

Caldicot Town Centre:

Targeted Regeneration Investment Scheme

Urban Centre Property Enhancement Fund / Urban Centre Living Grant

Guidance notes for applicants

This form is available in Welsh/ Mae'r ffurflen hon ar gael yn Gymraeg



**Gweithio mewn partneriaeth â
Llywodraeth Cymru
Y Gronfa Targeddu Buddsoddi**

**Working in partnership with
Welsh Government
Targeted Regeneration
Investment Fund**

Glossary

Within the application pack there are a number of terms used. The glossary below provides definitions of some of the terms used:

Contingency Sum - *A contingency sum is a sum of money allowed in the project budget, for expenditure on aspects of the project that were unforeseen or unforeseeable at the time of preparing documents*

Enterprise – *this includes, but is not limited to, any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships or associations regularly involved in an economic activity.*

Large enterprise - *Any enterprise that is not a Small or Medium size Enterprise (SME).*

Medium enterprise - *Employs fewer than 250 people and either has an annual turnover that does not exceed EUR 50 million, or an annual balance sheet not exceeding EUR 43 million.*

Small enterprise - *Employs fewer than 50 people and has an annual turnover or annual balance sheet total that does not exceed EUR 10 million*

Positive impact on townscape - *Improvements to the external facade of buildings which enhance the building's contribution to the streetscape whilst being in line with Council Planning Guidance and the 'Caldicot Town Centre Design Manual'.*

Variation - *is an alteration to the scope of the works in a construction contract in the form of an addition, substitution or omission from the original scope of works.*

1. Introduction

- 1.1 The 'Targeted Regeneration Investment Scheme' provides financial support for improvements to eligible properties and projects within Caldicot Town Centre (refer to Appendix 1 - Eligibility Boundary)
- 1.2 The Scheme allows for consideration of financial support in two forms:
 - i) **The Urban Centre Property Enhancement Fund** – supporting capital improvements to properties that improve commercial activity within Caldicot Town Centre and bring vacant floor space back into use.
 - ii) **The Urban Centre Living Grant** – supporting capital improvements to properties that increase and improve the opportunity for 'in-town' living in Caldicot Town Centre.
- 1.3 Applications will be considered on a 'case by case' basis, although it is highlighted that all applications will be assessed having considered the high quality standards and vision set out in the 'Caldicot Town Centre Design Manual' produced for the Scheme (see <https://www.monmouthshire.gov.uk/caldicot-regen/>) and against scheme criteria and outputs identified within this document.
- 1.4 Whilst the 'Caldicot Town Centre Design Manual' is offered as guidance only, applications that complement the standards and ambition set out in the document and also meet the wider scheme requirements in all other respects, will be prioritised.
- 1.5 Applicants can apply for both funding opportunities under a single application.

2. Urban Centre Property Enhancement Fund (UCPEF)

- 2.1. The Urban Centre Property Enhancement Fund will assist applicant's to physically improve their property by offering the opportunity to apply for a grant to improve shop/commercial shopfronts, associated external works and in certain circumstances, internal works. The primary intention of the fund is to enhance building frontages, improve the town centre environment and bring vacant commercial floorspace back into beneficial use.
- 2.2. The improvements undertaken must involve property within the applicant's ownership or property leased from the owner – with a minimum unexpired term of 7 years. Projects incorporating external improvements to a building must be in accordance with Council Planning Policy & Guidance and internal works should assist the sustainability of the property/business alongside the achievement of outputs.
- 2.3. **Works - UCPEF**

Each scheme will be assessed on a case-by-case basis against the project criteria outlined in this Guidance Document. Examples of the types of works that could be supported include:

External (viewable from public areas)

- Shopfronts
- Signage
- Canopies and awnings
- Windows & doors
- External lighting
- Roofs & chimneys
- Fascia and leadwork
- Rainwater goods (guttering and down pipes)
- Rendering, stone cleaning repairs and re-pointing
- Structural works
- Accessibility Improvements

Internal

- Improved accessibility
- Utilities and services
- Welfare facilities (e.g. essential washroom and cleansing facilities only)
- Structural works

Ineligible expenditure includes:

- Repair and general maintenance costs
- Certain types of fixtures and fittings
- Costs relating to residential premises
- Legal statutory works
- Legal and accounting fees
- Any payments made using cash or credit card
- Costs of applying for statutory consents
- Works carried out prior to grant offer (unless otherwise approved by us in writing)
- Works that will not make a significant contribution to the general environmental enhancement of the area.

