



Document checklist for applicants

Ashton-in-Makerfield Town Centre Building Grant Scheme

A. Documents to be submitted with your full grant application form

1. Copy of the relevant standard form of written contract, or other comprehensive written terms and conditions, relating to the appointment of a competent professional architect or building surveyor with relevant specialist conservation knowledge, duly executed by both parties as appropriate.
2. Drawings of the proposed works
3. Contractor's costs (priced schedule of works)
4. Report detailing quotations received and recommendation (3 written quotes required)
5. Details of your interest in the property and proof of ownership and/or possession of the property (e.g. Land Registry document or copy of your lease).
6. If you require the owner's permission to undertake the project, please submit accompanying evidence/ correspondence.
7. Information regarding any encumbrances, restrictions or claims against the property
8. Your most recently audited accounts or a copy of a recent bank statement (less than three months old).
9. Evidence of your ability to recover VAT, if applicable, or confirmation that you are unable to do so.
10. Copies of notifications relating to any planning consents required for the works, such as planning permission, listed building consent, or advertisement consent). Consents must be secured prior to applying.

B. Documents to be submitted prior to entering into the Grant Agreement

1. Proof that your contribution towards the cost of the works is secured and available, such as copies of bank statements.

2. Copies of notices relating to further consents required, such discharge of planning conditions or building regulations consent. Correspondence regarding Landlord's consent for the works, if not provided previously. (Where your lease expires before the end of March 2026, the Agreement must be signed by the Landlord.)
3. Proof of all insurances, including building insurance referring to the works (joint between contractor and owner) and contractor's Public Liability Insurance
4. For projects over £25,000 and / or where interim grant claims are to be made: Indicative work programme, expenditure profile and grant payment schedule
5. Bank account details for the receipt of grant payments (for an account from which all payments relating to the project will be made and for which you will be able to provide bank statements demonstrating payment of grant in and payment of project-related invoices out)

C. Documents to be submitted prior to start on site

1. Copy of the building contract signed by the contractor, or other evidence that a contract has been entered into.
2. Copies of any pavement, parking space or road closure notices required for the works, obtained by the contractor

D. Documents to be submitted with your interim grant claim(s)

1. Interim valuation and certificate prepared by the lead professional / contract administrator (and QS, if appointed)
2. Copies of all invoices – contractor, professional team etc
3. For second and subsequent claims: Copies of bank statements showing receipt of grant and payments of invoices submitted with your previous grant claim

E. Documents to be submitted on completion of the works (for release of 10% grant retention)

1. Completion report from the applicant's lead professional, illustrated with photographs, summarising the works undertaken, any issues that arose during the works and how these were overcome and the project financial position.
2. Confirmation of the discharge of any outstanding planning conditions.
3. Practical Completion certificate, final valuation and contractor's invoice, plus any other outstanding invoices relating to the works.
4. Drafts of any press releases or publicity to be issued about the completion of the project, for Consultant Project Manager / Wigan Council approval.

5. Maintenance plan describing the tasks required to maintain the property over 10 years (from the completion of your project), with specification information such as paint colour references and details of manufacturers and indicative annual maintenance costs (that will be met by the grantee).

Help and further information

Please contact Kate Mitchell, Consultant Project Manager via email kate.mitchell@creative-heritage.net or telephone on 07395 834 845.