



STOCKTON NORTHERN GATEWAY TOWNSCAPE HERITAGE PROJECT GUIDANCE ON APPOINTMENT OF PROFESSIONAL ADVISORS

Professional fees to support applicants to develop and undertake a grant project are eligible for grant assistance at the same grant rate as the overall project (73.5% of eligible costs).

Where the grant contribution for capital works is in excess of £25,000, grant applicants are required to appoint a qualified professional with relevant conservation expertise to develop and oversee the scheme.

To meet the National Lottery Heritage Fund procurement requirements, any works which will exceed £10,000 in value must be appropriately procured with at least 3 quotations being sought (*for larger projects it is expected that fees could exceed this – advice should be sought from the Townscape Heritage Project Officer*).

Professional advisors should be members of the following professional bodies, or equivalent:

- Architect (RIBA),
- Building Surveyor (RICS)
- Architectural Technician (CIAT)

The following websites can be helpful for finding a professional advisor:

- Royal Institute of British Architects (RIBA) www.architecture.com
- Architects Accredited in Building Conservation (AABC) www.aabc-register.co.uk
- Royal Institution of Chartered Surveyors (RICS) www.rics.org

Professional advisors should also be conservation accredited (e.g. included on the AABC register <http://www.aabc-register.co.uk/>, on the CIAT conservation register - <http://www.ciat.org.uk>) or be able to demonstrate experience of leading successful conservation projects on similar historic buildings.

The services provided by the professional advisor should always include (but is not limited to):

- Preparing detailed specifications and drawings for the urgent and necessary repairs of properties and/or recording of the fabric.
- Providing all required information to support the building owner in submitting their grant application.
- Getting competitive construction tenders, quotes or sealed bids and providing associated reports.
- Preparation of pricing schedules and industry standard tender documentation.
- Analysing and updating building condition surveys.
- Obtaining all statutory consents.
- All costs associated with gaining all required statutory consents.
- Arranging and managing a contract with the appointed contractors.

- Making sure all work is carried out to the correct specifications.
- All CDM and HSE requirements.
- Regular inspections and valuations of the work on site.
- Regular meetings with Townscape Heritage Project Officer and SBC staff as required, to validate grant payments.
- Provide electronically, before, during and after photographs of works.

Most importantly, the **qualified professional works for you** (grant applicant) and it is your responsibility to hire a professional advisor that meets your needs and who can assist you to fulfil the grant requirements.

Contact Details

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