



Extra information we need for capital grant applications of between £10,000 and £50,000 for projects which include any of the following:

- purchase of land and buildings
- improvement of land
- new build construction
- alteration, refurbishment or extension of buildings.

These guidance notes are for use alongside the programme guidance notes for Young People's Fund 2 Local Grants. It is not possible to make an application for a grant for land and buildings using these guidance notes alone.

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Introduction

These guidance notes are for organisations applying to the Young People's Fund 2 Local Grants programme whose application includes capital grant expenditure of between £10,000 and £50,000 on one or more of the following:

- buying land and buildings with or without alteration or refurbishment
- buying land on which a permanent building will be constructed
- buying equipment and fixtures and fittings linked to the land or building
- improving of land, for example landscaping works
- altering, refurbishing or extending a building you already own or lease
- constructing a new building.

These guidance notes do not apply to organisations applying for capital grants:

- of less than £10,000, and
- for the purchase of equipment and vehicles only.

The Young People's Fund 2 Local Grants programme can only fund projects with a total capital expenditure of less than £200,000. This includes funding from other sources that will be used to fund your capital project.

These guidance notes explain the extra information we need with your application. This differs depending on the type of capital project for which you are applying.

These guidance notes also explain the specific legal requirements you will need to meet if you are awarded a capital grant.

These notes also include a glossary of capital terms (Appendix A), along with some useful information regarding recognised building professionals (Appendix D), which you may find helpful.

Big Lottery Fund requirements

1. Issues to consider before making an application

1.1 Security of tenure

1.1.1 If you are applying for capital grant for a project involving land and buildings you must have security of tenure (freehold or leasehold ownership) of the land and buildings where the capital project will take place.

1.1.2 The form of tenure we require you to hold depends on the total amount of capital grant we award to your project. The Young People's Fund 2 Local Grants programme will award up to £50,000 towards capital costs. For this size of capital grant you will need to hold the freehold (registered or unregistered) or a lease that cannot be brought to an end by the landlord for at least five years.

1.1.3 The minimum number of years remaining on the lease is calculated from whichever is the latest of the date you buy the land and buildings or practical completion of the building work.

1.1.4 Where a building is to be constructed on land that you will lease, the landowner should grant you a development agreement with an agreement to lease attached. The development agreement will allow you to occupy the land during construction. The agreement to lease will allow you to lease and occupy the building once the construction is completed.

1.2 Options appraisal

1.2.1 An options appraisal is a key part of the planning process for all projects involving land and buildings. To be considered for funding, you must send an options appraisal with your grant application.

1.2.2 An options appraisal should give details of all the options you have explored for delivering the accommodation needs of your project and should include the option of leaving things as they are.

For each option considered you should cover the following areas:

1. the needs that your project aims to meet
2. the project's objectives, benefits and outcomes
3. for each option considered:
 - how it will help facilitate the delivery of your project's outcomes and the needs it aims to meet
 - the estimated costs (capital and revenue costs)
 - a risk assessment.
4. your preferred option, and an explanation of why you have chosen it.

1.3 Buying land or buildings

1.3.1 Your application should explain why buying land or buildings is appropriate for your organisation. Some of your reasons for buying might be:

- to provide long-term stability for your organisation
- to create a building of a specialist nature
- that the property represents good investment because the benefits of your project are likely to continue for a long time.

1.3.2 Your options appraisal needs to show you have considered all potential alternatives. It should also show why buying of the land and buildings is your preferred solution.

1.3.3 When we consider your application we will focus on the outcomes for your project. We expect to see clear links between the delivery of these outcomes and your reasons for wanting to buy the land or buildings.

1.4 Planning consent

1.4.1 If you are applying for a capital grant for a project involving land and buildings and planning permission is required for your project, we expect you to have applied for and obtained planning permission, and any other necessary statutory consents, before submitting your grant application.