3. Urban Centre Living Grant (UCLG)

- 3.1 Supporting the Urban Property Enhancement Fund, the Urban Centre Living Fund offers applicants the opportunity to apply for a grant to undertake external and internal works to improve vacant or underutilised space above shop / commercial frontages, with the intention of assisting applicants to bring that space back into productive, residential, use.
- 3.2 The scheme will offer the opportunity to convert empty or poorly utilised floorspace into new homes, revitalising vacant property and provide mixed-use opportunities for applicants.
- 3.3 The improvements undertaken must involve property within the applicant's ownership or property leased from the owner – with a minimum unexpired term of 7 years. Projects

incorporating external improvements to a building must be in accordance with Council Planning Policy & Guidance and internal works should assist the sustainability of the property alongside the achievement of outputs.

3.4 Applicants will be required to accredit funded property with Rent Smart Wales and, where applicable provide Houses in Multiple Occupation licence/s.

3.5 Works - UCLG

Eligible expenditure includes works deemed necessary to create new residential accommodation. Each scheme will be assessed by officers on a case-by-case basis to determine works deemed eligible under the scheme

External (viewable from public areas)

- Building facade
- Windows & doors
- External lighting
- Roofs & chimneys
- Fascia and leadwork
- Rainwater goods (guttering and down pipes)
- Rendering, stone cleaning repairs and re-pointing
- Structural works
- Accessibility Improvements

Internal

- Improved accessibility
- Utilities and services
- Conversion Work
- Structural Works

Ineligible expenditure includes:

- Repair and general maintenance costs
- Certain types of fixtures and fittings – eligibility to be confirmed by the Council
- Works to commercial premises
- Cost of works being carried out as a legal statutory requirement
- Legal and accounting fees
- Cash and/or credit card payment to Agents/contractors
- Costs of applying for statutory consents
- Works carried out prior to grant offer (unless approved by the Council in writing)
- Any invoices paid for using cash/credit card

Unless otherwise specified, the following guidance applies to both the Urban Centre Property Enhancement Scheme and the Urban Centre Living Grant

4. The Grant

- 4.1. Applicants should apply for the minimum contribution necessary to bring the project to fruition, which will be to a maximum of 70% of the eligible costs of each project and a maximum of £250,000.
- 4.2. All grants are awarded at the discretion of the council and are subject to budget availability. Any award of funding will be:
 - i) Subject to availability
 - ii) Awarded on a competitive basis
 - iii) Assessed on an individual project basis, taking into account environmental and economic benefits, compliance with the standards and vision set out in the 'Caldicot Town Centre Design Manual' and proposed outputs and scheme criteria outlined elsewhere in this Guidance document.
- 4.3. The grant is normally only available to Small and Medium sized enterprises. However, a Large enterprise can be considered if the property is deemed to have a detrimental impact on the townscape as determined by the Council.
- 4.4. Grants will be exclusive of VAT. If the applicant cannot recover VAT this may be considered as an eligible cost at the discretion of the Council, subject to the applicant undertaking to repay to the Council any VAT element, which later becomes reclaimable from HMRC because of a change in the applicant's VAT status.
- 4.5. Grant will be paid in agreed instalments on the production of invoices, interim certificates, defrayment evidence etc. (See Section 15. Payment of Grants)
- 4.6. A minimum of 10% of the total Grant award will be withheld (Retention) until the Council is satisfied that all of the work has been completed to the required standard, as declared by an independent Quantity Surveyor and/or Construction Professional and a copy of the practical completion certificate has been received.
- 4.7. Any variance to approved works must be agreed in advance with the Council.
- 4.8. You must not use any part of the Funding to facilitate, at any point during the terms period,,: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering of sexual services (6) any kind of illegal activities (7) any kind of activity which in our opinion could bring the Council into disrepute'

5. Applicant Eligibility

- 5.1. The programme is open to Freeholders/Property Owners, Sole Traders, Partnerships, Limited Companies, Community Businesses, Co-operatives and Registered Social Landlords, based on the following conditions:

