



Commercial Property Development Grant Guidance (previously the Commercial Property Improvement Fund, or CPIF)

Mae'r ddogfen hon hefyd ar gael yn Gymraeg

1. Introduction

The Commercial Property Development Grant (CPDG) and the Town Centre Loan (TCL) are schemes offered by Conwy County Borough Council to support the regeneration of town centres and contribute to the Welsh Government's Transforming Towns Programme.

Funding for the scheme has been secured from the Welsh Governments' Transforming Towns Programme to offer capital investment to regenerate commercial properties in a number of our town centres.

Applications for the fund are now open and will be dealt with on a first come first served basis. If a grant is awarded **ALL** work must have been completed and receipted before February of the respective Financial Year.

2. Who can apply?

The CPDG offers support for retail and commercial building occupiers and owners. The grant can be used to enhance building frontages and bring vacant commercial floor space back into beneficial business use and repurpose properties where appropriate.

Grant will be made available to owners of the freehold interest in the property or persons holding a lease with 7 years or more remaining at date of application who have secured their (head) landlord's written consent to the proposed works.

Applications are currently encouraged for commercial properties in the shopping area and/or conservation areas of Colwyn Bay, Llandudno and Abergele & Pensarn.

Businesses that fall in to the following categories may be eligible to apply:

A1 Shops - Shops, hairdressers, undertakers, travel and ticket agencies, post offices, pet shops, sandwich bars, showrooms, domestic hire shops, dry cleaners, funeral directors and internet cafes.

A2 Financial and professional services - Financial services such as banks and building societies, professional services (other than health and medical services) and including

estate and employment agencies. It does not include betting offices or pay day loan shops.

A3 Restaurants and cafés - For the sale of food and drink for consumption on the premises - restaurants, snack bars and cafes

To discuss your proposal further, please contact:

Katie Minton-Rowlands
Development and Regeneration Project
Officer

Telephone no: 01492 577329
E-mail: regen@conwy.gov.uk

3 What will the works support?

Proposed works must fall in to at least one of the following categories:

- Structural and other substantive repairs to buildings in poor condition.
- Re-instatement of lost or damaged architectural or heritage features that contribute to the historic character and appearance of the area.
- Works required to enhance, repurpose or bring vacant and underused internal floor space back to beneficial economic use.

3.1 Eligible Works:

The proposed scope of works on the properties could potentially include the following:

External works to the building frontages would be considered without the need for internal work. This can include work deemed necessary for the structural integrity and the end use of the property particularly where there is a change of use proposed. Items may include:

- Shopfronts ;
- Improved Display Windows
- Signage Improvements
- Windows & Doors
- External Lighting
- Roofs and Chimneys
- Rainwater goods
- Rendering, stone cleaning and repairs, re pointing; and
- Structural Works

Internal works would **only be eligible for funding as part of a comprehensive package of external improvements** to the building or for where a proposed change

of use is required. This should include all work, visible or structural, necessary to complete the project to Building Regulations. This may include:

- Windows & doors
- Improved accessibility
- Walls, ceilings, lighting;
- Utilities and services, **including heating**;
- Welfare Facilities (e.g. essential washroom and cleansing facilities only); and
- Structural work

In addition, any works to improve the energy efficiency of the building (e.g. enhanced insulation), may also be eligible, as part of a broader suite of works.

Works to provide / improve property for residential properties are ineligible.

The grant cannot cover development works (design and planning permission etc.), but such costs are eligible as a part of your required 30% project match funding.

3.2 Works/Buildings Not Attracting Grant Assistance

- The grant cannot be used for premises which offer overnight accommodation e.g. Flats, hotels, Airbnb, bed and breakfast accommodation, etc.
- Works to provide/improve property for residential properties are ineligible

4. CPDG Grant Awards & Restrictions

4.1 Grants of approx.70% towards eligible internal and external works will be Considered (Up to a maximum award of £50k)

The grant is normally awarded exclusive of VAT. Where VAT is payable for eligible works and cannot be recovered, grant assistance can be paid at the discretion of CCBC, subject to the Applicant undertaking to repay to the grantor any VAT element which later becomes reclaimable from HM Customs and Excise as a result of a change in the Applicant's VAT status.