1.5 Procurement

1.5.1 If you are applying for a capital grant of up to £50,000 for building work, before submitting your grant application you are required to obtain at least three competitive quotes for the building work.

2. What you need to send us

2.1 Applications for buying land and buildings and for building work

2.1.1 See capital grant checklists one in Appendix B of this guidance. The checklist explains the extra information you should send us with your application.

2.1.2 Make sure you sign and send us the correct completed checklist and the additional information we ask for with your application.

2.1.3 You must ensure that you are able to meet all of the requirements of the capital grant checklist before you submit your application. You cannot apply for grant to cover the costs you incur in meeting the capital checklist requirements. We can only fund costs incurred, or expenditure committed to, after the date of a grant offer.

2.2 Applications for only buying land and buildings (no building work required)

2.2.1 See capital grant checklist two in Appendix B of this guidance. This checklist explains the extra information you should send us with your application.

2.2.2 Make sure you sign and send us the correct completed checklist and the additional information we ask for with your application.

2.2.3 You must ensure that you are able to meet all of the requirements of the capital grant checklist before you submit your application. You cannot apply for grant to cover the costs you incur in meeting the capital checklist requirements. We can only fund costs incurred, or expenditure committed to, after the date of a grant offer.

2.2.4 If you apply for a grant for buying land and buildings, you should not enter into contracts until we have awarded you a grant. We will not make grant payments for costs you incur before we have awarded you a grant. We would not normally offer a grant where the proposed cost of buying the land and buildings is more than the open market value.

3. If we award you a grant

3.1 Legal Requirements

3.1.1 All grants for projects involving land and buildings are subject to the standard terms and conditions for capital grants in Appendix C of this guidance. The key requirements of these additional terms and conditions are set out below.

3.1.2 If we award you a capital grant, within our grant offer letter we will set out the timetable within which you will be required to meet specific terms and conditions for capital grants. We will also set out the timeframe within which you will need to start the building work.

3.2. Buying land and buildings

3.2.1 If we award you a capital grant to purchase land and buildings, before we can make payment for the purchase of land, you will also need to send us the following information.

- ▶ A letter from your Solicitor or Licensed Conveyancer requesting that we pay grant to the solicitors' client account on order pending completion. This letter should briefly describe the transaction, the estimated date for exchange of contracts, the proposed date that we should pay the solicitors and confirmation that they are acting on behalf of your organisation.

and

- ▶ A letter from your solicitor confirming the form of title you are going to acquire, (freehold or leasehold), and if leasehold, the length of the lease, which must be at least 5 years without a break clause.

3.2.2 You should make provision within your project costs for the legal fees you will incur providing a letter from your solicitor.

3.3 Capital assets

3.3.1 You may not sell, transfer, lease or otherwise dispose of land and buildings bought, built, extended, refurbished, altered and or improved with our grant without our written permission.

3.3.2 You may not change the purpose for which the capital assets are being used without our written permission.

3.3.3 We will hold you responsible for the condition and use of the land and buildings for the asset-monitoring period. The asset-monitoring period starts from the date of completion of the capital works and is related to the type and size of our capital grant as shown below.

Grant type and size	Asset monitoring period
Grants for buying freehold land and buildings	40 years
Grants up to £50,000 for building work not involving buying land and buildings.	5 years

3.4 Insurance cover

3.4.1 You will be responsible for making sure that you have appropriate insurance cover while any capital works are in progress. You must also ensure that you have appropriate insurance for the lifetime of our grant and beyond.

3.4.2 We may ask you to provide evidence of insurance cover as part of our monitoring checks. Statutory bodies may decide not to take out such insurance if it is legally allowable. If you are not going to insure the land and buildings we have funded, you must tell us this and agree in writing to repair or replace the land and buildings for the original purpose in the event of damage.

3.5 Statutory obligations

3.5.1 You will be required to meet your obligations under the legislative framework for the country in which the project is being carried out. For example: grant holders should ensure that building projects fulfil the requirements of the Disability Discrimination Act. Other areas to consider include health and safety regulations, data protection and human rights legislation. We suggest you seek advice from either your own adviser or the relevant Government agency.

