



NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY**  
**GRANT FUND STAGE 01**



North Ayrshire Council  
Comhairle Siorrachd Àir a Tuath



NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY**  
**GRANT FUND STAGE 01**

SECTION 1:  
**GUIDANCE NOTES**

# NORTH AYRSHIRE COUNCIL REPURPOSING PROPERTY GRANT GUIDANCE NOTES

## 1.1 Introduction

Maximising land and assets is a key component of the North Ayrshire Regeneration Delivery Plan (RDP), reflective of the significant legacy of vacant and derelict land in North Ayrshire. Combined, the Vacant and Derelict Land Register and Buildings at Risk Register identify over 250 sites, mostly in private ownership which require redevelopment. These are subject to a legacy of issues including undermining, contamination, deterioration, or major industrial closures. Whilst there are several reasons for a lack of redevelopment including economic, locational, or physical constraints, a lack of financial viability remains a common theme.

Engagement on the RDP also identified that several of these sites have a substantial negative impact on our communities and represent local priorities for action.

In response, North Ayrshire Council has developed a Repurposing Property Grant Fund (RPGF) with a view to reinvigorating discussion on and identifying the potential of local sites and providing targeted assistance to support owners and communities to bring vacant land and buildings back into productive use, that will:

- Complement the North Ayrshire Council Plan (2019-2024)
- Complement the North Ayrshire Community Wealth Building Strategy (2020)
- Support the delivery of the North Ayrshire Regeneration Delivery Plan (2021)
- Contribute to the purposes of North Ayrshire Venture Trust's (NAVT) Fund and maximise its regeneration potential

## 1.2 The Fund aims to:

- Enable or support the repair or redevelopment of vacant land and buildings
- To act as a catalyst to promote future investment from the private sector and external funding.
- Safeguard the future of prominent buildings by indicating how high-quality conversion may be achieved
- Enable the Council to map development potential and barriers to development



### 1.3 Approach

The intention is for the RPGF to provide grant funding support to landowners and communities over three stages:

**Stage 1:** **Project Feasibility** – For the preparation of a feasibility study and business plan where relevant. This would examine potential options and viability for the future of the land or building.

**Stage 2:** **Project Development** – For the preparation of detailed designs, necessary consents to be obtained, to confirm costs and to identify sources of funding and their availability.

**Stage 3:** **Project Delivery** – To support project delivery and construction.

Currently, applications are only invited for **Stage 1**. The potential for further stages of the Fund to support project delivery following the feasibility stage will be informed by the outcome of Stage 1.

### 1.4 RPGF Stage 1 – Application Guidance

The first stage of the RPGF is worth £200,000 to help support landowners and community groups prepare feasibility studies. The feasibility studies will focus on identifying options and their viability to bring vacant land and properties back into productive use.

Feasibility studies are preliminary studies undertaken in the very early stage of a project to:

- Establish whether the project is viable.
- Help identify feasible options.

- Assist in the development of other project documentation such as the business case, project execution plan and strategic brief.

Feasibility studies are initial assessments, and do not provide sufficient information to submit for statutory approvals such as planning or building warrant applications. You must not start works until the Grant Agreement and Mandate has been signed by yourself and the relevant parties.

An assessment process (section 1.12) will be applied when considering applications. This is designed to favour applications relating to vacant, historic or prominent buildings and sites in proximity to Town Centres. Subject to interest, a spread of funding across localities and owners will be considered.

Advice on grant eligibility should be discussed with the RPGF Project Team. You must not start works until the Contract of Grant has been signed by yourself and the relevant parties. Any works carried out beforehand will not be grant funded.

## 1.5 Eligibility

Applicants need to demonstrate:

- full legal ownership of the land or building, or in cases of multiple ownership, that all/the majority of the owners are in agreement and are willing to meet the non-participating owners share of any associated costs, or
- that they are an established and legally constituted community group with written agreement from the land or building owner, the Council will reconfirm agreement with the owner prior to the grant application being assessed.
- that they can meet any contribution to the cost of the project through provision of a bank statement; and
- that no other grant scheme is available (e.g. grants through a Conservation Area Regeneration Scheme) or if grant funding is available any associated application is for match funding

## 1.6 Level of Grant

Sites under 0.1ha – A 100% grant or a maximum of £10,000

Sites over 0.1ha – A 100% grant or a maximum of £25,000

Grants would be awarded in compliance with the RPGF terms and conditions.

Contact the RPGF Project Team, details available at the end of this document, about your project and the level of grant available.

The application process for both grant levels is explained in this document.

Please note, should a property benefit from future stages of the RPGF, a standard security will be placed on any property receiving a grant award(s) where the total grant exceeds £25,000.

## 1.7 What qualifies for RPGF Stage 1?

- Professional advisors' fees for [Royal Institute of British Architects Plan of Work 2020 Stages 0-2](#) are eligible for grant provided the advisors belong to a recognised professional institution i.e. architects will be members of the Architect's Registration Board (ARB) and chartered surveyors will be members of the Royal Institute of Chartered Surveyors (RICS) with an appropriate level of expertise. Please also refer to the Professional Advisor Advice Note. Professional advisors' fees should be provided on a fixed fee basis.
- Building surveys
- Site surveys
- Appraisals and plans that are vital to developing a project or determining a new use
- Property Market Advice
- Business case preparation

## 1.8 What does not qualify for RPGF Stage 1?

- Fees for statutory consents such as those associated with planning permission, building warrant, listed building and/or conservation area consent
- Routine maintenance and minor repairs
- Construction works, alterations, extensions, and repair of internal fabric
- Works underway prior to approval

## 1.9 Additionally, grant assistance is NOT normally available where:

- A business forms part of a chain (i.e. three or more outlets) or business turnover exceeded £1m in the previous year.
- Applicants have received financial assistance previously from the Council for works similar in style and scope for the property in question.
- The property cannot be accessed directly from public highways.
- An applicant is indebted to the Council.
- The property is subject to an active notice issued by North Ayrshire Planning Services or Protective Services.

## 1.10 How to Apply

The RPGF Stage 01 Application Form is available at Section 4.0 of this document. Potential applicants should contact the RPGF Project team at an early stage to discuss their ideas for the property. At this stage; guidance on eligibility, required supporting information and the timing of the application will be given.

Applicants should be aware that even at an early stage in the process; they should have a clear idea of the extent of works to be undertaken and their likely cost (either from estimates or professional advice).

An officer from North Ayrshire Council will, upon request, visit the premises to discuss the proposed project with the applicant. When you are ready to apply, please refer to the Application Checklist to ensure that you submit a complete application.