Your qualifying 30% match expenditure may also include fees incurred in the design and supervision of approved funds. Consultants must hold a professional qualification appropriate to the nature of the works proposed.

4.2 The amount of grant specified in the grant offer letter is the maximum contribution towards the project but in the event of there being any reductions in the cost of the approved works, CCBC will make a pro-rata reduction to the amount of grant originally offered.

4.3 A registered architect or chartered building surveyor with appropriate experience must be appointed by the property owner to manage their project.

5. Application for Grant

Before submitting an application a formal enquiry should be made to the Development & Regeneration Project Officer. They will visit the property and confirm the eligibility of the applicant and the proposed works.

- 5.1 The completed application form should be signed by the applicant and not any appointed agent acting for the applicant, and accompanied by the following:
- i. Annotated drawings to scale showing the existing building and the proposed works and / or a detailed specification of works prepared by an architect, a chartered surveyor or other professionally qualified person acceptable to CCBC. Full drawings may be requested should they be needed.
 - ii. An A4 size street or OS map extract of sufficient scale to clearly identify the exact location of the property concerned.
 - iii. Recent photographs of the property showing the overall building and the condition of all elements which will be subject to improvement works.
 - iv. Tenders as per the specifications in 5.2.
 - v. Where necessary, a condition/structural report for the buildings prepared by a professionally qualified surveyor or architect.
 - vi. Statements / evidence indicating professional fees attributable to the eligible works
 - vii. A certificate of liability for VAT.
 - viii. An environmental statement describing the sustainable principles applied to the Fund, and confirmation of adherence to the statutory requirements of accessibility for all and equal opportunities.
 - ix. A programme of works and forecast cost expenditure.
 - x. Names and qualifications of the suitably qualified professional consultants / agent employed by the applicant.

- 5.2 The tenders must meet the following specifications:
- i. For grants up to £15,000 at least 2 itemised tenders will be required. For grants over this amount, a minimum of 3 itemised tenders will be required, to be from contractors of recognised standing, which shall be based on drawings and/or specifications.
 - ii. The tenders shall each follow the same template, be broken down into parts to show the costs of individual elements of work, and specify the materials proposed.
 - iii. Depending upon the scope and nature of the proposed works, additional quotations may be required at the absolute discretion of CCBC.
- 5.3 Confirmation of ownership of the property. This should normally be an 'office copy' and Title Plan provided by the Local Land Registry Office, www.landregistry.gov.uk.
- 5.4 Applications will not be considered until such time as the proposed work has been given all necessary consents e.g. Planning Approval, Listed Building Consent. It will be the applicant(s) responsibility to obtain any such consents. Other consents such as Building Regulation Approval, Landlord's and Mortgagee's Consent, must be obtained prior to commencement on site.
- 5.5 If the application relates to property subject to a lease or mortgage, written evidence of the landlord's consent / mortgagee's consent to the proposed works must also be provided. If leased, the applicant must hold a lease with 7 years or more remaining at the date of the application.
- 5.6 CCBC reserves the right to request additional information at its discretion.
- 5.7 In making an application for grant, the applicant warrants to CCBC that all information provided in connection with, and accompanying, the application is true and accurate in all respects and that any estimates and anticipated forecast outputs or other facts were made after due and careful research and investigation. This warranty shall be deemed to be given again at the time the applicant submits the grant claim form.
- 5.8 Supporting documentation for ID purposes.
- All applicants must provide Passport / Driving licence, Utility Bill (less than 6 months old)
 - If a company application, you must provide last 3 year's accounts

- If you are an individual, you must provide 2 payslips or P60
- If self-employed, you must provide 3 year's accounts.

5.9 The Council reserves the right to liaise with other organisations as necessary to identify the financial standing of the applicant. Should any indebtedness be identified the applicant, or if one has been appointed, his agent will be informed of any financial reasons for the grant application not to be approved.

5.10 If CCBC does not approve the detailed application, it will not make any contribution towards any abortive fees or other costs.

