

HM Government

REVITALISING OUR Hi!STREET

Historic England



CULLOMPTON HIGH STREET HERITAGE ACTION ZONE



Building Grants - Scheme Guidance

1. Introduction and Background

- 1.1 Cullompton High Street Heritage Action Zone (HAZ) is a Historic England initiative to breathe new life into the town centre. It will aim to make Cullompton a more desirable place for businesses, visitors, investors and local people, including by restoring and enhancing the historic local character of the town centre area.
- 1.2 Jointly funded by Historic England and Mid Devon District Council (MDDC), the Building Grant Scheme (Grant Scheme) provides an opportunity for property owners and lessees with repairing leases to invest in the repair and restoration of their properties. The Grant Scheme seeks to improve physical and structural condition of the properties along Fore Street, as well as the reinstatement of historical and architectural features on the frontages.
- 1.3 To be eligible for grant funding, buildings must be located in the Fore Street area of Cullompton and inside the Conservation Area. See the accompanying map for the extent of the core heritage grant eligible area.
- 1.4 Grant applications will follow a two-stage process: an initial Expression of Interest followed by a full application.
- 1.5 The Grants Scheme is open from 17th May 2021, and will close to new applicants from 1st September 2023, to enable grant funded work to be completed and claims submitted by 4th March 2024, when the scheme finishes. Grant claims not processed by this date will lose grant funding eligibility. There can be no funding extension beyond this date.
- 1.6 All grant funded work must be completed and claims made within 12 months of the date of the Grant Offer Letter, or by March 2024, whichever is earlier.
- 1.7 The Cullompton HAZ Project Officer at MDDC will administer the programme and provide support to applicants. See section 7 for contact details.

2. Overview of the Grants

- 2.1 The funding available is limited and will be administered on a first come, first served basis until all the available funding is committed.
- 2.2 Grants are available up to 70% of the cost of the works, up to a maximum of £28,000.
- 2.3 The funding offered will be kept under review over the course of the scheme, and MDDC reserves the right to change or lower the available grant contribution offered at its discretion.
- 2.4 A '*Building Priority Matrix*' will be maintained by the project team at MDDC to determine which buildings and properties in the eligible area are of particular architectural or historical merit, and for which more extensive building works may be required.
- 2.5 Buildings and specific projects as identified on this matrix may be eligible for additional grant funding in addition to the above schemes, as well as the possibility for a higher proportion of the overall costs to be recoverable.



Eligibility and Assessment Criteria

- 3.1 The first stage of the application process is the Expression of Interest (EOI), which will allow proposed fundable work to be checked for eligibility. Following submission of your EOI the HAZ Project Officer will contact you to discuss your proposals further.
- 3.2 Following an approved EOI, the applicant must complete a formal application form. Applicants must demonstrate how the work they are seeking funding for complies with the criteria set out below.
- 3.3 The MDDC Director of Place will make funding decisions in liaison with the Cullompton Town Centre Regeneration Partnership Group, convening at least quarterly. As a discretionary grant scheme there will be no right of appeal for unsuccessful applications, and in all cases the decision as to whether any works or costs proposed are eligible for grant shall be at the sole discretion of Mid Devon District Council and/or Historic England.
- 3.4 Each grant application will be assessed based on the following criteria:
- The property must be in need of repair and/or restoration;
 - The work must have a positive effect on the wider Cullompton Conservation Area, town centre and particularly the high street frontage;
 - The work should improve living or working conditions for existing or new tenants and/or residents;
 - The work should create new, or safeguard existing, jobs;
 - The schedule of work should address as far as practical all eligible work considered necessary;
 - The work should bring back under-utilised or vacant spaces, and / or creating new commercial or residential spaces.
- 3.5 The Grants Scheme will take a ‘*whole building*’ approach to funding eligible work, whereby grant funding will only be awarded where the proposed schedule of eligible work addresses all repair work considered necessary to maintain the building in good condition (as far as considered practical). This will be assessed by relevant MDDC Officers following the EOI stage.
- 3.6 The property’s status on the ‘*Building Priority Matrix*’ will also be reviewed in determining applications, in order that grants are allocated to properties considered most in need, taking into account condition and historic/ architectural merit.
- 3.7 Appendix A sets out a list of eligible work that can be grant funded. Appendix B sets out the application process in more detail. Appendix C sets out standard terms and conditions.

