

Updated September 2020



Carmarthenshire Transformational Commercial Property Development Fund



Guidelines For Applicants

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1. Introduction

The scheme provides financial assistance for Developers and Owner Occupiers for the construction, expansion or refurbishment of buildings for industrial / commercial use with the primary aim of creating capacity for employment in Carmarthenshire.

Funding for this programme has been secured from Carmarthenshire County Council's Capital Programme. Priority will be given to applications that will provide tangible benefits to the local economy in terms of quantity and quality of jobs accommodated/jobs created, the area of floor space created, the amount of land developed, the number of SME's accommodated, the impact of the development on the Welsh Language & the number of enterprises adopting or improving equality strategies & monitoring systems.

The aim of the programme is to support applicants that require financial aid for their projects to proceed, i.e. if funding were not forthcoming the project would not proceed.

The funding is available to meet the financial gap between the construction costs and the completed market value of the property. The incentive on offer is aimed to stimulate the supply of high quality business premises within Carmarthenshire by offering funding towards high quality industrial units or office accommodation

Owner occupier led projects (occupying 50% or more of the proposed building) will also be required to demonstrate job creation opportunities and grant will be fixed at £20,000 per job created or the following intervention rate whichever is the lesser figure:

Small Enterprises	Medium Enterprises	Large Enterprises
45%	35%	25%

This grant cannot be match funded by other public funding.

2. Eligibility

Eligibility for this programme will be determined by the criteria outlined in the table below. Please note that these are guidelines only and eligibility will be looked at on a case-by-case basis.

Use	Industrial, commercial, community business, secondary food processing & business to business activity.
Applicant	<ul style="list-style-type: none">• Developers• Investors• Other land owners• Owner occupiers
Interest in land	Freehold or ground lease (15 years minimum length of lease)
Eligible expenditure	Developers <ul style="list-style-type: none">• Investigations

	<ul style="list-style-type: none"> • A proportion of the land cost (only land purchased after 4th June 2018 will be deemed an eligible cost for the scheme) not eligible for Owner Occupier schemes • Demolition • Land reclamation • Site preparation • Infrastructure • Premises construction costs • Professional fees (deemed an eligible cost from the date of stage 1 approval and/or following written confirmation from Carmarthenshire County Council, whichever is the latest. Professional fees can be considered up to a maximum of 10% of the construction costs, providing the scheme goes ahead. In exceptional circumstances consideration may be given to fees in excess of this limit, on a case by case basis) Professional services must be procured as highlighted in Annex 3 to be considered eligible.
Developers Profit (developer led projects only)	<ul style="list-style-type: none"> • As a condition of funding awarded under this programme, a key element of the appraisal process involves an assessment of the “returns” or “profits” made by applicants. A reasonable level of developers profit is allowable within the development appraisal but this should be commensurate with prevailing market conditions and as such will be subject to a rigorous assessment as part of the due diligence process <p>A level of developers profit can be included in the development appraisal in order to calculate the viability gap and the grant intervention rate (up to the maximum state aid threshold). However, the developers profit cannot be claimed or paid out as an eligible expenditure.</p>
Excluded Sectors	<ul style="list-style-type: none"> • Coal • Steel • Synthetic fibres • Shipbuilding • Energy generation, distribution & infrastructure • Transport and the related infrastructure • Residential • Fisheries and aquaculture • Primary agriculture • The processing and marketing of agricultural products when (1) the amount of aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the enterprise concerned or (2) the aid is conditional on being partly or entirely passed on to primary producers.

Ineligible expenditure	<ul style="list-style-type: none"> • Process Plant • Machinery • Finance charges • Crane-age • Polluter pays principle • Mobile/specialist equipment
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Asbestos

If asbestos is found within the building, which is the subject of a grant and it is evident at the outset then it may be possible for the applicant to include these costs within the overall project cost. If this is only established after a grant award then it will be the responsibility of the applicant to meet any costs associated with its safe removal and disposal from site.

Funding Levels

Developer led projects

The level of funding applied for should be established by a development appraisal, and should reflect the difference between the anticipated capital cost of the scheme and the anticipated completed market value of the premises. An example of a typical development appraisal is attached in Annex 1.