## 1.11 Application Checklist

- RPGF Application Form – Please seek advice from the RPGF Project team if you are unsure what to include. Do not submit an incomplete application form
- Ownership details (title deeds), this information can be requested from the [Registers of Scotland](#)
- Written consent of owner/ ownership details (if not an applicant)
- Details of professional advisors
- Fee quotes for professional advisors and surveys (minimum of 3 per item).
- Details of any other grants received, offers or applications for the same property (if applicable)
- Proof of applicant’s funding contribution (if applicable)
- Constitution/memorandum of articles and association (as appropriate)
- Recent photograph of the property
- A basic location plan highlighting the property in question

## 1.12 Assessment Process

Once the deadline for submissions has passed, completed RPGF Stage 01 applications will be assessed by the RPGF project team against the criteria set out below.

Stage 1 of the RPGF grants will be offered to the highest scoring projects, subject to the terms and conditions of the funds supporting Stage 1 of the RPGF. This is comprised of the following allocations from three funds:

**£30,000:** **Scottish Government Place Based Investment Programme** which applies to properties across North Ayrshire

**£60,000:** **Scottish Government Vacant and Derelict Land Fund** for which properties must be on the Vacant and Derelict Land Register.

**£110,000:** **North Ayrshire Ventures Trust** for which properties must be within the Irvine Bay boundary.

Subject to interest, a spread of funding across localities and owners will be considered. The resultant highest scoring projects will be issued grant offer letters, with others held in reserve should future funding become available.

## RPGF Stage 01 Assessment Criteria

Criteria	Score			
	1	2	3	4
Length of time vacant	0-5 years	5-9 years	10-15 years	15+ years
Proximity to Town Centre	More than 2km from LDP Town Centre Boundary	Within 0.5km-2.0km of LDP Town Centre Boundary	Within 0.5km LDP Town Centre Boundary	Located in LDP Town Centre Boundary
Prominence	Low Visibility	Limited Visibility	Visible	Highly Visible
Current Condition	Good	Reasonable	Poor	Very Poor
SIMD	All other deciles	Most Deprived 20%	Most Deprived 10%	Most Deprived 5%
Listed on the Buildings at Risk Register	No			Yes
Listed on the Vacant and Derelict Land Register	No			Yes
Identified during RDP engagement	No			Yes

### 1.13 Payment of Grant

The Council reserves the right to withhold payment of any part of the Grant should any part or conduct of the Works breach of any of the conditions of the offer, the agreement, the specification or the schedule of works;

Upon completion of the Works, the applicant will submit the Professional Advisor's invoice(s) to the Council. The invoice(s) should be addressed to the applicant. The Grant will be paid by the Council to the Professional Advisor(s) direct, in accordance with the mandate; and

If the actual costs of the Works are less than originally accepted, the Grant will be reduced accordingly. When making a claim for payment of any award, applicants should be aware that requests based on payments of cash to professional advisors will be refused. Original invoices certified as true copies are acceptable.

Where applicants are asked by Professional Advisors to make an interim payment towards the cost of eligible works, it may be possible for an appropriate sum to be paid, subject to agreement with the Council and work completed to date.

<b>1.14</b>	<b>Stage 01 Timescales</b>
Sep 2021	Expressions of interest invited
23 Feb 2021	Guidance and Application paperwork published
23 Mar 2022	Closing Date for Applications
Mar 2022	Assessment of Applications
31 Mar 2022	Grant Offers Issued
Jul 2022	Report on outcome of Stage 1 Studies
Sep 2022	Launch Stage 02 (Subject to agreement and funding availability)

### 1.15 Data Protection

The North Ayrshire Council (“the Council”) gathers and processes information about you, to enable grant applications to be delivered effectively and efficiently. The Council asks only for the minimum information necessary and processes such information in line with data protection legislation. A copy of the Council’s privacy policy statement is available at [privacy policy](#), or a printed copy can be provided on request. The Council will keep your information for five years to map interest in the grant scheme and grant awards. If you wish this information to be removed in the future, please contact the Regeneration Officer at the email address noted at the end of this Application form and they will arrange to have your information removed within thirty days of your request.

### 1.16 Contact Information

#### Repurposing Property Grant Fund Project Team

Economic Development & Regeneration  
 North Ayrshire Council,  
 Cunninghame House  
 Irvine KA12 8EE  
 E: [regeneration@north-ayrshire.gov.uk](mailto:regeneration@north-ayrshire.gov.uk)