4. Conservation and Heritage Principles

- 4.1 The Grant Scheme will emphasise high-quality, traditional materials using an appropriately qualified and skilled design team. For overall works costing £20,000 or more in total, you must employ the services of a suitably qualified professional advisor¹ (the cost of which is

¹ For properties listed at Grade II and above, the advisor must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation. For other properties, the professional advisor would need to demonstrate experience working with conservation properties. See



eligible for grant funding). For overall works costing less than £20,000 the use of a suitably qualified professional advisor is strongly encouraged but not required.

- 4.2 Where appointed, the professional advisor would be expected to:
1. Analyse the site and undertaken any investigatory surveys;
 2. Help plan and specify the works;
 3. Help to seek competitive tenders;
 4. Inspect the work while in progress;
 5. Inspect and certify the work after completion;
 6. Sign-off the works to release the grant payment.
- 4.3 Where professional advisors are engaged, we recommend a two-stage grant process. This means that a first grant can be applied for to cover the costs for a professional advisor to undertake points 1 and 3 from the list above. Following this they can help applicants to prepare a second stage grant application for the necessary agreed works (covering points 4 – 6 above).
- 4.4 All grant funded work, whether overseen by a competent professional or not, will need to be signed off by relevant MDDC Officers, including the HAZ Project Officer as well as Conservation and Private Sector Housing Officers as necessary.
- 4.5 The current Cullompton Conservation Area Appraisal and Management Plan should be referred to for further information on the area character, as well as current Shopfront Design Guidance. These documents will provide important information regarding the design of proposed works. Please refer to the website for latest documents, or contact the HAZ Project Officer.
- 5. The Work**
- 5.1 A schedule of work will be submitted by the applicant to be approved by MDDC Council Officers. This document will form the basis of the tendering process. Where works eligible for funding are combined with ineligible works (see Appendix A) a grant will only be able to support the eligible works.
- 5.2 Applicants will need to seek at least two written tenders for all works costing less than £5,000 (total cumulative spend), and at least three written tenders must be obtained for any works costing more than £5,000.
- 5.3 Contractors selected and invited to tender must have appropriate experience and expertise. Each contractor's quotation must be itemised to allow for each item of work, with VAT shown separately.
- 5.4 For projects anticipated to cost in excess of £50,000, a different tendering and advertising process will be required. Please speak to the HAZ Project Officer in these circumstances.
- 5.5 Standard Terms and conditions can be found in Appendix C. Please read carefully before applying.

<https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/>



6. Payment of Grant

- 6.1 Payment for works will be retrospective and in whole once completed. This means that works must be completed, signed off and paid for, then a grant claim submitted along with copies of the invoices or receipts as evidence. In exceptional circumstances it may be possible to arrange interim payments at pre-agreed stages. Any decisions on this would be made on a case-by-case basis and based on individual circumstances. Due to funding restrictions, if work is unlikely to complete before the end of the financial year in which it was offered then applicants must advise the HAZ Project Officer to ensure that this can be rolled over to the following financial year.
- 6.2 For the exceptional circumstances where interim payments are made the aggregate of instalments paid before completion must not exceed 70% of the amount of grant awarded. Each interim payment will require an inspection of works claimed for.
- 6.3 Prior to any payment being made the work needs to be signed-off by the professional advisor (where appointed) and MDDC Council Officer(s).
- 6.4 Applications for payment from MDDC will always be retrospective and will reimburse costs incurred. All project debts, including payment of the contractor and professional project team, must have already been settled ahead of the grant claims. All claims for payment will need to be accompanied by original invoices and receipts to demonstrate this, with reference made to the building address and the grant reference number (included on the offer letter).
- 6.5 For joint applications between the lessee and owner, the funding would be paid to whomever has responsibility for paying contractors.
- 6.6 All grant funded work must be completed and claims made within 12 months of the date of the Grant Offer Letter, or by March 2024, whichever is earlier.
- 6.7 There will be no later increase in grant if the cost of the project exceeds the agreed tender price.