The level of funding offered can be affected by:-

- The minimum level which is considered necessary to achieve the project as per the development appraisal.
- The value of the project to the local economy based on the number and type of jobs accommodated, the area of floor-space made available, the area of land developed, the number of SME's to be supported & enterprises adopting or improving equality strategy & monitoring systems. (see Annex II for definitions)
- Permitted State Aid Levels as per the table in section 4:-
- funding will be allocated on a competitive basis within the parameters of the total budget remaining available

Owner Occupier led projects

Owner occupier led projects (occupying 50% or more of the proposed building) will also be required to demonstrate job creation opportunities and grant will be fixed at £20,000 per job created or the following intervention rate whichever is the lesser figure:

Small Enterprises	Medium Enterprises	Large Enterprises
45%	35%	25%

This grant cannot be match funded by other public funding.

The maximum funding awarded for each project will be at the discretion of the authority and the decision will be final. The maximum amount awarded will not exceed £750k;

3. State Aid

For Offers of Grant Made After 1 July 2014

PDF has been deemed as a State Aid, which means that it is considered to be a public resource given selectively to undertakings engaged in economic activity that could potentially affect competition and trade between EU member states. The threshold level refers to the total permitted public subsidy (i.e. including any other public sector funding or local authority support) towards the total project (i.e. including fit-out and process plant).

The grant scheme is run with state aid cover under the Welsh Government Capital Investment Aid and Employment Aid Scheme Ref: SA.49662

From the 1st of July 2014, levels of funding will be restricted to the following thresholds:-

Threshold	Company Size
45%	Small enterprise ie <50 employees, annual turnover which does not exceed 10million euro.
35%	Medium enterprise ie <250 employees, annual turnover which does not exceed 50m euro.
25%	Large enterprise - companies over 250 employees

4. Targeted Areas

This programme specifically targets a number of strategic employment sites in Carmarthenshire in both private and public ownership as identified in Carmarthenshire County Council's Transformations Strategy

Applicants who own land or may be able to acquire land in the following areas may be eligible for assistance:

- Cross Hands Growth Zone
- Carmarthen
- Ammanford
- Llanelli
- Coastal Belt
- Rural Carmarthenshire

Applicants wishing to develop on any of these sites are advised to speak to Carmarthenshire County Council who can arrange a meeting in order to provide firm guidance on what would be acceptable on each development site identified.

Exceptional Projects that fall outside of these sites but within Carmarthenshire will also be considered on a case by case basis. If your project falls outside of the above areas you should contact the Project Officer for further advice before proceeding with your application.

5. Process

In order to avoid unnecessary effort and expense by the applicant, the local authority operates a two-stage approval process:

Stage 1 – Initial Assessment	Approval in Principle	Provides initial indication of project eligibility, viability, level of funding available.
Stage 2 – Detailed Assessment	Authority to Commit	Defines actual funding offers and associated terms and conditions.

Each application will be dealt with on a case-by-case basis at the discretion of the local authority and its decision will be final. The funding can only be offered in those cases where the local authority is satisfied that without such aid the project would not proceed.

Funding is not given automatically. The local authority reserves the right to establish priorities within the total budget available within the county, for example value for money, viability, outputs created, etc. and to impose such terms and conditions, as it considers appropriate.

Expenditure incurred by applicant in developing and submitting Stage 1 applications, e.g. legal fees, architects, consultants, etc. will **not** be reimbursed by Carmarthenshire County Council. However, the agreed percentage (grant intervention rate) of eligible expenditure incurred by **successful applicants following Stage 2 approval** will be reimbursed at the claim stage. Professional fees however, are deemed eligible after the date of Stage 1 approval or following written confirmation from Carmarthenshire County Council. Authorisation will be given following submission of satisfactory quotes. These will also be reimbursed after practical completion.

6. Application Process

The application process is set out below:

- 7.1 The Stage 1 application forms, sketch drawings, site location plan, company accounts and initial project appraisal must be submitted **by 4pm on 3rd September 2018**.
- 7.2 The decision making panel will then assess and consider all applications and will inform applicants as to whether or not they have been successful at stage 1 early in October 2018.
- 7.3 If successful the applicant will then be requested to submit a more detailed Stage 2 application form together with the required documentation in an agreed timescale.
- 7.4 The decision making panel and Council's Executive Board Member will then assess and consider the individual stage 2 applications. The applicant will be advised of the decision.
- 7.5 Project will be required to be completed no later than March 2020.
- 7.5 Applications should be sent to the following address:

Carmarthenshire County Council
County Hall

Owner occupier led projects (occupying 50% or more of the proposed building) will also be required to demonstrate job creation opportunities and grant will be fixed at £20,000 per job created or the following intervention rate whichever is the lesser figure:

Small Enterprises	Medium Enterprises	Large Enterprises
45%	35%	25%

This grant cannot be match funded by other public funding.