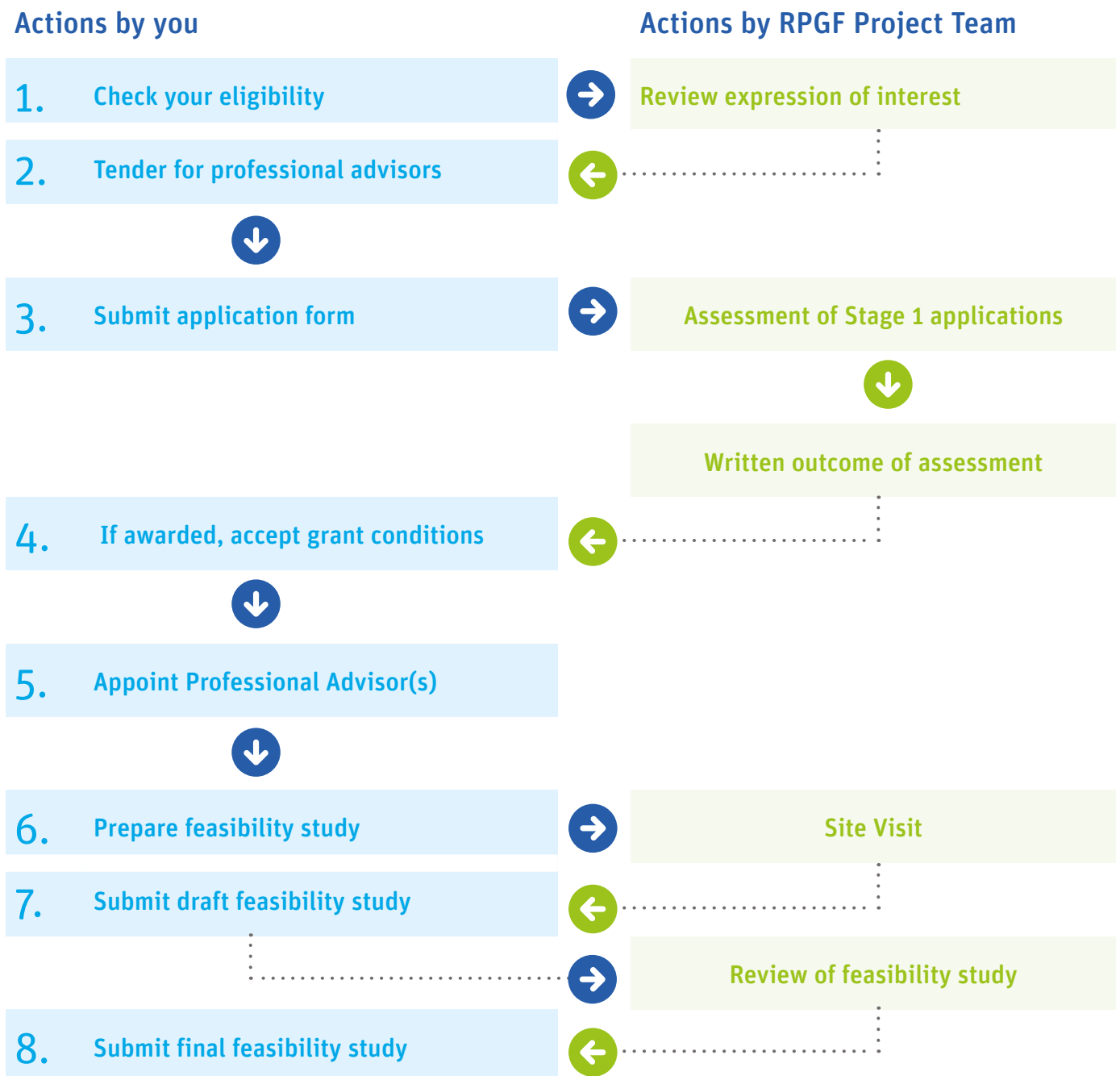


NORTH AYRSHIRE COUNCIL  
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SECTION 2:  
**APPLICATION PROCESS**

# APPLICATION PROCESS

## 2.1 Overview



**Actions by you**

**Actions by RPGF Project Team**

9. Professional Advisor(s) invoice for agreed works

Review of feasibility study



Payment of invoice(s) to Professional Advisor(s)



10. Advise on next steps for property



Report outcome of Repurposing Property Grant Fund Stage 01



## 2.2 Detail

### Actions by you

**1. Check your eligibility**  
Contact the RPGF Project Team to assess your eligibility and for advice on the application process. This may involve a meeting on site

**2. Tender for professional advisors**  
The applicant should obtain quotes from suitably qualified professional advisors, usually an architect and quantity surveyor, to prepare a feasibility study.  
For fees to be grant eligible the applicant is required to have obtained three competitive fee bids from suitably qualified professionals. Fees are required to be provided on a fixed fee basis.  
For further information and advice on choosing Professional Advisors and the service they provide refer to the Professional Advisor Advice Note.

**3. Submit application form**  
Submit all the required documentation relevant to the grant type you are applying for. You will find an application form in the Application Pack.

**4. Accept grant conditions**  
You will then have to enter into a contract with North Ayrshire Council accepting the terms and conditions of grant. If the cost of the work increases, or additional work is undertaken, there is no obligation for the grant to be increased. You are advised to seek independent legal advice before signing the Grant Agreement and Mandate.

### Actions by RPGF Project Team

**Review expression of interest**  
The project team will provide you with the relevant forms and guidance notes, which you should read in full before applying.

**Assessment of your application**  
The Project Team will assess your Application, against the agreed criteria. This is designed to favour applications relating to vacant, historic or prominent buildings and sites in proximity to Town Centres. Subject to interest, the spread of funding across localities and owners will be factored.

**Written outcome of assessment**  
If successful, you will be issued with a formal offer of grant assistance.

## Actions by you

- 5. Appoint Professional Advisor(s)**  
The applicant should formally appoint the professional advisors listed on the Grant Agreement.



- 6. Prepare feasibility study**  
Your professional advisors will advise on the information required for the feasibility study which may include surveys, drawings, specifications, a cost plan and business case. Any historical information on the building is also useful.



### Site Visit

The Project Officer will visit the site during the preparation of the feasibility study. You must allow access for the RPGF Project Team and funders if requested.

- 7. Submit draft feasibility study**  
Submit initial draft of all information prepared by the appointed Professional Advisors to the RPGF Project Team for review.



### Review of feasibility study

The RPGF Project Team will review your draft feasibility study, and advise on any amendments. A meeting with your professional advisors and a site visit may be required.

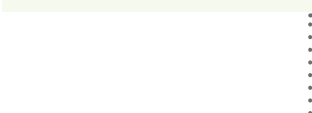
- 8. Submit final feasibility study**  
Submit final draft of all information prepared by the appointed Professional Advisors to the RPGF Project Team for review.



### Review of feasibility study

The RPGF Project Team will review your feasibility study and confirm receipt of the final version.

- 9. Professional Advisor(s) invoice for agreed works**  
Upon completion of the Works, the applicant will submit the Professional Advisor's invoice(s) to the Council. The invoice(s) should be addressed to the applicant. The Grant will be paid by the Council to the Professional Advisors direct, in accordance with the mandate.



## Actions by you

- 10. Advise on next steps for property**  
Applicant to consider outcome of the feasibility study and associated project costs, and advise on next steps for the property. This should include timescales, and any known barriers to development.