7. Contact Information

- 7.1 Completed forms and the required documents should be emailed to the HAZ Project Officer at CullomptonHAZ@MidDevon.gov.uk, or can be posted to: Cullompton HAZ Project Officer, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP

Privacy Notice

The Privacy Notice for the project can be found here:

<https://www.middevon.gov.uk/residents/planning/cullompton-high-street-heritage-action-zone/cullompton-high-street-heritage-action-zone-privacy-notice/>

If you would like a paper copy of this, please contact the HAZ Project Officer.



Appendix A: Eligible works

1. We normally expect that any work funded through the High Streets Heritage Action Zones Programme will be carried out using traditional methods and, where possible, materials appropriate to the history and condition of the building or area. When replacement is necessary, it should normally be done on a like-for-like basis.
2. We place considerable value on retaining historic fabric, and believe that a number of small repairs to elements of the historic building fabric are often more appropriate than complete renewal. An example of this would be piecing-in of new elements in a historic window frame. In general, you can offer grants towards conservative repairs, i.e. repairs that are as limited as possible in scope yet achieve their conservation objectives. In some cases we will require grant recipients to carry out appropriate recording during the work and on completion of the work. This is to capture evidence that would otherwise be lost in the process of repair and to record the nature and extent of what has been done for future reference.
3. Detailed guidelines on projects and costs that can be funded in most cases can be found below. We realise, however, that every historic building or area is different. If special circumstances apply, you should contact the MDDC HSHAZ Project Manager to discuss the merits of the proposal.
4. Owners may want to undertake improvement works at the same time as repairs to historic fabric. Eligible and non-eligible work can be undertaken in the same project, but the costs must be identified separately and made explicit in agreed schedules of works and tender documents.

Table 1: Details of work eligible for grant-funding under the Programme

Temporary building works	<p>If there is an unavoidable delay before full repairs are carried out, temporary measures, including work to protect a structure from collapse, damage or deterioration, such as propping and shoring, temporary weather-proofing, or putting up protective structures could secure the building while its structure is being surveyed or a repair specification is being drawn up.</p> <p>Written approval from Historic England is required before a grant offer for temporary works over £5,000 can be made.</p>
Roofs	<p>Repairing roof structures, together with renewing or substantially repairing roof coverings; repairing roof features such as parapet and valley gutters, dormer windows and skylights, chimney-stacks and pots, cupolas and balustrading.</p>
Leadwork	<p>Renewing roof leadwork, if it is no longer serviceable, or using lead welding in order to extend the life of lead that is of historic interest. It may be necessary to redesign the substrate (the structure just below the lead) to keep to current good practice. The visual and physical implications of this need to be considered carefully, however, before any changes are made.</p> <p>To avoid the risk of underside lead corrosion, lead roofing should be carried out between April and September and under a temporary roof.</p>

Permanent access to carry out maintenance	If difficult access has prevented proper maintenance in the past, installing hatches, handrails or cables, fixed ladders or crawl-boards to improve access for maintenance and inspection may qualify for a grant as part of a wider project.
Rainwater disposal	<p>The extensive repair or replacement of rainwater disposal systems, both above and below ground. Lead and cast iron should be replaced on a like-for-like basis, although in certain cases where theft, vandalism or maintenance access is exceptionally problematic, there may be a case for using appropriate substitute materials.</p> <p>Digging trenches for drains and soakaways in demonstrably archaeologically sensitive areas will often require supervision by suitably qualified archaeologists, and a grant can be offered towards such costs.</p> <p>Installing proprietary electric heating tapes in gutters and rainwater heads where access is difficult and weather conditions are particularly severe, or where especially valuable building fabric or contents may be at risk from the guttering and rainwater disposal systems failing.</p> <p>Providing overflows and weirs to rainwater disposal systems so that, in case of blockage, water is shed away from the building.</p>
Walls	Necessary repairs to external walls, including work to their structure, surfaces, decorative elements on the wall surface, and wall-coverings or claddings.
Windows and doors	Repairing or replacing elements set in walls, such as panels, windows and doors, including their frames, glazing, ironmongery and other fittings.
External features	<p>Repairing or replacing, where necessary, existing external features, such as balconies, canopies, bargeboards and shutters, where these contribute to the special architectural or historic interest of the building.</p> <p>Removal of non-historical features the absence of which will enhance the overall character and appearance of the building.</p>
Damp	<p>Measures to manage rising or penetrating damp, if this is directly damaging the fabric or contents of a historic building, including providing surface water drainage, lowering external ground levels (where this would not be archaeologically or structurally damaging), and improved ventilation, if this is essential. Old buildings need to breathe, and keeping vapour-permeable traditional plaster is preferable to replastering in relatively impermeable cement-based plasters.</p> <p>Providing a damp-proof course simply because the existing structure was built without one does not qualify for a grant. Experience has shown that providing damp-proof courses and membranes in historic structures has often transferred damp problems to other areas of the building.</p>