- i) The grant is available to Small and Medium sized enterprises .
- ii) Applications may be considered from large enterprises at the discretion of the Council, where the property is deemed to have a detrimental impact on the townscape as determined by the Council.
- iii) If a leaseholder is the Applicant, then a minimum 7-year lease should remain on the property, at the time of receipt of a valid application. Applicants must provide a letter of consent from the freeholder to the proposed works and a copy of the lease agreement.
- iv) Funding is restricted to properties within the identified boundary (Appendix A)

Note: it is the applicant's responsibility to ensure that all the necessary land ownership requirements are in place to implement the scheme

6. Agents

6.1. Independent, professional, agents can and should be used to develop, coordinate and manage projects from inception to completion. Agents fees are an eligible expenditure at the discretion of the Council (up to a maximum of 10% of agreed eligible costs)

6.2. Agents' fees can include the following services: -

- Supplying Drawings
- Preparing measured Bill of Quantities
- Scheduling
- Tendering
- Obtaining Permissions
- Site Supervision/Contractor Management
- Supplying of Invoices
- Other services e.g. structural engineers
- Managing the project on a day to day basis
- Submitting Grant claims – including detailed valuation sheets

6.3. Agents will produce a detailed *Tender Pricing Document* to include an itemised bill of quantities outlining **all** aspects of work and specifications (i.e. measurements, materials and workmanship).

6.4. Agents must not make payments to any contractors on behalf of the applicant.

6.5. Professional advisers' fees (Agent/Architect/Surveyor) may include reasonable costs incurred within a reasonable time prior to grant approval; however, any costs incurred prior to grant approval are at the risk of the applicant. The definition of reasonable is entirely at the discretion of the Council.

6.6. Professional advisers' fees (Agent/Architect/Surveyor) will be **ineligible** should the project not be awarded grant funding, not be completed (should an Award be made), or the project does not comply with the Terms and Conditions of the grant.

- 6.7. Any Agent used to deliver your project must be professionally qualified; architects should be members of the RIBA or RIAS, and chartered surveyors will be members of the RICS with an appropriate level of specialist experience and understanding and have valid Professional Indemnity Insurance. Any other Agents should be members of appropriate bodies e.g. CIOB (Chartered Institute of Builders). Evidence of membership will be required at the start of the process.
- 6.8. Agents will produce a final Project report detailing all work undertaken.
- 6.9. Under no circumstances can Agents fees be claimed where projects do not complete.
- 6.10 The Council reserves the right to request a change of Agent if the Agent cannot demonstrate the required skills and experience.

7. Application Process

- 7.1. Agents must assist in the application process.
- 7.2. The application will require the submission of the following supporting documentation (where applicable) to accompany the application form
- Valuation and quotes for work in line with Procurement guidance (section 9)
 - Tender Report
 - Itemised Bill of Quantities (must include measurements, materials and workmanship)
 - Copies of scaled drawings (minimum 1:50 scale) showing the existing building and the proposed works. These should be prepared by a suitably qualified professional
 - Evidence of accreditation to Rent Smart Wales and, if applicable, Houses in Multiple Occupation licence/s.(for UCLG applications only)
 - Recent photographs of the property
 - Copies of all relevant statutory consents
 - Copy of building insurance certification
 - Letter of consent from Freeholder (if Leaseholder)
 - Copy of consents and lease agreement from Freeholder (if Leaseholder)
 - Mortgage details (on property)
 - Loan details (on property)
 - Evidence of match funding – please confirm how you intend to finance your contribution to the whole project. Confirmation should be in the form of a bank letter or other official documentation (original paperwork will be required) such as a bank statement.
 - Last 3 years audited accounts
 - Business Plan
 - Survey Report (including Asbestos R&D survey)

8. Contractors

- 8.1. Contractors wishing to tender will be required to demonstrate a track record of working on similar projects.

- 8.2. The following references may be required:
- Professional reference (i.e. from an architect/chartered surveyor)
 - Customer reference
- 8.3. Where applicants have an interest in companies wishing to tender for the work, this will be permitted, but restricted to a maximum of one company per project and must be declared by the applicant.
- 8.4. It is possible that project applicants, or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the project applicant. Whilst this is not unacceptable, such relationships must be declared and the applicant will still need to ensure that they conduct the transaction in an open and transparent manner. The estimates/tenders must be from registered trading companies.
- 8.5. Where clause 8.3 & 8.4 applies and contractors invited to Tender are known to the applicant, you or your agent must not commence the tender process until guidance is given and the proposed tender process is approved by the nominated Council Officer.
- 8.6. A detailed Programme of Works must be produced by the appointed main contractor prior to work beginning on site, and updated throughout.
- 8.7. Contractors must price ALL items on the bill of quantities
- 8.8. Each contractor will be required to submit evidence of current Public Liability Insurance minimum cover £5M and Employer's Liability Insurance minimum cover £10M, unless otherwise agreed in writing by the Council.
- 8.9. Contractor management is the responsibility of the Applicant and their Agent