Appendix A

Glossary of terms

Access audit

A part of the process of designing a building or site, which considers how disabled people will be able to access the building or site. You can get publications and information about accessibility and audits from:

Employers' Forum on Disability (A membership based organisation)
Nutmeg House
60 Gainsford Street
London SE1 2NY
Phone: 020 7403 3020
Minicom: 020 7403 0040
Website: www.employers-forum.co.uk

Centre for Accessible Environments
70 South Lambeth Road
London SW8 1RL
Tel/textphone: 020 7840 0125
Fax: 020 7840 5811
Email: info@cae.org.uk
Website: www.cae.org.uk

Disability Rights Commission
DRC Helpline
FREEPOST MID02164
Stratford upon Avon
CV37 9BR
Phone: 0845 762 2633
Textphone: 08457 622 644
Website: www.drc-gb.org

Adverse entries

Anything appearing on the documents which prove the landowner's title to the land which might affect the landowner's ability to use all or part of the land for the grant purposes or which might limit the use of certain parts of the land for a specific purpose or which might have an adverse impact on the value of the land.

Agreement for or to lease

Before the tenant takes a lease (confirming his leasehold ownership), the landlord might confirm in a written document called an agreement for lease that they will give the tenant a lease if certain conditions are met. If they are not met the tenant will not get the leasehold ownership. Therefore, you must be sure that you can meet the conditions of an agreement for lease if the grant depends on you having a leasehold ownership.

Asset monitoring period

The period over which we will monitor your project to ensure that the grant purpose is being met. The period during which we will hold you responsible for the condition and use of the land and buildings funded by the grant, starting from the date that the capital works are completed.

Assignable lease

A term used for leasehold land and buildings to show whether the land and buildings can be sold to or given to another owner. The lease will say whether the land and buildings can be given to or sold to another owner and therefore if they are assignable. Often the lease will contain a number of conditions that have to be met before the lease is assignable. These conditions may include obtaining the consent of the landlord.

Break clause

A provision in a lease that allows the landlord or the tenant or both to bring the lease to an end before the full period of years has elapsed.

Building control approval

Confirmation from the local authority building control service that project proposals and plans comply with the building regulations.

Buildings insurance certificate

Certificate to show that there is insurance for the building and its use.

Building professional

A professional adviser or consultant with specialist training and knowledge employed by you to act for you.

Building regulations

Rules made under powers provided within the Building Act 1994, which apply in England and Wales, which cover the technical aspects of building projects (for example structural, fire safety, ventilation). You or your professional advisers will need to obtain approval that your proposals meet the regulations from the local authority or the approved agent. For further information on building regulations refer to the Department for Communities and Local Government website at www.communities.gov.uk

Capital assets

Assets that have a large monetary value such as land, buildings, equipment, and vehicles.

CDM regulations

The Construction (Design and Management) Regulations 1994. These cover health and safety regulations for building works.

Certificate of practical completion

Formal document issued under the building contract (by the contract administrator) to show that the building work is complete apart from any defects, which will be corrected by the making good defects certificate.

Certificate of title

A written document from a solicitor confirming that the grant recipient is the leasehold or freehold owner of the land and buildings to which the grant relates and that there is nothing about the land and buildings which might stop the grant being used for the grant purpose.

Contingency

An amount of money (usually expressed as a percentage) built into the total project costs in case part of the project costs more than you thought.

Contract administrator

The person or organisation (e.g. architect, architectural technologist or technician, engineer or building surveyor) named within a building contract to manage the terms of the contract between you and the contractor.

Contractor

The organisation carrying out building work for a pre-agreed cost.

Covenant

A formal acknowledgement of a legal responsibility to another person.