Decoration	<p>Decoration does not qualify for a grant unless it is necessary to make good after decorations have been disturbed as part of other work that has been funded by the partnership or where new work (such as joinery) requires a painted finish.</p>
Cleaning	<p>Grants will not be offered for cleaning for purely cosmetic reasons. Cleaning qualifies for a grant only if there is so much dirt on a structure that it must be removed in order to assess the need for and scope of repairs, if chemicals in the surface build-up are damaging the fabric, or if a surface covering (such as paint) needs to be removed from masonry for technical reasons.</p> <p>Cleaning brickwork or stonework for these reasons is rarely necessary. Unless appropriate methods are chosen and the work is carried out with extreme care, by specialist conservation contractors under adequate supervision, it can cause long-term damage. It may also detract from, rather than add to, the appearance of a building. Cleaning should always be followed by any necessary conservation of the cleaned surfaces.</p>
Pigeon deterrents	<p>Non-electric physical barriers to prevent a build-up of damaging pigeon droppings, where these can be provided in a visually acceptable way and without using chemicals.</p>
Reinstating architectural features	<p>The reinstatement of architectural features must be carried out only if the building is otherwise in good repair (or will be repaired as part of the Programme). The objective is to reinstate (in whole or part) elements of the exterior fabric of buildings that are essential to their design and character and that contribute to the character of the building and the high street, provided the reinstatement is to the original size, pattern, detail and material. This can include decorative ironwork, such as balconies, canopies and railings; ornamental masonry, including architectural sculpture, stucco and other applied finishes; and details and joinery to historic patterns. The reinstatement of shop fronts to the original design (based on evidence), or (by exception) to a design that is appropriate to the period and location and supported by evidence, can also be considered for a grant. Generally, eligible work relating to special architectural features will form part of a more comprehensive repair proposal, or be included in a specific 'architectural features' scheme.</p>
Conversions of buildings	<p>Historic England's agreement is required before conversion works can be funded through this Programme.</p> <p>We can support the conversion of buildings from economically unviable to viable uses where it can be demonstrated that there is local demand. It is important that any use is viable not only for the owner but also for the future conservation of the building to reduce the risk of a number of unnecessary harmful changes being made to a building.</p> <p>Harmful alteration may sometimes be justified in the interests of realising the optimum viable use of a building provided the harm is minimised. If, from a conservation point of view, there is no real difference between alternative economically viable uses, then the choice of use is a decision for the owner, subject of course to obtaining any necessary consents (see https://www.gov.uk/guidance/when-is-permission-required).</p>

Works to Places of Worship	<p>Works to places of worship can be funded if they contribute to the objectives of the High Streets HAZ Programme. As a guide, this might include access improvements, minor repairs or improved facilities to support community uses. Major repair schemes are unlikely to meet the objectives of the Programme. Works solely to comply with legal obligations set out in the Equality Act 2010 do not qualify.</p> <p>Activity related to promoting the cause or beliefs of political or faith organisations is also ineligible for grant.</p>
Acquisitions	<p>We can fund the acquisition of buildings, including the purchase price and any fees/on-costs associated with the purchase of a building (such as legal fees and stamp duty), where the purchase of the building can be demonstrated to be a key part of helping to achieve the aims of the High Street HAZ. This could potentially be any building and is not limited to those that may be under a Compulsory Purchase Order (CPO).</p> <p>In line with Historic England’s guidance for other grant schemes we should only consider funding the acquisition of a building if it can be demonstrated that a change in ownership is essential for the long-term protection of the site, that buying it will lead to its repair and conservation and that other funding is not available. The purchase price should reflect the condition of the building and any works required to it. We will not offer grant to support an inflated market value. We also expect there to be a strategy in place for the repair and conservation of the property after it has been acquired, and should ask to see details of this before making any grant offer. Any such application will also be considered against the total HSHAZ grant funding available and the balance of need across the HSHAZ area.</p>

Other grant-eligible costs:

5. Grants offered under High Streets Heritage Action Zones Programme will normally represent a fixed financial contribution towards the overall costs of the project, including related costs such as professional fees and VAT. Where eligible and ineligible works are combined in a single project, a grant will be offered towards the cost of eligible work only. In such cases, the contribution towards the related costs listed below will normally be calculated in proportion to the works that qualify for a grant.