9. Procurement

- 9.1. When procuring goods or services, the Applicant or appointed agent should aim to get value for money, and offer a range of businesses the opportunity to provide those goods or services in a fair and transparent manner. Contractors should also have the appropriate licences/qualifications in place. The following procurement procedures should be adopted according to the estimated maximum value of the contract at estimate/pre-tender stage:

Estimated Value	Estimate/ tender action required
Up to £10,000	Projects with an estimated value of less than £10,000 will not normally be considered
£10,001 to OJEU Threshold	Minimum of 3 tenders to be invited

- 9.2 Your application must be accompanied by a Tender Report compiled by your Agent and must include full details of:
- Contractors invited to Tender (including registered contact details and any companies that withdrew in the process and reasons for doing so)
 - The Tender Process undertaken (including dates tenders issued, date and time specified for return, dates individual tenders returned etc)
 - Details of arithmetic checks and corrections made – if any
 - Recommendations for appointment
- 9.3 Evidence of postage to and returns of Tenders must be supplied on request; this should be in the form of original post office receipts accompanied by copies of the contractors' tender invitation letters.
- 9.4 The amount of the grant offered to each project will be determined by the Council and based upon the reasonable costs for the works which are considered eligible for grant aid.

10. Outputs

10.1. Your project will also be required to **contribute** towards a number of targets and outcomes. The following table denotes which targets you should consider when applying for either the UCPEF, the UCLG or both. Further guidance including evidence requirements is listed in Appendix B.

		UCPEF	UCLG
• TRI 01	Gross Jobs created	✓	
• TRI 02	Number of jobs accommodated (Enabled through regeneration investment)	✓	
• TRI 06	Enterprises accommodated	✓	
• TRI 08	Non-Residential Premises created or refurbished (sqm)	✓	
• TRI 09	Non-Residential Premises created or refurbished (number)	✓	
• TRI 15	Non-Residential units brought back into use	✓	
• TRI10	Additional market housing units		✓
• TRI 11	Additional social housing units		✓
• TRI 12	Additional Intermediate Housing Units		✓
• TRI 14	Empty homes brought back into use		✓

10.2. Successful applications are expected to fulfil the outputs indicated on their application form. Failure to comply may result in forfeiture of the grant and may prevent further applications. **Applicants are therefore reminded to keep estimates to realistic levels.**

10.3. It is the Applicant's responsibility to ensure that evidence to support any outputs is made available to the Council, even if the property is leased out to a third party.

10.4. Applicants will be expected to help maximise the Community Benefits delivered through the scheme. where applicable.

11. Statutory requirements and expectations

11.1. Applications must provide confirmation of any required consents, such as Planning Permission, Building Regulations, Party Wall Act, Change of Use etc. Applicants are responsible for seeking the appropriate consent(s) needed to carry out the project and ensure that all works comply.

11.2. Applicants must not to be in arrears with payments or in dispute with the Council at the grant approval stage and payment stage of the project.

11.3. All works need to comply with Council Planning Policy & Guidance and will be expected to match the quality standards and 'vision' outlined in the Design Manual prepared for the scheme. Refer - <https://www.monmouthshire.gov.uk/caldicot-regen/>

11.4. The applicant must ensure that their business and premises are compliant with all relevant environmental health, trading standards and consumer protection legislation and have no history of non-compliance or convictions in respect of the current or former businesses operated by the same.

12. Decision making Process

12.1 An assessment of the completed application and full supporting documentation will be undertaken by Monmouthshire County Council. During this process additional information and/or clarification may be sought from applicants.