Application Assessment

CPDG applications will be considered by a Grant Panel. They will consider each project based on its location within the Town Centre, viability of the proposals (for example, a business plan), availability of match funding and links to other investment opportunities. They will also look at the contribution that the proposals would make to achieve the objectives set out in the Town's Placemaking Plan.

6. Outputs

All projects supported by the Fund would be expected to contribute towards some of the outputs of the Transforming Towns Programme and Wellbeing of Future Generations Act. Outputs defined below.

Questions are included in the application form and outputs will be monitored.

Transforming Towns

Output	Definition
TT02: Number of jobs accommodated (enabled through regeneration investment)	<p>Number of jobs accommodated within the sites and premises.</p> <p>Evidence examples: Floor plans, building specifications to support the number of new desks/positions provided.</p>
TT07: Enterprises accommodated	<p>Number of enterprises accommodated within the sites and premises</p> <p>Enterprise: Any entity engaged in an economic activity. This includes: Self-employed persons or Partnerships or associations regularly engaged in an economic activity.</p> <p>Evidence examples: Floor plans, building specifications to support the number of new desks/positions provided.</p>

<p>TT09: Sq. m of non-residential premises created or refurbished</p>	<p>The number of square metres of building space created or refurbished for non-domestic use.</p> <p>Extensions to existing buildings also count as new floor space.</p> <p>Evidence examples: Certificate of practical completion of the works. QS certification of works carried out, e.g. site services/utilities and infrastructure, foundations laid, walls and roof built</p>
<p>TT10: Number of non-residential premises created or refurbished</p>	<p>The number of buildings created or refurbished for non-domestic use.</p> <p>Evidence examples: Certificate of practical completion of the works. QS certification of works carried out, e.g. site services/utilities and infrastructure, foundations laid, walls and roof built</p>
<p>TT16 – Number of non-residential units brought back into use</p>	<p>The number of non-residential units which have been vacant for more than six months at the beginning of the financial year (1 April) which have been returned to occupation/use.</p> <p>Evidence examples: Addresses of the properties improved and available for occupation.</p>
<p>TT18: Number of SMEs based in Wales successfully securing contracts</p>	<p>The number of SME businesses based in Wales who are awarded whole or part contracts.</p> <p>SME - a category of micro, small and medium-sized autonomous enterprises employing fewer than 250 persons.</p> <p>Evidence examples: Copies of the post tender contract documents.</p>
<p>TT19: Value of contracts awarded to SMEs in Wales</p>	<p>Value of the whole or part contracts awarded to SME businesses based in Wales</p> <p>SME - a category of micro, small and medium-sized autonomous enterprises employing fewer than 250 persons.</p> <p>Evidence examples: Copies of the post tender contract documents and 'form of tender'.</p>

Environmental Impact

Where possible, the refurbishment projects supported by the Fund will contribute towards reducing carbon emissions as repairs should incorporate measures for resource and energy efficiency.

Buildings are a significant contributor to current emission levels and therefore you are required (where possible) to demonstrate how you have considered the carbon emissions of your proposals and what action you have taken or will take to reduce or minimise them.

Where possible, we would like properties receiving grant to have a reduction in their energy performance certificate. Questions are included in the application form and outputs will be monitored.

Where appropriate Waste Plans will be requested for each site. The aim is that at least 10% of materials used, will be from recycled and reused sources.

Community Benefits

Projects benefitting from public funding should contribute to social, economic and environmental well-being now and in the future. The aim of which is to build stronger communities, reduce social exclusion and poverty and encourage the development of the economy.

Applicants and any third party who receives any part of the Funding must maximise the community benefits delivered through the Funding by providing where applicable:-

1. Training and Employment opportunities: contractors being encouraged to recruit and train economically inactive persons as part of the workforce delivering any contract let, directly and/or indirectly through the supply chain. This could include employment; apprenticeships; work experience; work trials; or other relevant training opportunities.

2. Supply Chain opportunities for SMEs based in Wales: Successful contractors in any procurement must consider opportunities for SMEs, including social enterprises.

3. Contributions to the Community & Education: Successful contractors considering other benefits for the community such as:-

- working with local schools and colleges to support work experience placement; careers day; support for school projects
- Make a contribution to community regeneration by donation; in-kind donation; support for local projects; consultation; education.