Table 2: Other grant-eligible costs

Professional fees	<p>Where a grant is offered for works to a building or to the public realm costing £20,000 or more in total, the grant recipient must employ the services of a competent professional with relevant specialist conservation knowledge and experience. Where the grant is for any works to a Grade I or II* listed building, or for repair works to a Grade II listed building, this professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation – see https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/</p> <p>For grants of less than £20,000 we would encourage the employment of a conservation accredited professional, but it is not a requirement.</p> <p>The professional adviser service may include, where applicable:</p> <ul style="list-style-type: none">• preparing a thorough survey of the structure(s) or site and its condition, including survey drawings and plans• research, analysis and archaeological investigation of the fabric likely to be affected• preparing a detailed specification and drawings for the necessary repairs, or recording of the fabric• providing a list of competent contractors able to carry out the work to a high standard• getting competitive tenders and providing a tender report• arranging a contract for the works• regular inspections and valuations of the work on site until it is completed• full contact with the local authority on the technical details of both the application and the work for which a grant has been awarded.
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Table 2: Other grant-eligible costs

Value Added Tax (VAT)	<p>VAT on work associated with historic buildings, monuments and other conservation repairs is not straightforward. The basic divide is that new build residential projects – and charitable ones, as long as they do not generate any income – do not attract VAT, whereas refurbishment and repair works do.</p> <p>In general, grants will be offered on the expectation that all work is liable to VAT (unless an applicant states in their application form that they are able to reclaim some or all of the VAT which they will be charged, or that the work will be zero- rated). Grants should only be paid towards the VAT which an applicant is unable to recover. If an applicant is subsequently able to recover the VAT towards which a grant has been paid, they will be asked to repay the relevant amount of grant.</p>
Preliminary costs and insurance	<p>The formal contract between the applicant and their contractor will set out preliminary costs, such as scaffolding, hoardings, contractors’ facilities and access for vehicles. The grant offered may take into account these costs.</p> <p>The contract will set out the responsibilities of the employer and the contractor for insurance. If an applicant needs to take out other insurance than that which forms part of the contract cost, you can include the cost of this other insurance when working out the project costs that qualify for a grant.</p>
Housing Health and Safety Review System	<p>If your application under application includes private rented accommodation, the MDDC Private Sector Housing team may also offer or request to under a HHSRS survey. This is to ensure that the standards of private accommodation in the town centre are brought up to standard in parallel with the HSHAZ project.</p> <p>Some or all of their findings may be offered for grant funding, depending on the specifics and eligibility.</p>

Works that cannot be grant-funded

6. High Streets Heritage Action Zones Programme grants cannot be offered towards the following types of work:



Table 3: Works that cannot be grant-funded

Demolition	The removal of any part of the building does not normally qualify for a grant, though exceptionally a grant may be offered for the careful dismantling of a structure that threatens to damage surrounding historic fabric careful dismantling prior to reinstatement the removal of later additions of little merit which alter or obscure the original design of the building and where careful dismantling is carried out as part of an agreed scheme of reinstatement.
Building services	The free-standing renewal of building services, e.g. new heating systems or rewiring (unless integral to conservative repair or where failure to renew or replace building services systems puts the historic fabric at risk). Note, however, that the entire rainwater disposal system is eligible.
Substitute materials	The use of substitute materials where the original is obtainable, except in situations where the original materials have failed and will continue to fail regularly if they are replaced like-for-like. In the case of lead and copper where there has been a history of theft or there is a high risk of theft we can assess substitute materials on a case-by-case basis.
Conjectural reinstatement	There is a strong presumption against wholly speculative reconstruction or reinstatement of features that have totally disappeared leaving neither confidently interpretable traces nor record photographs or drawings. Exceptionally, cases may arise where the reinstatement of, for instance, a shop front is highly desirable, but where evidence does not exist. In such cases grant aid may be given towards a convincing, well-informed design that is appropriate to its context.
Maintenance and minor repairs	This is work that we would expect to be carried out on a regular basis to prevent the building from deteriorating, such as the cleaning out of rainwater goods, checking of flashings and roof coverings for slipped slates or tiles, removal of plants, redecoration including cleaning of metalwork and regular repainting of joinery. Snowboards in gutters tend to decay and cause further problems, and these cannot be funded.