12.2 Applicants should note that the County Council will be assessing the project against various criteria as follows:-

- Complementarity with wider aims and ambitions of the Caldicot Town Centre Regeneration Scheme and specifically the standards and 'vision' outlined in the Design Manual prepared for the scheme. Refer - <https://www.monmouthshire.gov.uk/caldicot-regen/>
- Enhancement of the physical appearance of the target area, complimentary to its setting within the town centre and its immediate setting and physical linkages.
- Economic and environmental benefits arising from the proposal.
- Value for money – based on the percentage requested.
- Number of jobs created or safeguarded.
- How much the proposal contributes to the wider project Outputs (see section 10)
- Working in partnership with adjacent properties to develop proposals that maximise impact

12.3 Successful applicants will be issued with a Grant Offer Letter together with relevant terms and conditions.

12.4 Unsuccessful applicants will be issued with a notifying letter.

13 Insurance

- 13.1 For a period of five years from the grant award date, the applicant must comprehensively insure the property with a reputable insurance company and, if requested, provide the Council with evidence of such insurance.
- 13.2 The applicant must also ensure that the Project is fully and comprehensively insured for the duration of works against fire, theft and damage to a value commensurate with full reinstatement.

14 State Aid

- 14.1 In order to minimise distortion of competition the European Commission sets limits on how much assistance can be given to business organisations operating in a competitive market.
- 14.2 Grant aid under the Caldicot Town Centre 'Targeted Regeneration Investment Scheme' is, typically, offered under the European Commission's State Aid De Minimis Regulation, which allows an enterprise to receive up to €200,000 of De Minimis aid over a 3-year rolling period.
- 14.3. Calculation of the award amount and the exchange rate applicable is the rate at the time of the award. The EC has a dedicated currency convertor which can be found here <https://ec.europa.eu/budget/graphs/inforeuro.html>.
- 14.4 Applicants are required to declare previous receipt of state aid as part of the application process.

15 Payment of grants

- 15.1 Payment of the grant will not be made until all works are completed to the satisfaction of the Council (unless otherwise agreed by the Council) and subject to the following:
- i) Submission of Grant claim form, and supporting (original) invoice(s).
 - ii) Submission of bank statement evidencing payment of all paid invoice(s).
 - iii) Satisfactory revenues check (confirmation that applicant is not in arrears with the Council).
 - iv) Confirmation that all necessary statutory consents have been complied with, including but not limited to *Planning Permission, Building Regulations, Party Wall Act, Change of Use, etc and (where applicable) consents relating to Environmental Health and/ or Public Protection*.
 - v) Confirmation from an independent Quantity Surveyor and /or Construction Professional (as appointed by the Council) that the Works have been satisfactorily undertaken. Final Grant payment will be based on a fair and reasonable cost, as assessed by an independent Quantity Surveyor.
 - vi) If the independent Quantity Surveyor deems the work unacceptable, it is the responsibility of the applicant to rectify the work, at his or her own cost, and may incur further cost for the Quantity Surveyor to reassess the work. If the work is not rectified to a satisfactory standard, the Council have the right to have the work corrected and can withhold part or, whole of the Grant.
 - vii) Production of Interim/Final Certificates.

15.2 Interim payments are at the discretion of the Council

15.3 Applicants are required to provide evidence of the award of contract before any payment is released.

15.4 Invoices paid through credit card/debit card/hire purchase/extended credit agreements/finance leases/contra invoices and cash purchases are **ineligible**. They **will not** be considered for grant funding; Payments must be in the form of BACS, Faster payments, CHAPS or cheque.

16 **Publicity**

16.1 Projects must erect a sign on site during the construction phase, acknowledging funding sources. This will be supplied by the Council.

16.2 On completion of the scheme, projects must erect a funding plaque in a prominent place, acknowledging funding sources. This will be supplied by the Council.

16.3 The Council and Welsh Government reserves the right to publicise any project supported.

17 **Property Charges and Restrictions**

17.1 Grant recipients will have a legal charge and a restriction registered in favour of the Council against the Grant funded Property/registered estate. The legal charge and restriction must remain registered against the property for a period of 5 years from the date of the final payment of such part of the Funding.

The restriction recorded shall be in the following terms or such similar terms required by the Land Registry: -

‘No disposition of the registered estate by the proprietor of the registered estate, or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA, or their Conveyancer.’

The Legal Charge shall be recorded in the following terms or such similar terms required by the Land Registry: -

‘No disposition or charge of the registered estate by the proprietor of the registered estate, or by the proprietor of any registered charge, not being a charge registered before the entry of this restriction, is to be registered without a written consent signed by the proprietor for the time being of the Charge date in favour of the Council or their Conveyancer.’

