

Community Asset Transfer Programme – Round 2

Guide to Development Costs

Introduction

The Community Asset Transfer (CAT) Round 2 Guidance Notes outline brief information on development costs. This guide aims to provide further information on the scope of the development grant and the eligible capital development costs that you can apply for under Round 2 of this programme.

Why are development costs important ?

If your stage one application is successful, you will be required to develop a Capital Project Delivery Plan (CPDP) as part of your stage two application.

This CPDP is made up of 11 sections and you will be required to provide us with technical details relating to your capital project. We will use the information you give us to ensure that your project is underpinned by construction industry best practice techniques and guidance, coupled with a thorough risk management process.

In completing your CPDP, you will need help from professionals and you are therefore likely to incur costs in providing us with the information we require. If you do not already have funds in place to cover these costs, it is important that you include these capital development costs as part of your stage one application. Alternatively, you may be able to procure the services and surveys detailed in this guide through partner organisations as an “in kind” contribution.

You can ask for development funding of up to £35,000 as part of your stage one application, but please remember that the development grant forms part of your overall grant request and is not additional.

What capital development costs can I include in my stage one application?

You can apply for development costs to part-fund, or, completely fund the procurement of:

- **Professional Fees** - *expert advice for design & cost development and*
- **Other Costs** - *specialist surveys and statutory consents*

These services and surveys are necessary to produce a robust CPDP which addresses our requirements at stage two and are expanded on further below.

(i) Professional Fees - *Expert advice for design & cost development*

A typical construction project may require the procurement of the following professional design team members. It should be noted that the below list is not exhaustive and you may require other consultants.

- Architect - To produce and co-ordinate the project design.
- Structural engineer - To produce the structural design.
- Mechanical and electrical engineer - To design the mechanical and electrical systems including heating, ventilation and air-conditioning.
- Quantity surveyor - To manage, control and report upon the project costs.
- Project manager - To co-ordinate the design team and establish project control measures.
- CDM Co-ordinator - To manage the integration of health & safety principles into the project.
- BREEAM Assessor - To co-ordinate the BREEAM design stage assessment and the construction stage assessment if applicable.

(ii) Other Costs - *Specialist surveys*

Whether the proposed project is to refurbish an existing building or to build new, a number of specialist surveys may be required for a number of reasons which could include:

- To satisfy local planning requirements
- To satisfy Building control requirements
- To remove project risk
- To inform the aesthetic and structural design.
- To satisfy legal requirements

The types of survey which may be needed to satisfy the above requirements are listed below. The list is not exhaustive, but should act as a checklist for you. You should use your project team to guide you on the surveys necessary for the project.

- Condition survey
- Structural survey
- Topographical survey
- Ground (soil & contamination) survey

- Mechanical & Electrical survey (utilities search)
- Utilities capacity survey
- Flood risk assessment
- Habitat survey / Ecological surveys (bats, newt etc)
- Tree protection survey
- Traffic impact assessment
- Asbestos survey
- Sustainability survey
- Archaeological survey
- Feasibility study

(iii) Other Costs - *Statutory Consents*

Depending upon the size, type and location of your project, various statutory consents may be required such as:

- Planning consent
- Building Regulations Consent
- Listed building consent
- Conservation area consent
- Ancient & scheduled monuments consent

We require that planning consent (if applicable) for the project is in place at stage two, and therefore the development grant can be used to fund the submission of the planning application.

Summary

These are some examples of the type of development costs that you can include in your capital budget as part of your stage one application. If you do include these costs as part of your application, you should be clear about the areas that you need funding for and be realistic about the level of funding that you are asking for.

We will review any requests for development costs to develop the capital element of your project as part of our assessment process and may require further information from you regarding these costs. If your stage one application is successful and we feel that the development costs you have requested are relevant and reasonable, we will award you a development grant which you will be able to draw down to help you develop your CPDP as part of your stage two application.

Please remember that the development grant forms part of your overall grant request and is not additional.

If we do award you a development grant, this will not guarantee that your project will be awarded a grant at stage two.