Deed of dedication

If the grant recipient does not own the land or buildings to which the grant relates the landowner might be able to sell the building before the purpose of the grant has been met. The deed of dedication is a document the landowner must sign to confirm that the land or buildings will be used for the grant purpose and will not be sold without the consent of the Big Lottery Fund.

Deed of undertaking

If we ask for a restriction but the land is not registered then we require the landowner to complete a deed of undertaking confirming that, if at any time in the future the land is registered, at that time that they will register a restriction at the land registry.

Easements

Rights over property that is owned by someone else e.g. rights to cross land with vehicles or by laying pipes and cables.

Elemental Cost Estimate

An estimate of the costs of a building project, broken down into a series of elements such as external works, preliminaries, contingencies, inflation, etc. The quantity surveyor or building surveyor that you choose to prepare your estimates will be familiar with this term.

Employer's agent

A building professional who is appointed by you to fulfill your duties under the Construction Design and Management Regulations 1994.

Extension

Additional space built on to an existing building.

External works

The works on or in the land surrounding a building for example drainage work, roads and paths and landscaping.

Fixtures and fittings

Items inside a building that are attached to the walls/ceilings/floors or built in as part of the building for example electrical sockets and light fittings.

Final certificate

A document usually issued six to 12 months after the Certificate of practical completion and following the Making good defects certificate. It confirms the end of the builder's liability and marks the end of the Contract administrator's authority under the contract.

Freehold

A form of ownership of land or buildings where ownership cannot be taken away from the owner unless they agree. This is the most permanent way in which someone can own land or buildings. The owner owns the property forever, or until they sell it or give it away. They do not have to pay anyone for the use of the land and buildings.

Gantt chart

A pictorial representation of a project plan, showing activities (usually as shaded bars); milestones (usually as black diamonds); and dependencies (usually as lines linking the relevant ends of the activity bars).

Good and marketable title

This means that the current owner has complete freedom to sell you the property and no other party has an interest in it.

Grant purpose

What our grant must be used for.

Gross floor area (GFA)

The area inside a building, measured to the inside face of the outer walls. This is prepared by measuring each floor of the building (or plans) and adding them together to give the total.

Ground investigations

A detailed technical investigation of the ground on which a building will be constructed to determine the type of soil and sub soil, how suitable it is for building on and whether it contains any old structures that need preserving, contaminated areas or existing pipes, cables or other services.

Land registry

The national land database where landowners can record their ownership. If they do so their land is registered Land. Anyone can find out who owns a piece of land if it is registered at the Land Registry.

Lead building professional

The member of the design team (normally the architect or architectural technologist or building surveyor) who takes overall responsibility for coordinating of the design process and client contact.

Lease

A document containing the rules that show how a particular piece of leasehold land or a leasehold building is owned. The lease will contain rules about how long the tenant's ownership is for and how much rent is paid and when it is paid (among other things). The lease is given to the tenant by a landlord. The tenant pays the landlord rent for the use of the land and building.

Leasehold

A form of land ownership in which someone (known as the tenant) owns the land and buildings for a limited number of years. The rules of ownership will be dealt with in a document known as a lease (see above). Often the ownership under the lease will be for many years and the tenant will pay a sum of money to "buy" the leasehold ownership from a previous tenant or from the landlord and then will pay a small rent to the landlord each year during it's ownership.

Legal charge

A document that contains rules about how land and buildings may be used. An owner of land gives a legal charge to someone who lends or grants them money. If the owner goes bankrupt or fails to keep to the rules about how the money must be used, the legal charge should mean that some or all of the money could be recovered. The legal charge will also stop the owner from selling the land without the consent of the person who lent or granted the money.

Legal opinion

A written document from a solicitor in which the solicitor confirms that they believe the recipient has the legal power to sign the terms and conditions of grant and any legal charge or other document that we may ask the grant recipient to sign.

Licensed conveyancer

A person qualified to prepare the legal documents and carry out the legal process of transferring ownership of property (as an alternative to using a solicitor).