17.2 Should the Property title/estate have any existing charges or restrictions recorded against it then the Applicant is required to assist the Council, as it so requires, in order to agree and complete any deed of priority that may be required to be entered into with any other party.

17.3 The applicant shall give the Council prior notice of any intention to vacate, transfer or register a charge against the property (or part of) to which the grant relates within 5 years of the date of the final payment of grant. In this event, the Council reserves the right to clawback the full level of grant funding that was provided. Should the building receive planning permission for change of use prior to disposal, then 100% of grant will be reclaimed.

17.4 If a project receives Grant aid to bring a vacant floor in to use, should this be for anything other than the previously agreed end use then up to 100% of the Grant will be reclaimed. This will apply for five years after the final Grant payment.

17.5 Applicants will be responsible for all Legal Costs associated with registration of the Legal Charge and Restriction at the Land Registry. The cost will be to a maximum of £200.

17.6 Confirmation of Legal costs will be specified in the Letter of Award and be payable on signed return of such Letter to the Council.

18 Monitoring

18.1 Officers of the Council will be permitted full access to the property, during works and at any point in any subsequent period covered by these conditions, in order for them to evaluate the effectiveness of the grant aid and compliance with its terms and conditions.

18.2 Visits to the grant-aided scheme by representatives of the Council will take place to monitor the progress of works at regular intervals until all conditions and outputs are attained and demonstrated.

19 Terms and Conditions

19.1 A copy of the terms and conditions for grant assistance (including any project specific, additional, conditions) will be provided with the formal grant offer.

20 Welsh Language

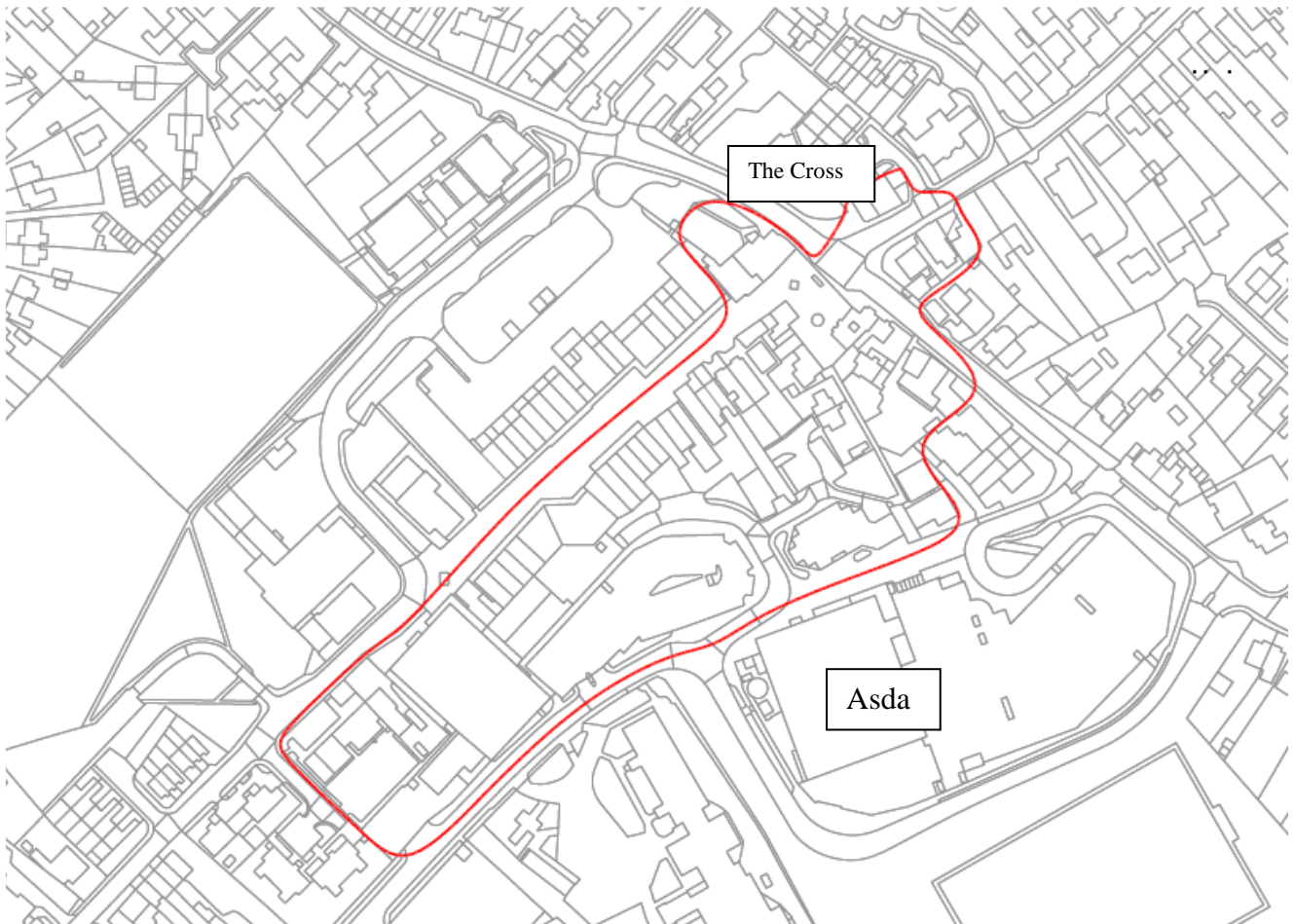
20.1 Applications in Welsh will not be treated less favourably than applications in English, in accordance with the Welsh Language (Wales) Measure 2011.