## Actions by RPGF Project Team

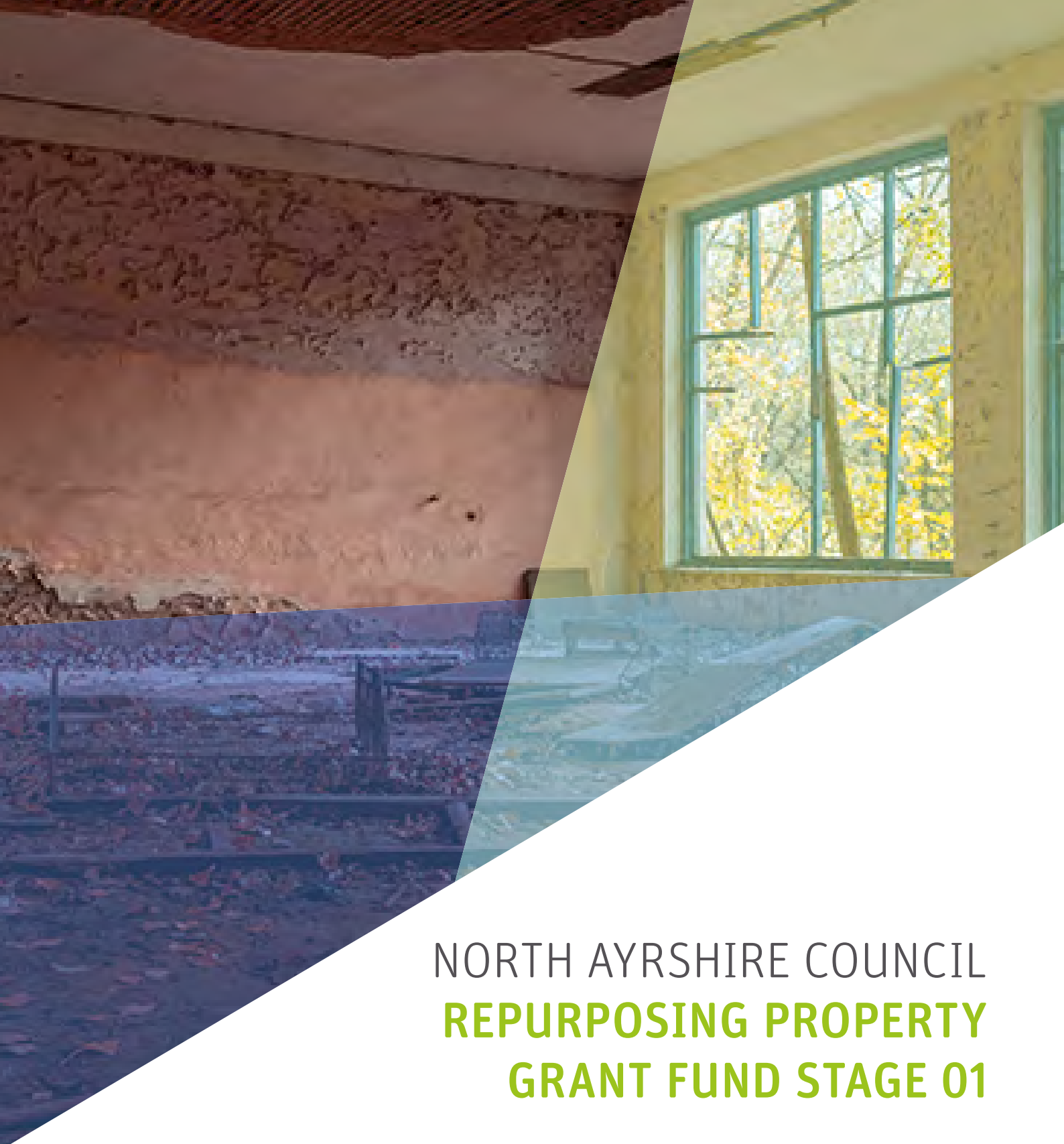
### Payment of invoice(s) to Professional Advisor(s)

- Upon receipt of the completed feasibility study, invoices, and separate confirmation of the Professional Advisors bank details, payment will be processed up to the agreed Grant allocation. The applicant will be liable for any additional costs incurred.



### Report outcome of Repurposing Property Grant Fund Stage 01

- RPGF Project Team to report the outcome of the Stage 01 process to identify need, associated values, outcomes and development barriers to support future project delivery.