Listed building and Listed building consent

A building which, because it has special historic or design features that require protection, has been given 'listed' status by English Heritage or Cadw (the historic environment division within the Welsh Assembly) and requires special approval if it is to be altered or extended.

Management committee

Members of your organisation's governing body (who may be called trustees, directors, members of the management committee).

Non-recoverable VAT

VAT charged on buying goods, services or transactions that you are not able to reclaim from the HM Revenue and Customs.

The following guidance is available from HM Revenue and Customs:

- VAT Notice 701/7/94
(1 August 1994)
VAT relief for people with disabilities
- VAT Notice 701/1/95
(1 January 1995, update February 1997)
Charities leaflet
- VAT Notice 708/6
(July 2002)
Buildings and construction
- VAT Notice 701/6
(March 1997, supplement April 1997)
Charity funded equipment for medical, veterinary etc uses.

You should seek guidance and obtain written confirmation of the VAT position in relation to your proposed project. Unexpected VAT bills can add significantly to the total cost of your capital project.

Planning permission or planning consent

The approval or rejection decision made on a planning application by a planning committee.

Planning supervisor

A person or organisation appointed to oversee compliance with the CDM regulations.

Practical completion

When the construction works have been completed in accordance with the requirements of the contract.

Preliminaries

Costs of work that needs doing before the main building work can start e.g. the contractor setting up the site office.

Professional indemnity insurance

Insurance covering building professionals from civil law claims arising from advice or services provided.

RIBA (Royal Institute of British Architects)

This is the qualifying body for British architects.

Refurbishment

To renovate, re-equip, or restore a building.

Registerable

Land or buildings are Registerable if the ownership of them can be registered at the Land registry. Freehold ownership is always Registerable. Leasehold ownership is Registerable where the tenant still has seven years or more of ownership according to the Lease.

Registered land

Land and buildings registered at the Land Registry. If they are registered they will be given a "title number", which is unique to the land and buildings, and which the recipient or its solicitors should know and be able to produce. A title number can prove whether a recipient owns the land and buildings.

Restriction (on title)

A document entered into by a landowner which confirms that they will obtain our consent before selling their land and or buildings or leasing them to someone else. The restriction is a document that will be registered at the Land registry so that anyone looking at the recipient's ownership of the land will know that our consent is required. If the land is not registered land at the time of the grant offer then the recipient will complete a deed of undertaking instead. Statutory bodies will usually be asked to enter into a Restriction in the form of a deed of dedication.

Restrictive covenant

A covenant acknowledged in a deed or lease that restricts the free use or occupancy of property.

Searches

Questions asked before land or buildings are bought to check if there are any rights, restrictions, covenants or other matters affecting the property that may cause the new owner a problem.

Security of Tenure

A good, strong and usually well documented right to own or use a property for a period of time.

Specification

A description of the type of materials or service to be used in the building works.

Tenant

The holder or owner of a lease who pays rent to the landlord for the use of the property.

Tender

A formal process that allows contractors to bid to supply a service or carry out work at a stated cost.

Tender review report

A written report by your lead building professional to report on the tenders received, the work undertaken to check them and the final result after checking.

Tenure

The form of right (title) under which land or a building is held or occupied (freehold or leasehold or licence).

Unregistered land

Land and buildings not registered at the Land Registry. It is not so easy to prove land ownership as it is with registered land; instead, a recipient will need to show that they own the land by producing legal documents and will usually need their solicitor's help to do so.

Appendix B Capital grant checklists

B1: Capital grant Checklist 1 – for applications of between £10,000 and £50,000

B2: Capital grant Checklist 2 – for applications for only buying land and buildings

Appendix B1

Capital grant Checklist 1 – for applications of between £10,000 and £50,000

Capital grant applications of £10,000 to £50,000 (including new building, refurbishment, alteration or external works and buying land or buildings on which the building works will be carried out).