Grant applications may also be referred to Historic England. Written approval is always required from Historic England for any scheme that involves:

- A property owned by an elected member of local government (defined as the Town Council, District Council or County Council), an employee of local government, a family member, co-habitee or business partner of a member or employee of local government, or corporate body with which the member or employee of the local government is associated, of which the local government authority is aware;
- A contribution from Historic England that would exceed £50,000;
- Funding stand-alone reinstatement of lost architectural features;
- Temporary building works costing more than £5,000;
- Any unforeseen, novel or contentious issues;
- Funding public realm works;
- Using High Street HAZ funds to pay for management costs;



- Works involving the conversion, alteration or adaption of buildings; and
- Works to Grade I or Grade II* listed buildings.

In all cases the decision as to whether any works or costs proposed are eligible for grant shall be at the sole discretion of Mid Devon District Council and/or Historic England.

Appendix B: Application Process

1. **Submit Expression of Interest** – this should provide an overview of the proposed work.
2. **Officer Site Visit** - the HAZ Project Officer, Housing Officer and/ or Conservation Officer will visit the property as considered necessary to assess the proposed works and ensure the agreed schedule of work takes a ‘whole-building’ approach (as far as practical), taking into account any Covid-19 restrictions or limitations at the time. A Schedule of Eligible Work will be provided which can form the basis of quotations received, and may include the need to employ a suitably qualified professional advisor.
3. **Apply for Necessary Consents** – applicant to ensure other necessary consents are applied for ahead of application. Grants may be offered provisionally where these consents have not been confirmed ahead of grant decision. These costs can be included on the grant application. Successfully securing these consents in no way guarantees the grant application would be approved. Failure to secure consents could jeopardise later grant payment.
4. **Complete Application Form** – applicants must submit an application form with the necessary supporting documentation, (inc. itemised schedule of work with price estimate).
5. **Validation and Consideration** – the MDDC Conservation and HAZ Project Officers will undertake a technical appraisal of the proposals and submit a summary recommendation to the Partnership Group for approval. This will be reviewed by MDDC based on the criteria in 3.4 and 3.5. The application details may also be referred to Historic England for approval (see Appendix A).
6. **Approval** – the MDDC Director of Place (or other senior officer with delegated responsibility), in liaison with the Town Centre Regeneration Partnership Group, will approve, refuse or defer any proposal.
7. **Grant Offer Letter** – if the application is approved the applicant will receive a Grant Offer letter stating all terms and conditions, to be returned to the Council within one month if accepted with a detailed schedule of eligible work and costs. No work will be funded that was started without full prior approval and without an agreed Grant Offer Letter in place. All tendering following the grant offer letter must follow procurement rules.
8. **Before Commencement** – prior to commencement, the grant recipient must submit for written approval. 1. A final priced copy of the schedule of work and specification based on the lowest tender (or on the tender which the grant recipient proposes to accept subject to approval). 2. An overall evaluation summary of the tenders received (in accordance with procurement as set out in sections. 5.2 – 5.4). MDDC will provide a template form for completion to help with this process from Stage 3.
9. **Commencement** – must be within 6 months of the Grant Offer Letter, and conclude within 12 months (or by 4th March 2024, whichever is earlier). Any delays could result in a withdrawal or reduction in grant funding. Where using a professional advisor, once their investigations/ surveys are completed they can help to submit the grant for the main works repeating the process.

10. **Inspections & Sign-off of work** - by appropriate MDDC Officer and professional advisor where they have been used.
11. **Submission of receipts** – along with other requested information by applicant to trigger payment of grant. Payments made in arrears and upon satisfactory receipt of invoices and certification.
12. **Monitoring** – building to be maintained in good order for grant condition period of 3 years.

Appendix C: Standard Terms and Conditions

The following conditions will apply to the grants awarded (further detail and project specific Terms and Conditions will be provided in the Grant Offer Letter).

