is approved and the grant agreement is signed, all initial project costs are at the grant applicant's risk. These pre-contract costs, such as planning consents, surveys and architect fees, must initially be paid by the applicant. If these project costs are eligible for grant funding and the project proceeds, a grant will be paid after the Offer Letter and Grant Agreement has been accepted and signed. If the project does not proceed, a grant will not be given for any of these costs. Should it be necessary, applicants seeking financial assistance during the development phase to assist with the payment of professional fees, surveys etc could apply for funding from Historic England as part of a two-stage application process.

Costs of eligible works

The grant is claimed against paid invoices, in arrears*. You and your consultant will need to provide the Heritage Action Zone Project Manager with relevant invoices, architect's certificates and evidence that payments have been made to the contractors, etc. If there is an overspend on the grant-aided works, the grant may not be increased. The grant payment will be withheld until the Heritage Action Zone Project Manager is satisfied that all works have been completed to the required standard. A grant will not be paid for work that does not meet generally accepted standards of quality and accuracy in materials and/or workmanship. Work should be completed by the approved contractor and sub-contractors as per the approved schedule of works, plans and drawings.

*In exceptional circumstances, the CIC may be able to make advance payments. Please discuss this with us.

8. Publicity

Historic England and For Tyldesley reserve the right to display hoardings during the building work and use photographs and details of your project in promotional literature

High Street HAZ Area Map