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SECTION 3:  
**PROFESSIONAL ADVISOR**  
**ADVICE NOTE**

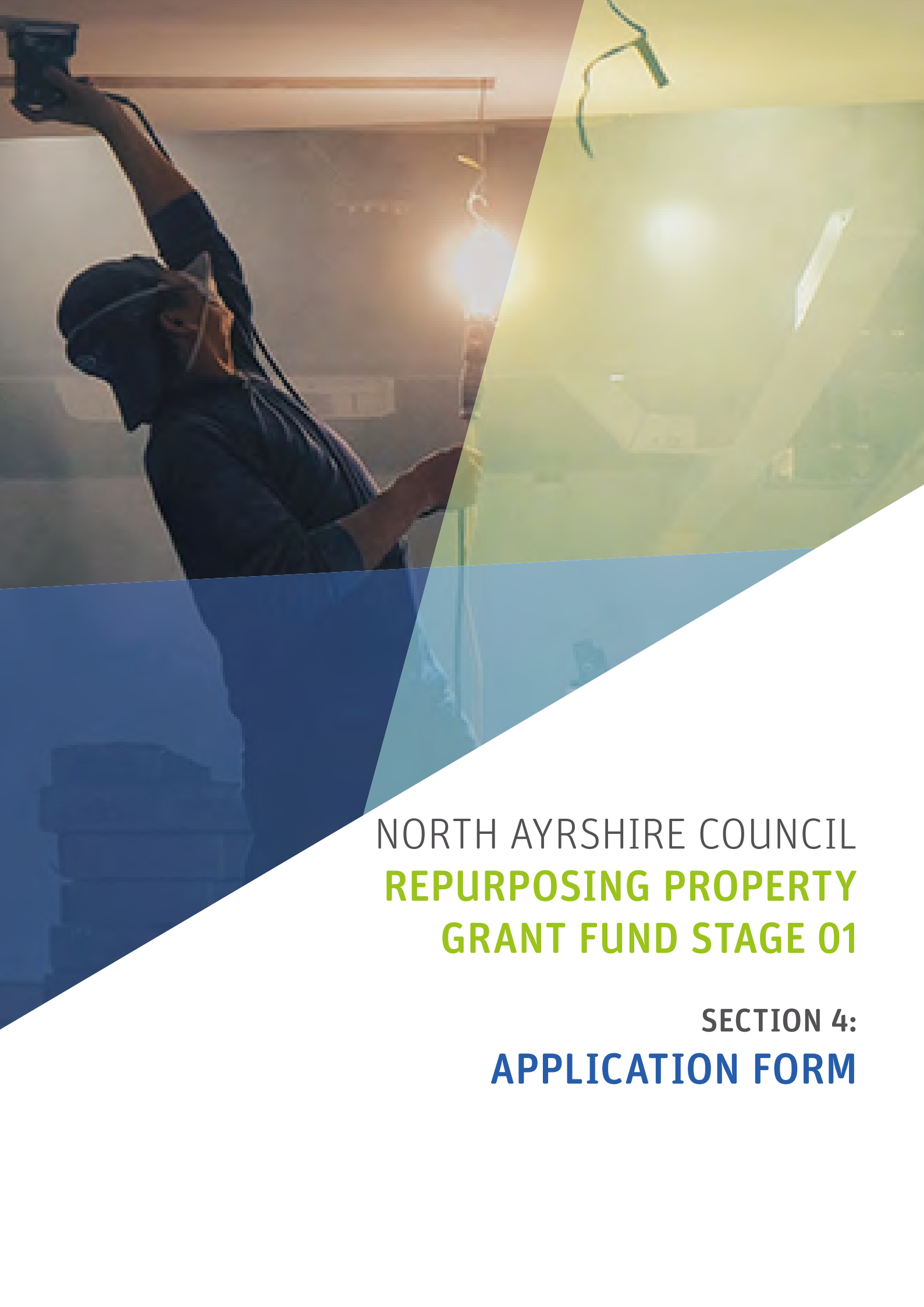
# PROFESSIONAL ADVISOR

## ADVICE NOTE

- 3.1** Applicants are advised to seek advice from suitably qualified professional advisors with relevant experience before applying.
- 3.2** Professional advisor's fees are generally grant eligible and professional advisors must be members of a recognised professional body for example, ARB for architects or RICS for surveyors. For fees to be grant eligible the applicant is required to have obtained three competitive fee bids from suitably qualified professionals. An applicant may choose not to use the professional submitting the lowest bid. In this case the difference will not be funded through the grant.
- 3.3** Your professional advisors will guide you through the feasibility process (RIBA Plan of Work Stages 0–2) and advice on next steps, this may include:
- Surveys and condition report
  - Research, analysis and archaeological investigation of the fabric
  - Developing drawings/specifications for the project
  - Advice on other professionals who may be required
  - Preparing a cost plan for the project
  - Advising on Health and Safety in accordance with Construction (Design and Management) 2015 (CDM 2015)
  - Preparation of a business case
- 3.4** For properties located in a conservation area, or with listed building status. It is preferable for the professional advisors to have an accreditation in conservation.
- 3.5** A list of all Conservation Accredited Architects in Scotland can be found by contacting the Royal Institute of Architects in Scotland (RIAS) 0131 229 7545 or [www.rias.org.uk](http://www.rias.org.uk)
- 3.6** A register of Architects can be found by contacting the Architect's Registration Board [Search the Register \(architects-register.org.uk\)](http://architects-register.org.uk)
- 3.7** A register of Accredited Building Conservation Surveyors can be found by contacting the Royal Institution of Chartered Surveyors in Scotland (RICS) or [www.rics.org](http://www.rics.org)
- 3.8** Applicants should have no affiliations to the Professional Advisors quoting.
- 3.9** Example Scope of Works, this list is not exhaustive.
- Act as the professional advisors to the applicant and provide end to end client management.



- Provide (insert type of professional service) following the structure of the [RIBA Plan of Work 2020](#) Stages 0-2 and outputs outlined under the information exchanges heading.
- Work to, and meet, deadlines agreed between the Client, Council, and the Professional Advisors.
- Where appropriate, engage in early discussions with the relevant statutory authorities
- Identify necessary surveys, agree scope/methodology, assist the client in obtaining competitive quotations, and administer the work.
- The Professional Advisors shall inform the Client of any changes or proposed changes of which they become aware in any legislation, regulations, design guidance or bye-law which may impact on the Project.
- The Professional Advisors shall use their best endeavours to achieve economies in time, cost and design
- Identify and, where possible, advise on any abnormal cost risks to the Client



NORTH AYRSHIRE COUNCIL  
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SECTION 4:  
**APPLICATION FORM**

# APPLICATION FORM

Please complete in CAPITALS

If you require any assistance in completing this form, please contact the Repurposing Property Grant Fund Project Team, contact details at the end of this form.

## 4.1 Project Information

Address of the property where the works are proposed (“the Property”)

Postcode:

Description of proposed Works

## 4.2 Property Status

Current Use

Proposed Use (if known)

Is the property listed as of architectural or historic importance      Yes    No    Unknown  
If yes, please identify the relevant category A, B or C

Is the property registered on the Vacant and Derelict Land Register      Yes    No    Unknown  
If yes, please provide the site ID

Is the property listed on the buildings at risk register?      Yes    No    Unknown

## 4.3 Applicant Details

Status      Owner/Applying on behalf of owner

Name or Organisation

Contact Name

Relationship to owner

### 4.3 Applicant Details (cont.)

Address

---

Postcode

---

Tel. No

---

Email

### 4.4 Owners Details

All owners must be listed and sign the application form

Contact Name/Organisation

---

Address

---

Postcode

---

Tel No.

---

Email

### 4.5 Professional Advisor Procurement

The types of professional advisors and surveys required will vary per property, please attach a copy of quotations to application.

	Estimate 01	Estimate 02	Estimate 03
Architect	£	£	£
Quantity Surveyor	£	£	£
Structural Engineer	£	£	£
Landscape Architect	£	£	£
Other (provide detail)	£	£	£
Surveys	£	£	£
VAT	£	£	£
<b>Total</b>	<b>£</b>	<b>£</b>	<b>£</b>

### 4.5 VAT Status

VAT Registered

Please complete section 4.7

---

Not VAT Registered

Please complete section 4.8

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#### 4.7 Value of Grant Requested (excluding VAT)

Grant Category Property under 0.1ha/Property over 0.1ha

Total Grant request (excluding VAT) £  
As the Applicant is VAT registered, the Grant will be paid exclusive of VAT.  
The Applicant will be liable to pay any VAT due.

VAT Number

Grant rate requested (% of total excluding VAT) %

#### 4.8 Value of Grant Requested (including VAT)

Grant Category Property under 0.1ha/Property over 0.1ha

Total Grant request (including VAT) £  
As the Applicant is not VAT registered, the Grant will be paid inclusive of any VAT due.

Grant rate requested (% of total including VAT) %

#### 4.9 Income

Applicant's contribution of eligible costs £

Have you applied or received a grant from any other source in the last three years? Yes No (If yes, please provide details)

Funder

Amount

Date Approved, or

Expected approval

#### 4.10 Works timescales

Start Date

Completion Date

## 4.10 Data Protection

The North Ayrshire Council (“the Council”) gathers and processes information about you, to enable grant applications to be delivered effectively and efficiently. The Council asks only for the minimum information necessary and processes such information in line with data protection legislation. A copy of the Council’s privacy policy statement is available at [privacy policy](#), or a printed copy can be provided on request. The Council will keep your information for five years to map interest in the grant scheme and grant awards. If you wish this information to be removed in the future, please contact the Regeneration Officer at the email address noted at the end of this Application form and they will arrange to have your information removed within thirty days of your request

## 4.12 Declaration

I have read and understood the Repurposing Property Grant Scheme Guidance and declare that to the best of my knowledge and belief, the information given in this Application form and in any supporting documentation is correct.

I understand that the acceptance of this Application by the Council does not itself guarantee that a Grant will be offered.

No approval of this Application or any related documentation will impose or be deemed to impose any liability whatsoever on the Council, as to its accuracy or otherwise, and any offer of any Grant by the Council to the Applicant is made purely in the Council’s capacity as Grant funder, under the Repurposing Property Grant Scheme.

