



STOCKTON NORTHERN GATEWAY TOWNSCAPE HERITAGE PROJECT APPLICATION PROCESS

Stage 1: Meet with the TH Project Officer and arrange a site visit

If your property has been identified as a priority through the Townscape Heritage (TH) Scheme, you will have received contact from the TH Project Officer. If you are interested in taking forward a project through the scheme, the first step is to arrange a meeting and site visit with the TH Officer. This will be an opportunity to discuss the scope of the works as identified in the preliminary scheme provided to the National Lottery Heritage Fund as well as the scope of the scheme to change and what works would be eligible for grant assistance.

Stage 2: Engage a conservation specialist (architect/surveyor)

Use the following guidance to appoint a specialist who will assist you with your project development (including grant application) and project delivery. *Please note this should be a registered architect/chartered surveyor with appropriate conservation accreditation:*

- **GUIDANCE ON APPOINTMENT OF PROFESSIONAL ADVISORS**
- **HOW TO FIND PROFESSIONAL ADVISORS WITH APPROPRIATE CONSERVATION EXPERTISE**

Three quotations should be sourced and provided to the TH Project Officer to ensure that they meet the prescribed requirements and therefore eligible for grant funding. Grant funding for the fees is available at 73.5% of eligible grant costs. Until a building grant has been approved you will be liable for the full cost of fees, once approved your first grant claim will be processed to pay any grant accrued towards fees.

Stage 3: Project Development

Once appointed, your specialist will undertake an updated building and condition survey of the building outlining any historical features. This should be used as the basis for identifying the capital works required for the building. At this stage a further meeting with the TH Project Officer is required to discuss the scope of the works and priorities for the scheme. Your specialist will then be required to prepare appropriate specifications and a schedule of work, together with any drawings that may be necessary. Once draft specifications and a schedule of work have been developed, a further meeting with the TH Project Officer should take place to ensure that the TH grant requirements are met. Once finalised any statutory permissions, such as planning permission or building regulations should be sought.

Stage 4: Getting quotations / tenders

Once you are satisfied with the planned project, the next step is to seek competitive costs for delivering the project. You should read the **GRANT GUIDANCE AND CRITERIA STOCKTON NORTHERN GATEWAY TOWNSCAPE HERITAGE PROJECT** to identify the required procurement route. You must only invite tenders from contractors that can demonstrate a reputable experience of working

on heritage conservation projects, your specialist will be able to direct you towards suitably experienced building companies. In all cases a minimum of three tenders/quotations must be provided and costs should be itemised to allow the grant eligibility assessment to be made.

Stage 5: Grant Application

Once you have your costs you can submit your grant application using the application form supplied by the TH Project Officer. This must be accompanied by all required information listed in the grant application form. This should then be sent to the TH Project Officer.

Once satisfied that all required information has been provided and necessary consents are in place, the application will be considered for formal approval. The grant approval process involves a Council TH Programme Group making a recommendation to the Townscape Heritage Grant Approval Panel. Grant applications may also need to be referred to the National Lottery Heritage Fund for approval.

Stage 6: Grant Offer

Following approval you will be required to sign a Third Party Agreement which sets out the conditions of the grant. This will reflect the information detailed in the **GRANT GUIDANCE AND CRITERIA STOCKTON NORTHERN GATEWAY TOWNSCAPE HERITAGE PROJECT**. You should ensure that you read the documentation thoroughly before signing. This document must be signed by the grant applicant and Stockton-on-Tees Council.

Stage 7: Grant Works

No works must commence until the Third Party Agreement has been signed and all necessary statutory permissions are in place. As works progress, any changes to the proposed works must be agreed in writing with the TH Project Officer.

Works must be signed off by your conservation specialist to ensure that they have been undertaken in accordance with the plans and to the required heritage standard. A site visit will be required by the TH Project Officer to ensure appropriate completion of works.

Grant payments will be made on the production of paid invoices for works that have been verified as above. The grant rate is 73.5% of eligible costs. A payment schedule can be discussed and agreed with the TH Project Officer if required. Grant payment will normally be made in arrears and only once invoices for completed works have been submitted to the TH Project Officer.