If you are applying for a capital grant of between £10,000 and £50,000, you must complete this form and send it and the supporting information we have asked for with your application. We cannot consider your application without it.

Unique Reference Number (for internal use)

Project name

Organisation name

Address of land or buildings

Postcode

A. Tick the boxes to confirm you have sent with this completed checklist the information requested below:

1. A description of the proposed building works and your users' accommodation requirements including the:

- type of project (i.e. new build, extension or refurbishment) and the extent of the building works to be undertaken
- accommodation and facilities to be created
- type and number of users, the activities they will undertake and any specific requirements they have from the accommodation.

and

2. An options appraisal

- a description of the options you considered for delivering the land and buildings part of your project and the reasons you chose this option to meet your need

and

3. Design information, including:

- a site plan showing the outline of the building and the site, surrounding properties and access routes at a minimum scale of 1:1250
- floor plans or general arrangement drawings showing your proposals, noting the gross floor area in square metres and a basic specification for the proposed works, at a suitable scale (A3 minimum size)
- a description of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example ramped access, induction loops, disabled toilets, clear signage, lifts.

and

- copies of at least three quotes by independent builders and confirmation of which estimate you will accept

and

- details of the dates you plan to start on site and complete the works.

B. Tick the boxes to confirm:

- you hold a freehold interest, or a leasehold interest, which cannot be brought to an end by the landlord for at least five years, in the land and/ buildings.

or

- you will use part of the grant to buy a freehold interest or a leasehold interest, which cannot be brought to an end by the landlord for at least five years, in the land and buildings. You have enclosed a surveyor's report on the condition of the land and buildings, its current market valuation (with any restrictions upon usage noted) and whether it is suitable for the grant purpose.

You have consulted with the local planning authority and:

- planning permission is not required

or

- planning permission is required and you have enclosed a copy of the planning consent.

You have consulted with the local building control department and:

building regulation approval is not required

or

building regulation approval is required and will be obtained.

competent professionals have made relevant site investigations (including ground conditions, drainage and services) and/or surveyed existing buildings.

you have contacted HM Revenue and Customs to see whether VAT is payable on the project.

where the land or buildings are held on lease, the landlord has given formal consent to any proposed works.

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the main application.

Signature of Chair, Chief Executive or person of similar responsibility within your organisation

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Name

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Position

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Date

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Appendix B2

Capital grant Checklist 2 – for applications for only buying land and buildings

Capital grant applications for only buying land and buildings (i.e. no building work is required)

If you are applying for a capital grant only for buying land and buildings you must complete this form and send it and the supporting information we have asked for with your application. We cannot consider your application without it.

Unique Reference Number (for internal use)

Project name

Organisation name

Address of land or buildings

Postcode

A. Tick the boxes to confirm you have sent with this completed checklist the information requested below:

1. Details of the land and/or building and your users' accommodation requirements including:

- a description of the land and/or building you want to buy
- your users' accommodation requirements, including type and number of users, the activities they will undertake and any specific requirements they have from the accommodation.

and

2. An options appraisal

- A description of the options you considered for delivering the land and buildings part of your project and the reasons you chose this option to meet your need.

and

3. Details of the site appraisal including:

- a surveyor's report on the condition of the land and buildings, its current market valuation (with any restrictions upon usage noted) and whether it is suitable for the grant purpose
- a description of how the building and the site will allow access to and use by those with disabilities in accordance with the Building Regulations, Disability Discrimination Act and British Standard 8300, for example ramped access, induction loops, disabled toilets, clear signage, lifts.

B. Tick the boxes to confirm that:

you have consulted with the local planning authority and planning permission for change of use is not required.

or

planning permission for a change of use is required but has not yet been applied for.

or

planning permission for a change of use is required and a copy of the planning consent is enclosed.

you will use part of your grant to buy a freehold interest, or a leasehold interest which cannot be brought to an end by the landlord for at least five years (for capital grants up to £50,000) .