Questions are included in the application form and outputs will be monitored.

7. Quotes and estimates

Tendering Procedure

- 7.1 Projects benefitting from public funding should contribute in the round to social, economic and environmental well-being now and in the future, the aim of which is to build stronger communities, reduce social exclusion and poverty and encourage the development of the economy.
- 7.2 Our commitment to deliver 'community benefit' outcomes from procurement activity is designed to ensure these wider social and economic issues are taken into account when spending public money. The intention is to achieve the very best value for money in the widest sense.
- 7.3 You must maximize the community benefits delivered through the funding by providing where applicable:
- a) Training and employment opportunities: contractors being encouraged to recruit and train economically inactive persons as part of the workforce delivering any contract let, directly and/or indirectly through the supply chain. This could include employment, apprenticeships, work experience, work trials or other relevant training opportunities.
 - b) Supply chain opportunities for SMEs based in Wales: successful contractors in any procurement must consider opportunities for SMEs, including social enterprises and supported factories and businesses. This could include:
 - Advertising subcontracting opportunities on Sell2Wales
 - Using the Welsh Government's Supplier Development Service to promote tender opportunities and hold 'Meet the Buyer' events
 - c) Contributions to the Community and Education: successful contractors considering other benefits for the community such as:
 - Working with local schools and colleges to support work experience placement, careers days, support for school projects
 - Make a contribution to community regeneration by donation, in-kind donation, support for local projects, consultation, education.

You will be required to monitor the community benefits achieved during the project.

Please note: You should aim for 10% of materials used to be recycled or reused

8. Privacy Notice

We take your privacy seriously and will only use your personal information to process your application/request and to provide the information and services you have requested from us.

In order for you to receive information and/or support from the European & External Funding Team at Conwy County Borough Council we will record your personal information. Without your personal information we may not be able to provide you with the information/service you have requested.

We will use this information in the following ways:

- to help us deal with your enquiry;
- to help us process a grant application;
- to provide you with access to relevant products and services, e.g. GRANTfinder; Business Support;
- to communicate with you;
- to process financial transactions for grants directly involving us; and
- to enable us to improve the quality of our services.

We may disclose personal information to other Council departments for the purpose of verifying a grant application or identifying alternative funding opportunities. We may disclose personal information to a third party, but only:

- where it is required by law; or
- where it is otherwise allowed under the Data Protection legislation.

Please note:

‘The Council is required by law to protect the public funds it administers and so may use any information you have provided for the prevention, detection an investigation of fraud and irregularity, for the performance of a contract, or, task carried out in the public interest, or to comply with a legal obligation. Part 6 of the Local Audit and Accountability Act 2014 and the Accounts and Audit (Wales) Regulations are the Legal basis.’

How long we will hold your information

Six years from the date of your enquiry or, for grants awarded, seven years from the payment of the grant.

Your information rights

For full details of your information rights please refer to Conwy County Borough Council's Full Privacy Notice at: www.conwy.gov.uk/privacynotices

Your information rights for this service are set out below:

You have a right to

- access the data that we hold;
- rectify any inaccuracies;
- restrict the use of the information we hold about you if you have raised an objection, whilst your objection is investigated; and
- request that records we hold about you, other than information supporting grant applications, are erased prior to the period stated above.

For further information on your rights please contact:

Funding Team
Conwy County Borough Council
PO Box 1
CONWY
LL30 9GN

Email: funding@conwy.gov.uk

If you are not happy with the response you receive from us you have the right to make a complaint to the Information Commissioner's Office at:

ICO Wales
2nd Floor
Churchill House
Churchill Way
Cardiff
CF10 2HH

Telephone: 029 2067 8400
Fax: 029 2067 8399
Email: wales@ico.org.uk
Website: ico.org.uk

9. Freedom of Information

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act we will release it, subject to exemptions, although we may consult with you first. If you think that information you are providing may be exempt from release, you should let us know when you apply.

IMPORTANT MESSAGE!

Deliberately withholding information or providing false information is fraudulent and may lead to prosecution!