Or emailed to rfurlong@carmarthenshire.gov.uk

7. Information Required

The applicant must supply the following information and must use suitably experienced professional advisors.

Stage 1: Initial Assessment – Approval in Principle

- Completed application form
- Site location plan
- Proposed layout/master plan/photos
- Initial development appraisal (cost & value) – Example in Annex 1 (developer led projects only)
- Company accounts (Last 3 years)
- Environmental policy / Welsh Language policy / equalities & diversity policy.
- Copies of quotes / tenders for professional services (if required to be eligible after Stage 1 approval)

If the Local Authority is satisfied that the stage 1 requirements have been met and that the scheme is eligible, viable and is worthy of support a stage 2 application will then be invited.

Note – Costs incurred on professional services, e.g. architects, quantity surveyors, BREEAM assessors, etc. are deemed eligible after the date of Stage 1 approval and/or following written confirmation from Carmarthenshire County Council. Written agreement must be sought from Carmarthenshire County Council prior to the engagement of consultants. Authorisation will be given from Carmarthenshire County Council following submission of satisfactory quotes or tenders, whichever is applicable (refer to Annex 3)

To ensure that applicant maximise their eligible costs, Carmarthenshire County Council recommend that professional services are procured as part of the Stage 1 application process or as soon after that date as possible. Applicants can only claim against these costs if their Stage 2 application is approved and the scheme is delivered.

Stage 2: Detailed Assessment - Authority to Commit

Developer led projects:

- Completed application form
- Revised development appraisal
- Marketing plan where an end tenant has yet to be identified or copies of the prelet or presale agreements.
- Cash flow forecast (for the period of the build)
- Full planning and other statutory consent
- Detailed drawings and specification
- Copies of quotes / tenders for professional services and evaluations (if not already submitted at Stage 1 of the application) *** (see note above)
- Copies of contractors tenders***
- Tender report from applicants QS
- Independent Valuation (to be sourced by of Carmarthenshire County Council)
- Proof of match funding
- Evidence of land/premises ownership (freehold/ lease of at least 15 years of lease with landlords consent, in the form of title deeds, land registry document or lease agreement). Please note that a legal charge (with the land registry) on the property will need to be entered into if your project is successful.

Owner occupier projects:

- Completed application form
- 3 year Business Plan and Cash flow forecast
- Full planning and other statutory consent
- Detailed drawings and specification
- Copies of quotes / tenders for professional services and evaluations (if not already submitted at Stage 1 of the application) *** (see note above)
- Copies of contractors tenders***
- Tender report from applicants QS
- Proof of match funding
- Evidence of land/premises ownership (freehold/ lease of at least 15 years of lease with landlords consent, in the form of title deeds, land registry document or lease agreement). Please note that a legal charge (with the land registry) on the property will need to be entered into if your project is successful.

*** Professional services and contractors must be procured by a process which is deemed satisfactory by the Authority (see Annex 3)

We reserve the right to request additional information.

If the Local Authority is satisfied with the stage 2 requirements and is intending to support the scheme, at this stage an authority to commit will be sent to the applicant. This will need to be signed and returned to the Local Authority within 14 days. After this has been done, the applicant can start work providing all of the consents are in place. It must be noted that this will be at the applicant's risk as the full terms and conditions will not have been finalised and signed at this stage.

No applicant should start or let its main contract until an "Authority to Commit" has been issued and accepted by the applicant. If a project should start or let its main contract

before this action is completed it will be concluded that the project does not require funding assistance.

Please be advised that you must comply with The Health & Safety at Work Act and Construction, Design & Management Regulations.

8. Security / Clawback / Repayment

Carmarthenshire County Council will require a legal charge on the property to provide security for the following events (Dates relate to the “Date of the Practical Completion Certificate”):

Unauthorised change of Project Purpose within 5 years of final grant payment	Full Repayment
Fraud / Misleading Information	Full Repayment
Breach of Conditions	Full Repayment
Sale within 5 years – developer led projects	Proportional – Clawback based on sale in excess of the valuation at grant approval
Sale within 5 years – Owner occupier led projects	Proportional – Clawback maybe be required in part or in whole.
Non achievement of targets / outputs	Proportional Clawback

The applicant will also be required to insure the premises for a period of 5 years at a level sufficient to ensure that it can be rebuilt in the event of an incident and list the partnerships interest in the property on the policy.