C. Summary of capital costs.

Complete the summary of the capital costs for the land or buildings you intend to buy in the table below.

Complete the box below to confirm the proposed cost of buying the land and building.

Capital cost item	Amount £
A. Land or building purchase	
B. Fees and charges (for example conveyancing fees stamp duty, land registration fee and so on).	
C. Other costs	
I. Total capital cost	

I certify that the information on this form is correct and that all of the information ticked has been obtained and where requested submitted with this document and the stage two application.

Signature of Chair, Chief Executive or person of similar responsibility within your organisation

Name

Position

Date

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Appendix C

Standard terms and conditions for YPF 2 Local capital grants – England and Wales

1. If any part of the capital grant is to buy or build, refurbish, extend or alter buildings or land (“capital assets”), then we understand that these standard terms and conditions will apply to our grant in addition to all other conditions you have required of us.

2. We will provide you with a capital project delivery plan, satisfactory to you, within six months of the date of the Grant Agreement

3. We understand and accept that you may require confirmation from our solicitors (by way of a legal opinion, which you will supply), that we have the legal powers under our governing documents to undertake the project and to execute the legal documents associated with our grant. If you have asked for a legal opinion, we understand that you will not pay more than a maximum of 5% of the capital grant until you have received the document completed to your satisfaction.

4. We do not have any undisclosed loans secured on the capital assets. We will not take out any loans secured on any capital assets funded or part-funded by the capital grant unless we receive your agreement in writing first. Your agreement may be subject to conditions which we will have to meet.

5. If any part of the capital grant is to buy land (whether freehold land or leasehold land), we will send you when asked the following documents:

- a surveyor's report on the condition of the property, its value and whether it is suitable for the project; and
- confirmation by our solicitors that all necessary consents for the use of the property for the purposes of the grant have been obtained.

6. If any part of the capital grant is to buy leasehold land, then we will ensure that the lease will be for at least 5 years without a break clause.

7. If all or part of our capital grant is to be used for any building work we understand and accept:

- that you will keep 95% of the capital grant until we have provided in a satisfactory form:
 - evidence that we have received any necessary planning permission, listed building consent and building regulations consent (or other applicable consents or regulations) required for the building work; and
 - evidence that a competitive tender process has been undertaken with a minimum of three estimates received from three independent builders. If we are to commission the building works under pre-tendered arrangements, we will provide evidence of the tender process undertaken to identify existing contractors;
- that you will make payments in stages when you receive builders' invoices or against interim certificates completed on the RIBA (Royal Institute of British Architects) form or other appropriate invoices;
- that you will keep 5% of the part of the grant for the building works until you receive the certificate of practical completion. We will then send you the making good defects certificate; the final certificate; confirmation that we have obtained the building regulations completion certificate; and confirmation that we have obtained the buildings insurance certificate; and
- that if we want to make significant changes to the scope of the building works, we must get your permission in writing before going ahead.

8. We understand that if we do not make payment claims for capital grant within three months of incurring the relevant capital expenditure, then you will proportionally reduce our capital grant in line with the actual capital expenditure incurred in the claim period.

9. If we need to use the capital assets to raise further funding, we will first obtain your agreement in writing, which may be subject to conditions and which we will have to meet. You will need to be satisfied that the new lender understands and will put the interests of the beneficiaries of the project first. We undertake that:

- any loan secured on the capital assets will be used entirely on the project; and
- the maximum loan will be no higher than the amount of money being put up by the new lender.

10. We will not sell, lease, let, sub-let or otherwise dispose of or change the use of any capital asset without first receiving your written consent, which may contain conditions which we will have to meet. If we sell or dispose of any capital asset, we may have to repay you all or part of the money we have received from you. The amount we repay will be in direct proportion to the share of the project cost that came from you. If, with your consent, we sell any capital asset wholly or partly bought with the grant, it will be at full market value.