### Applicant’s Signature

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Print Name

---

Date

### Owner O1 Signature

---

Print Name

---

Date

## 4.13 Submission Details

Please send your completed and signed application form to:

---

Name

Repurposing Property Grant Fund  
Project Team

---

Organisation

North Ayrshire Council

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Address

Cunninghame House, Irvine, KA12 8EE  
[regeneration@north-ayrshire.gov.uk](mailto:regeneration@north-ayrshire.gov.uk)

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Email

## 4.14 Application Checklist

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Written consent of owner/ ownership details (if not an applicant)

---

Details of professional advisors, including name, company and registration number/qualification

---

Copy of agreed professional advisor(s) services

---

Fee quotes for professional advisors and surveys (minimum of 3)

---

Details of any other grants received, offers or applications for the same property (if applicable)

---

Proof of applicant's funding contribution (if applicable)

---

Ownership details (title deeds)

---

Constitution/memorandum of articles and association (as appropriate)

---

Recent photograph of the property

---

A basic location plan highlighting the property in question

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Please ensure that you have signed and dated the application form. Any application will be invalid until all necessary documents are received and acknowledged. Please attach all necessary document from the list above.

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## Guidance Notes for completing the application form

### 4.1 Project Information

**Address:** Please put in the postal address of the project and include the postcode so that we can easily identify where it is.

**Description of proposed works:** Describe the full proposals for the property even if they do not form part of the works that you are applying for grant.

### 4.2 Property Status

**Current Use:** Please put in what the property is currently or most recently used for. If the property is vacant then note that this is the case and if possible what the last use was.

**Proposed Use:** Please describe the proposed use, if known

**Listed Building Status:** This refers to Historic Environment Scotland's listing category. If you do not have this information then you can check with Historic Environment Scotland (0131 668 8600) [www.historicenvironment.scot](http://www.historicenvironment.scot)

**Vacant and Derelict Land Register Status:** This refers to the Scottish Vacant and Derelict Land Survey – site register, available to view online [Scottish Vacant and Derelict Land Survey - site register – gov.scot](http://Scottish Vacant and Derelict Land Survey - site register – gov.scot) ([www.gov.scot](http://www.gov.scot))

**Buildings at Risk Register:** This refers to the Buildings at Risk Register for Scotland, available to view online [Welcome to Buildings at Risk Register | Buildings at Risk Register](#)

### 4.3 Applicant Details

**Status:** If you are the owner, please select “Owner”. If you are an agent, such as an architect/ factor/ building user /tenant acting on behalf of the owner, please select “Applying on behalf of owner”

**Name or Organisation/Contact Name:** If you are part of a larger organisation then please put in the name of the organisation and a relevant contact name. If you are an individual, please put your name. Contact details should be completed for the person dealing with the application, who will be the RPGF team's first point of contact.

**Relationship to owner:** for example architect/ factor/ tenant/ lessee

**Address:** This relates to the address that we should correspond with. If you are applying on behalf of a larger organisation then it should be the registered address.

### 4.4 Owner's Details

If you have applied on behalf of the owner then their contact details should be completed in this section. If a number of owners is greater than the space available, attach a separate sheet.

If the Applicant is the Owner, this can be left blank.

### 4.5 Professional Advisor Procurement

These will be the three lowest quotes from at least three Professional advisors of each type, broken down into the headings shown. Surveys and VAT should be itemised separately.

### 4.6 VAT Status

Confirm applicant VAT status

## Guidance Notes for completing the application form

### 4.7 Value of Grant Requested (if VAT registered)

If the applicant is VAT registered, the Grant will be paid exclusive of VAT. The Applicant will be liable to pay any VAT due. The same maximum grant values apply regardless of VAT status.

### 4.8 Value of Grant Requested (if not VAT registered)

If the applicant is not VAT registered, the Grant will be paid inclusive of any VAT due. The same maximum grant values apply regardless of VAT status.

### 4.9 Income

This includes your contribution to the project and other grant awards if applicable. If you are awaiting other grants then please put in the date that you expect approvals as the RPGF scheme can only usually commit grant after the other sources of finance are confirmed.

### 4.10 Works Timescales

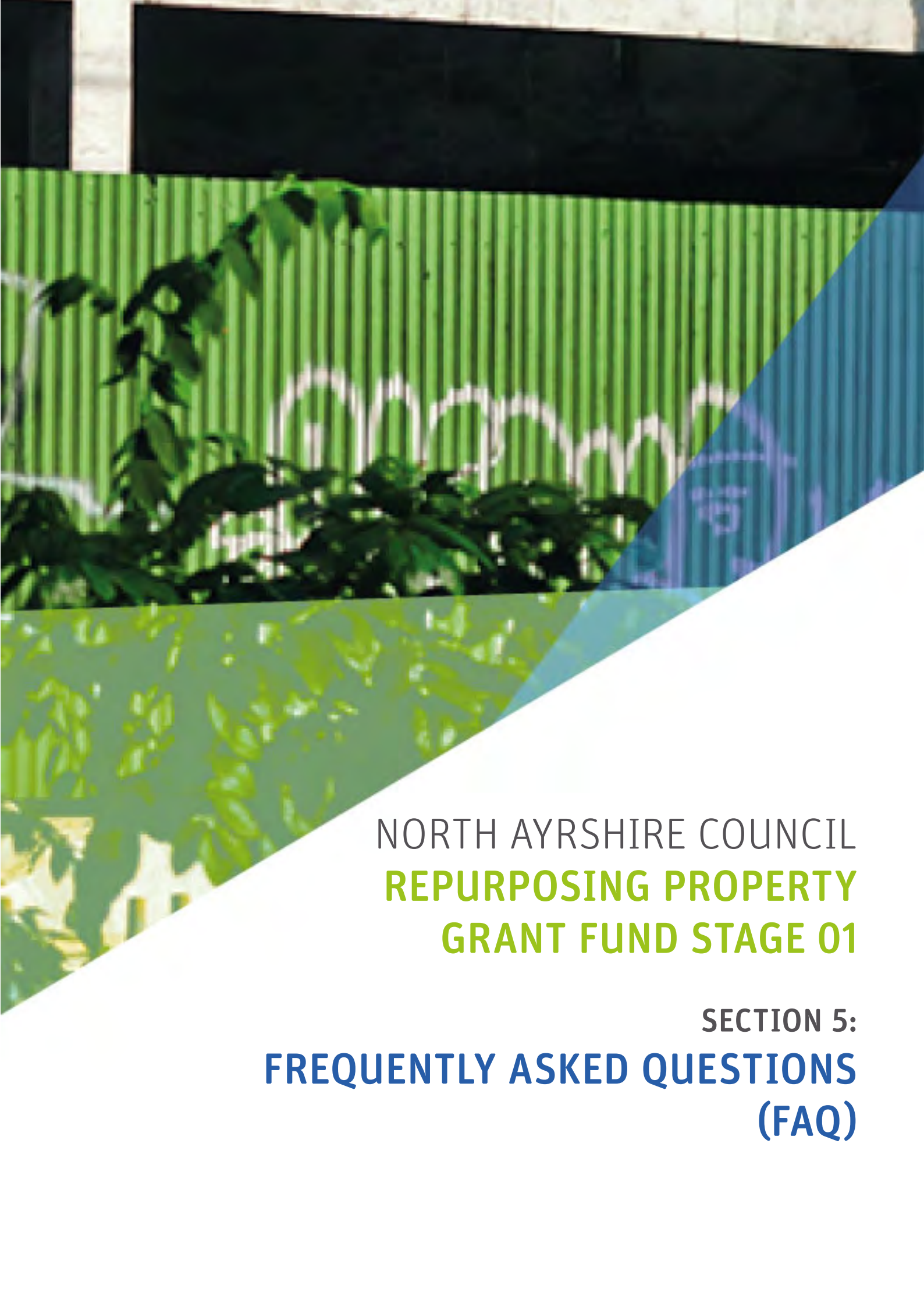
Please put in your best estimate of when the works are to take place