21 Submission of applications

21.1 Applications should be sent to the following address:-

Sadie Beer
Town Centre Engagement Project Officer
Monmouthshire County Council
County Hall
The Rhadyr,
Usk,
NP15 1GA

Appendix A: Eligibility Boundary



Appendix B: Targeted Regeneration Investment - Outputs and Outcomes Definition and Evidence Requirements

Output	Gross jobs created
Reference	TRI 01*
Definition	The gross number of jobs created (excluding construction jobs reported at TRI 03)
Further details	<p>Job:</p> <ul style="list-style-type: none"> • A new permanent post, i.e. not of a fixed duration and there is a reasonable belief that it will last indefinitely; • The post itself should be counted, not an estimate of the number of people that may occupy the post over time. • A seasonal job may also be counted, so long as the job is expected to recur indefinitely. In this case the project should report, in addition to the number of hours per week, the proportion of the year worked. • Project management/administration jobs within a project cannot be included. <p>NB Jobs should be reported as full Time Equivalentents (FTEs), based on a 30 hour week. For example</p> <ul style="list-style-type: none"> • If a post involves working 30 hours or more per week then it is 1 FTE. • If a job is not full-time, then the hours worked each week will need to be divided by 30 to give the proportion of FTE represented e.g. 18 hours per week would be 0.6 FTE. • Excluding construction jobs already reported at TRI 03 <p>Gross: The total number achieved through this activity (irrespective of the proportion of the project funded) and has not been adjusted for deadweight, displacement, leakage and multiplier effects.</p> <p>Created: Achieved through assistance or financial support and did not exist prior to the activity. <u>This does not include jobs that have been relocated.</u></p>
Evidence requirements	<p><u>Evidence</u></p> <ul style="list-style-type: none"> • Written confirmation that the jobs are to be created. • Personnel records showing the increase in headcount • Any other documents showing that these directly relate to the project.

Output	Number of jobs accommodated (enabled through regeneration investment)
Reference	TRI 02*
Definition	Number of jobs accommodated within the sites and premises referred to in output/outcome TRI 09 Non residential Premises created or refurbished')
Further Detail	<p>Accommodated: The maximum number potentially located at any one time. <u>This is not the number accommodated over the life of the premises.</u></p> <p>NB</p> <ul style="list-style-type: none"> • If the project involves the refurbishment of a premises then this should be the number of <u>additional</u> jobs accommodated <p>The Homes and Communities Agency Employment Densities Guide (3rd Edition, 2015) may be used when calculating jobs accommodated.</p>
Evidence requirements (as appropriate)	<p>Buildings should be complete and ready for occupation before reporting jobs accommodated.</p> <p>Evidence:</p> <ul style="list-style-type: none"> • Floor plans, building specifications to support the number of new desks/positions provided.