11. You will continue to monitor capital assets bought with the grant after the project is over and we will supply information about and allow you to inspect the capital assets in accordance with your standard procedures for the longest of the following applicable periods:

- for freehold or leasehold property bought with the capital grant: 5 years after purchase
- for capital grant of up to £50,000 for building work (on freehold or leasehold land already owned by us): 5 years
- for other capital assets if bought with up to £50,000 of capital grant: 5 years after the purchase or the length of the grant agreement whichever is the shorter.

12. We understand and accept that the asset monitoring period will start from the date of purchase of the capital asset or the date of completion of the building work, whichever is the earliest.

Appendix D

Recognised building professionals

Professionals we usually expect to act as lead building professionals with the Planning Supervisor for the construction, alteration, refurbishment or extension of buildings. There may be other building professionals who are qualified to do this work.

Architect

ARB	Architects Registration Board (membership compulsory for 'architects')
	A registration number is given to each member.
RIBA	Royal Institute of British Architects (membership optional)

Architectural Technologists

MBIAT	Member of the British Institute of Architectural Technologists
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Quantity Surveyors or Building Surveyors

RICS	Royal Institution of Chartered Surveyors (Note: the RICS has many faculties with various grades of membership. The minimum grade of Membership acceptable for valuations is member MRICS previously designated as Associate ARICS).
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Professionals who may act as additional consultants to the lead building professional. There may be other building professionals who are qualified to do this work.

Engineers (Structural and Civil)

ACE	Association of Consulting Engineers (membership by invitation only)
C Eng MI Struct E	Chartered Engineer – Member of the Institute of Structural Engineers (membership compulsory)
C Eng MICE	Chartered Engineer – Member of the Institute of Civil Engineers (membership compulsory)
I Eng AMI Struct E	Incorporated Engineer – Member of the Institute of Structural Engineers (non-Chartered)
I Eng AMICE	Incorporated Engineer – Member of the Institute of Civil Engineers (non-Chartered)

Engineers (Mechanical and Electrical)

ACE	Association of Consulting Engineers (membership optional for engineers)
CIBSE	Chartered Institute of Building Services Engineers (membership optional)
CEng M I Mech E	Chartered Engineer – Member of the Institute of Mechanical Engineers (compulsory)
CEng MIEE	Chartered Engineer – Member of the Institute of Electrical Engineers (compulsory)
I Eng MIIIE (Elec)	Incorporated Engineer – Member of the Institute of Incorporated Engineers (Electrical)
I Eng MIIIE (Mech)	Incorporated Engineer – Member of the Institute of Incorporated Engineers (Mechanical)

Construction Managers

MCIQB	Member of the Chartered Institute of Building
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Professionals who may act as additional consultants to the lead building professional. There may be other building professionals who are qualified to do this work.

Planning Supervisors

IOSH	Institute of Occupational Safety and Health
APS	Association of Planning Supervisors
RIBA	The RIBA maintains a register of Planning Supervisors
BSC	British Safety Council

Please note that the Health and Safety Executive does not formally recognise the above Planning Supervisor membership organisations, although these four bodies are widely supported and have a large membership in the construction industry.

We recommend that you appoint the following building professionals as a minimum:

For new build projects

Total capital cost of building work and fees (excluding vat)	Who should be involved as a minimum
£30,000 to £100,000	A Building Surveyor, or an Architect and a Quantity Surveyor
£100,000 or more but less than £500,000	A Building Surveyor, or an Architect and a Quantity Surveyor
£500,000 or more, or where the ground conditions are suspect, for example a riverside, landfill or coal mining area	An Architect and a Quantity Surveyor and a Structural Engineer or Geo-technical Engineer

For alteration, refurbishment or extension projects

Capital cost of building work and fees* (excluding vat)	Who should be involved as a minimum
Any project involving changes in structural elements of a building	
£30,000 to £200,000	A Building Surveyor to prepare design and costings, or an Architect and a Quantity Surveyor
£200,000 or more	A Building Surveyor, or Architect and a Quantity Surveyor