### 4.12 Declaration

Please check over the form and checklist for completeness. Please note that if you have any questions completing the form please contact the RPGF Project Team. Please ensure that the form is signed as it may, depending on any grant committed, form a legal document.

### 4.14 Checklist

Review the check list and provide the documents requested. Contact the RPGF Project team if you have any questions.



NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY  
GRANT FUND STAGE 01**

SECTION 5:  
**FREQUENTLY ASKED QUESTIONS  
(FAQ)**

# FREQUENTLY ASKED QUESTIONS (FAQ)

17.02.2022

The RPGF Project Team will update the following frequently asked questions document, if common enquiries are received.

Any enquiries should be emailed to [regeneration@north-ayrshire.gov.uk](mailto:regeneration@north-ayrshire.gov.uk)



**DANGER**

NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY**  
**GRANT FUND STAGE 01**

SECTION 6:  
**GRANT OFFER LETTER (DRAFT)**

# STAGE 1

## GRANT OFFER LETTER

Dear Applicant Name,

### Repurposing Property Grant Scheme Stage 01 Grant Offer

I am pleased to confirm that The North Ayrshire Council, incorporated under the Local Government etc. (Scotland) Act 1994 and having its principal office at Cunninghame House, Irvine KA12 8EE (“the Council”) has agreed to offer you a grant towards the eligible costs of the feasibility study works (“the Works”) to [property address] (“the Property”), as undernoted. This grant is in accordance with the Repurposing Property Grant Fund Application Form submitted by yourself/ your professional advisor on [application date] (“the Grant Application Form”).

Works:	Total Cost of Eligible Works:	Total Cost of Ineligible Works:	The Grant:
Feasibility Study works as detailed in the Grant Application Form	£	£	£

The cost of the Works is to be paid for as follows:

Payee	Financial Contribution/Grant:
The Applicant	£
The Council	£
Total	£

This Grant Offer is subject to the following conditions:

- A satisfactory legal report over the Property, as required by the Council;
- Works to be completed, as detailed in the Grant Application Form;
- Relevant planning approvals (for example, planning permission, advertisement consent, conservation area consent or listed building consent) being granted before Works commence;
- Delivery to the Council of the completed and signed Mandate and Agreement;
- If relevant, completion, execution and registration of a standard security, against the title of the Property, in the Land Register.

Please note that no approval of any plans, specifications, drawings, consents, permissions or other documents will impose or be deemed to impose any liability on the Council, as to their accuracy or otherwise and that this Offer is made purely in the Council's capacity as the Grant funder, under the Council's Building Improvement Works Grant Scheme. Works should be completed by [insert date].

You are now required to complete and sign the enclosed Mandate and Agreement before a witness. Please then return the Mandate and Agreement to me within twenty-one days of the date of this Offer. The Mandate gives permission to the Council to pay the Grant directly to your Professional Advisor for Works that are completed to the Council's satisfaction. The Council is only responsible for paying the Grant specified in this Offer. Any costs in respect of ineligible works or works that prove to be additional to those specified in the Grant Application Form are to be paid by you, directly to your Professional Advisor.

If a standard security is required by the Council (when the Grant Offer is in excess of £25,000), you will require to execute a standard security in the Council's favour. The Council will register the standard security against the Property in the Land Register.

The terms of this Grant Offer, if accepted by you, will commit you to a binding enforceable contract. Accordingly, I strongly recommend that you take independent legal advice from a solicitor about the terms and effect of this Grant Offer and the Agreement to follow on. If a standard security is relevant, you will require to engage a solicitor to advise you and to progress the registration of the standard security against the Property.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

TBC

**Regeneration Officer**

Economic Development & Regeneration

The North Ayrshire Council

Cunninghame House

Irvine KA12 8EE

Enc.

1. Repurposing Property Grant Fund Application Form
2. Repurposing Property Grant Fund Agreement,
3. Repurposing Property Grant Fund Mandate
4. Draft standard security (if relevant)



NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY**  
**GRANT FUND STAGE 01**

SECTION 7:  
**AGREEMENT (DRAFT)**

# STAGE 1 AGREEMENT

If a Grant is awarded, the Grant is subject to the following terms and conditions:

Agreement between The North Ayrshire Council

and

[the Applicant]

in respect of

[the Property]

in terms of

the Repurposing Property Grant Scheme

THIS AGREEMENT is made between The North Ayrshire Council, a local authority incorporated under the Local Government etc. (Scotland) Act 1994 and having its principal office at Cunninghame House, Irvine KA12 8EE (“the Council”) and [the Applicant’s name] residing at [personal address], (“the Applicant”), having a place of business or residence at [the property address] (“the Property”) being the applicant in terms of the Repurposing Property Grant Scheme Application Form dated (.....), (“the Application Form”) and attached hereto, relative to the Property.