- a) The applicant must own the freehold of the property, or hold a repairing lease with an unexpired term of at least 5 years without a break clause. Applicants must be over 18 years of age;
- b) If the property or land is held on a lease for less than 5 years, is not a repairing lease, or if it contains a break clause that may terminate the lease within 5 years, the landlord must join in the grant application and agree to be bound by the grant conditions if a grant is awarded. Permission for the works must be sought from every person with a freehold or leasehold interest in the property, and the applicant is responsible for obtaining these;
- c) For overall works costing £20,000 or more in total, you must employ the services of a suitably qualified professional advisor;
- d) Grant recipients will make available any financial records the Council reasonably requires in respect of the works;
- e) Mid Devon Project Officers shall have the right, at all reasonable hours, to inspect any work that has been approved for grant assistance during the time that the work is being carried out and after it has been completed for the grant condition period of 3 years;
- f) VAT will only be paid if the grant recipient is not entitled to any refund on the VAT, and that if the grant recipient becomes entitled to a VAT refund they must pay the relevant amount to the Council. Grant recipients must certify that they are unable to recover any of the VAT payable;
- g) The terms of the grant will last for 3 years from the date of the payment of the final instalment of the grant.
- h) The grant recipient will repay the grant if the property or land is disposed of within 3 years² from the date of the payment of the final instalment of the grant, subject to the provisions in the following conditions i) and j). For clarity, property or land is disposed of where –
 - a. the freehold interest is sold;
 - b. a long lease of not less than 21 years is let where the lessee assumes full responsibility for the maintenance and condition of the property or land in respect of which the grant has been paid; or
 - c. some other leasehold or other arrangement is entered into where the grant recipient ceases to be responsible for the maintenance and condition of the property or land in respect of which the grant has been paid.
- i) Where the property or land is disposed of, the following conditions apply:

² The purpose of the clawback is to ensure that any property value uplift redeemed by the grant recipient within the first 3 years of the grant can be reinvested in the town centre as part of future funding schemes.



- a. for disposals within 3 years of the date the last payment of the grant was made to the grant recipient, the grant is repayable in full;
- b. in all cases, the grant recipient must give written notice of the disposal to MDDC no later than 14 days prior to any proposed disposal and in addition, on the exchange of contracts for a disposal, including details of the purchaser/lessee and a copy of the disposal documentation.
- j) Unless repayment has been made prior to or on disposal of the property or land, repayment will be made in accordance with the terms set out in an invoice issued by MDDC, including interest on late payment. For the avoidance of doubt, where condition h) applies, MDDC will be entitled to issue an invoice at any time in the period of 3 years from the date of last payment of the grant, regardless of whether condition i)(b) has been complied with.
- k) Grant recipients must fully insure the property or site for its full reinstatement value while the works are being carried out and following their completion. In the event of loss, theft or damage, the property or site must be made good. The grant recipient must provide a copy of the policy (or policies) held;
- l) Grant recipients must ensure that the property or site is maintained in good repair when the works have been completed throughout the grant period of 3 years from the date of the payment of the final instalment of the grant.
- m) Work must be started within six months from the date of the Grant Offer Letter, and concluded within 12 months, or by 4th March 2024, whichever is earlier.
- n) Grant offers will be withdrawn, or fully repayable, if the grant recipient breaches any of the terms of the offer or as set out in this document, or if the grant recipient has behaved fraudulently or misleadingly in connection with its grant application or in carrying out and completing the works or activities;
- o) Applicants will be responsible for ensuring that necessary public liability insurance is in place, and that all work is undertaken in accordance with all relevant Health and Safety legislation;
- p) It is up to grant applicants to ensure their works meet all requirements in relation to Listed Building Consent, Planning, Building Control, and any other consents;
- q) All contractors will be expected to follow and reference Historic England technical guidance in the course of their work³;
- r) Grants cannot be transferred;
- s) The District Council shall not be bound by any commitment entered into by an applicant prior to the notification of a decision on the application;
- t) Notwithstanding the fact that an application for grant is made correctly and in respect of an eligible building, the District Council shall not be under any obligation to make a grant and any decision to make a grant shall be entirely at the discretion of the District Council;
- u) The District Council and Historic England reserve the right to publicise the offer of the Grant at any time.

³ <https://historicengland.org.uk/advice/technical-advice/>