Output	Enterprises accommodated
Reference	TRI 06*
Definition	<p>Number of enterprises accommodated within the sites and premises referred to in output/outcome TRI 09</p> <ul style="list-style-type: none"> • 'Non-Residential Premises created or refurbished' <p>Accommodated: The maximum number of Enterprises potentially located at any one time. This is <u>not</u> the number accommodated over the life of the premises.</p> <p>Enterprise: Any entity engaged in an economic activity, irrespective of its legal form. This includes:</p> <ul style="list-style-type: none"> • Self-employed persons • Partnerships or associations regularly engaged in an economic activity
Evidence requirements	<p>Evidence required includes:</p> <ul style="list-style-type: none"> • Floor plans • Building specifications to support the number of new desks/positions provided. <p>The building should be complete before reporting enterprises accommodated.</p>

Output	Non-Residential Premises created or refurbished (sqm)
Reference	TRI 08*
Definition	<ul style="list-style-type: none"> • The number of square metres of building space created or refurbished for non-domestic use • Extensions to existing buildings also count as new floor space. • All floor areas are to be measured in Square Metres on gross external area, except offices which are to be measured net internal, both as defined by the RICS Code of Measuring Practice. <p>NB This does not include area used for car parking or external landscaping.</p> <p>Created: A new building.</p> <p>Refurbished: Refurbishing an existing building.</p>
Evidence requirements	Works – 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.

Output	Non-Residential Premises created or refurbished (number)
Reference	TRI 09
Definition	<p>The number of buildings created or refurbished for non-domestic use.</p> <p>Created: A new building.</p> <p>Refurbished: Refurbishing an existing building.</p>
Evidence requirements	Works – 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.

Output	Additional market housing units
Reference	TRI 10
Definition	<p>The number of market housing units developed as a result of support and are ready for occupation.</p> <p>Market housings units: All housing units, excluding affordable (social/Intermediate) housing units.</p>
Evidence requirements	<ul style="list-style-type: none"> • The number of residential units recorded at the time a site is sold. • The planning permission will define the total number of units and either the sale contract or S106 Agreement will specify how many of these units will be 'affordable' homes. • Sales to Registered Social Landlords (RSLs) will almost certainly result in the total number of units consented falling into the affordable category. <p>The WG may instigate an audit process to review a sample of the residential units</p>

Output	Additional Social Housing units
Reference	TRI 11
Definition	This output/outcome measures the number of social houses that are built in Wales and are ready for occupation.
Further Detail	Social Housing is that provided by local authorities or social landlords where rent levels have regard to the Welsh Government's policy on Social housing rents (as amended or replaced)
Evidence requirements	<ul style="list-style-type: none"> • The anticipated number of social units to be created at the time a site is sold • Copy of planning consents defining total number of units. • Sale contract or S106 Agreement specifying how many units will be social units. • Number of units built by Local authorities or RSLs or sold to RSLs. <p>An audit process to review a percentage sample of the units to check the final outcome may be instigated to verify final outcome is in line with outputs recorded.</p>

Output	Additional Intermediate Housing Units
Reference	TRI 12
Definition	This output/outcome measures the number of additional affordable housing units delivered and available for occupation in Wales each year.
Further Details	<p>Intermediate housing is that where prices or rents are above those of social rent but below market housing prices or rents.</p> <p>The measure is the number of self contained housing units reserved as "intermediate" developed as a result of support, e.g.</p> <ul style="list-style-type: none"> • Units for letting by Councils and other Registered Social Landlords (RSLs) • Units for sale at less than market value • Co-ownership units.
Evidence requirements	<ul style="list-style-type: none"> • The anticipated number of affordable residential units to be created at the time a site is sold • The number of actual residential units when released back into the market as affordable homes. • Copy of planning consents defining total number of units. • Sale contract or S106 Agreement specifying how many units will be affordable home. • Number of units sold to RSLs. <p>An audit process to review a percentage sample of the units to check the final outcome may be instigated to verify final outcome is in line with outputs recorded.</p>

Output	Empty homes brought back into use
Reference	TRI 14
Definition	This output/outcome measures the number of private sector dwellings that had been vacant for more than six months at the beginning of the financial year (1 April) which have been returned to occupation during the year through direct action by the local authority such as housing renewal or group repair.
Evidence requirements	Addresses of the properties improved and available for occupation.

Output	Non-residential units brought back into use
Reference	TRI 15
Definition	This output/outcome measures 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 during the year through direct action by the local authority.
Evidence requirements	Addresses of the properties improved and available for occupation.