The Council agrees to pay the Applicant a grant of (.....) Pounds (£.....) (“the Grant”) towards the eligible costs of the feasibility study works, being those works described in the Application Form and the Council’s Offer dated (.....), (“the Council’s Offer”) also attached hereto (“the Works”), which Grant is subject to the following conditions:

- 7.1** The Applicant has read and understood the guidance contained in the Repurposing Property Grant Scheme Guidance Notes;
- 7.2** The Applicant will sign and return this Agreement (together with the mandate authorising the Council to settle the Professional Advisor’s invoice(s) with the proceeds of the Grant and any standard security if relevant) to the Council within twenty-one days of the date of the Council’s Offer;
- 7.3** The Grant is not transferrable;
- 7.4** The Applicant will apply the Grant to effect the Works to the Property in accordance with the Council’s Offer;
- 7.5** The Applicant has confirmed its VAT position and will account for VAT accordingly.
- 7.6** The Works will commence by [START DATE] and be completed by [COMPLETION DATE];

- 7.7** No approval of any plans, specifications, drawings, consents or permissions or other documents will impose or be deemed to impose any liability whatsoever on the Council as to their accuracy or otherwise and the Council's Offer is made purely in the Council's capacity as Grant funder, under the Council's Repurposing Property Grant Scheme.
- 7.8** The Applicant will obtain at least three Professional Advisors' quotations to effect the Works. If the Applicant decides not to proceed with the lowest tender, for any reason, the Applicant will settle any shortfall between the lowest tender and the tender accepted by the Applicant, with the Professional Advisor direct;
- 7.9** The Applicant will ensure that (1) any ineligible costs are itemised separately from eligible costs in its contract with the Professional Advisor and (2) that any ineligible work is effected professionally, timeously and in no event completed later than six months after completion of the Works;
- 7.10** If, on completion of the Works, the Professional Advisors invoices total less than the costs on which the Council's Offer was based, the Grant will be reduced pro-rata. The Grant will not be increased if there is an overspend, unless otherwise agreed in advance, in writing, with the Council;
- 7.11** The Applicant will:
- keep all records and invoices of the Works and exhibit such to the Council, on demand;
  - provide the Council with such financial and other information as the Council may require; and
  - permit the Council to access the Property, as and when requested, to monitor the conduct, progress and completion of the Works; which monitoring may include the taking of photographs;
- 7.12** The Applicant shall be guided by its Professional Advisors and comply with any recommendations regarding the Works made by the Professional Advisors or the Council;
- 7.13** The Applicant will permit the Council to take photographs reflecting:
- the condition of the Property before the Works commence;
  - key stages reflecting progress of the Works;
  - completion of the Works.
- Copyright of such photographs will belong to the Council, who may utilise such images in any future publicity material relating to the Grant.
- 7.14** The Applicant will contact the Council to agree any additional matters, which may arise during the Works. If additional matters constitute a departure from the provisions contained in the Council's Offer, the Applicant will obtain prior approval, in writing, from the Council for such departure. The Applicant will report all cost variations to the Council, as soon as prospective variations become known. Additional costs arising in the course of the Works are unlikely to be eligible for the Grant.

- 7.15** The Applicant will oblige its professional advisors to;
- complete the Works in a good and workmanlike manner;
  - adhere to all legal requirements
- 7.16** The Council will pay the Grant only on;
- delivery to the Council of this Agreement, the mandate and standard security, if relevant, all completed, signed and witnessed, as required;
  - completion of the Works, to the satisfaction of the Council; and
  - timely receipt of the relevant invoice(s) issued by the Applicant's Professional Advisors,
- 7.17** Following completion of the Works, the Applicant will:
- acknowledge the benefit of the Grant and the Council's support in any literature or publicity material if so requested by the Council
- 7.18** Any proportion of the Grant not yet paid will not be paid if:-
- any conditions of the Agreement are breached;
  - the Applicant changes its legal status (without first notifying the Council);
  - ceases to operate, or is declared bankrupt or placed in receivership or liquidation;
  - the Applicant is shown, to the Council's satisfaction, to have completed the Application Form fraudulently, incorrectly or misleadingly or the Applicant or its Professional Advisors acts fraudulently or negligently in carrying out the Works;
  - The Council are required to issue a notice by either North Ayrshire Planning Services or Protective Services in relation the property.
- 7.19** If a disagreement arises as to the interpretation of any provision of the Application Form, the Mandate, the Council's Offer or this Agreement or in respect of the Works, the Applicant and the Council will use their best endeavours to resolve the matter between themselves within ten days of the matter being raised in writing, failing which the matter will be referred to the decision of a single arbiter, mutually agreed for that purpose, failing which, to be appointed at the request of either party by the President of the Law Society of Scotland.
- 7.20** The Applicant acknowledges that by signing this Agreement, the Applicant is committed to a binding, enforceable contract with the Council. The Applicant has been advised by the Council to seek independent legal advice on the terms and implications of this Agreement and any standard security to follow hereon and in signing this Agreement, acknowledges that such advice has been sought.

I, \_\_\_\_\_ (the Applicant)

hereby agree to comply with the terms and conditions of this Agreement.

**Applicant**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

This offer is signed for and on behalf of the Council as follows

**Regeneration Officer**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Witness**

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_



NORTH AYRSHIRE COUNCIL  
**REPURPOSING PROPERTY**  
**GRANT FUND STAGE 01**

SECTION 8:  
**MANDATE AGREEMENT (DRAFT)**

# MANDATE AGREEMENT

TBC

**Regeneration Officer**

Economic Development & Regeneration  
The North Ayrshire Council  
Cunninghame House  
Irvine KA12 8EE

Dear TBC,

I, [full name of Applicant] residing at [address of Applicant] and having [a place of business/ owning land/ a community interest] at [address of Property that Works are being prepared for] (“the Property”) considering that The North Ayrshire Council, established under the Local Government etc. (Scotland) Act 1994, having its principal office at Cunninghame House, Irvine KA12 8EE (“the Council”) has agreed to provide a grant to me in connection with feasibility study works being carried out for the Property, as part of the Repurposing Property Grant Scheme administered by the Council (“the Works”) in accordance with the terms of the Council’s offer dated [.....] and relative agreement between the Council and myself dated [.....], copies of both documents attached hereto, (“the Grant”) hereby authorise and instruct the Council to pay the Grant, on completion of the Works to [name, address and VAT number of professional advisors], and I declare these presents to be irrevocable.

Yours faithfully,

Signature of Applicant:

Date:

Signature of Witness:


Date:


Place of Signature:

Full Name of Witness:

Address of Witness:

## Contact Us:

 [Regeneration@north-ayrshire.gov.uk](mailto:Regeneration@north-ayrshire.gov.uk)

 [Repurposing Property Grant Fund  
\(north-ayrshire.gov.uk\)](http://north-ayrshire.gov.uk)

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**North Ayrshire Council**  
Comhairle Siorrachd Àir a Tuath