9. Outputs (see Annex 2)

Please note that outputs will be considered during the assessment of your application and you will be expected to verify them on completion of the scheme and before payment is made. We will be considering the following outputs:-

- Jobs accommodated/Jobs created
- Private sector investment
- Floor space Created/improved
- Land developed
- SME’s accommodated

Records must be kept for 10 years from the date of the last award of aid under the programme. Records must be sufficiently detailed to establish that the conditions of the Welsh Government Capital Investment Aid and Employment Aid Scheme Ref: SA.49662 are met.

10. Monitoring

Upon giving reasonable notice, the County Council reserves the right to inspect the property/works at any time between receipt of a grant application and the expiration of 5 years from the grant payment date. The County Council may appoint such professionals as it sees fit to undertake such inspection on its behalf.

Carmarthenshire County Council have the right to audit the activities of the grant on approved projects at all levels of delivery, on an appropriate sampling basis and will be, as far as possible, carried out before the final payment is made for a project but may occur after project completion

11. Payment

Payment may be made on an interim and final claim basis, or on practical completion, the basis of which are to be agreed on a 'case by case' basis and will be subject to the following documentation being submitted:-

- Claim form / outputs questionnaire with original signature
- Original invoices
- Original bank statements showing proof of payments made
- Original QS/Architect valuation certificate and or original practical completion certificate
- Building regulations completion certificate (final claim)

Any changes from the approved project MUST be agreed in advance by Carmarthenshire County Council to ensure that any changes will be eligible for assistance.

Carmarthenshire County Council will keep certified copies of the original documentation. Please be aware that processing of interim and final claim will be subject to a site visit and report from CCC's Quantity Surveyor.

Please note that you should allow 28 days from submission of completed claim paperwork for payment of grant.

If the eligible expenditure is lower than anticipated in the offer letter, the financial assistance will be reduced on a pro rata basis.

12. Additionality

Applicants must demonstrate that CTPDF financial support is necessary for the project to proceed and that the project would therefore not take place without funding. Specifically, applicants must demonstrate how funding support;

- will lead to additional outcomes and clear links with these and the additional funding
- will increase the capacity of the applicant to deliver its services
- will increase the scale of the project
- will improve the quality of the project
- will release resources to allow other projects to proceed.

Applications must also outline the additional benefits in the area that are likely to accrue as a result of the development and how they would minimise any negative impact on the existing commercial property letting market/local competitors.

13. Community Benefits – Social, Economic and Environmental Impact

To ensure that schemes supported by the Transformational Commercial Property Development Fund have a positive social, economic and environmental impact, the Authority encourages each successful applicant to incorporate working practices which provide community benefits in and around each development scheme. We are committed to promoting Sustainable Development, ensuring our actions contribute to social, economic and environmental well-being now and in the future. The aim is to build stronger communities, reduce social exclusion and poverty and encourage the development of the economy.

Successful applicants will be supported by the authority to where possible, implement the inclusion of 'Community Benefits' which will bring long-term benefits to the residents and businesses to the wider communities. This can be done by:

- Training and employment – e.g. consider the opportunities to recruit and train long term economically inactive persons, offer apprenticeships/ training opportunities for young people, consider the development of trade skills in your existing workforce etc.
- Supply Chain initiatives – e.g. supplier engagement, second tier supply chain opportunities etc.
- Working with 3rd Sector & supported factories & businesses where applicable.
- Community Initiatives – e.g. volunteering days, support for local youth groups and other community groups, Mini sporting tournaments etc
- Education Contribution – e.g. work/school placements, talks to children on career paths etc

The authority will also encourage applicants to obtain the co-operation of their sub-contractors, so that they in turn contribute to the Community Benefits of the development scheme.

This will be discussed with you in detail following Stage 1 approval.

14. Procurement

It is a requirement that all services and works are procured by an approved competitive tender procedure as detailed in Annex 3 – 'Purchasing goods, services, consultancy, research or works'. All applicants must adhere to this procedure.

15. Publicity Requirements

Appropriate publicity measures must be undertaken to raise the awareness of the sources of funding received. If a project is successful in obtaining funding assistance under this programme, the terms & conditions will detail the publicity measures to be undertaken by the applicant. Please refer to Annex 4 - Publicity Requirements.

Details of any awards exceeding 500k Euros given under this scheme will be made publicly available via a State aid website within 2 years of the Welsh Government Capital Investment Aid and Employment Aid Scheme Ref: SA.49662 being implemented

16. Design and Supervision

Grant recipients must employ appropriately qualified professionals (i.e Quantity Surveyor & Architect) to assess tenders, provide drawings, supervise project works and provide certificates for completed works. This cost may be included in the qualifying expenditure for grant assistance up to a limit of 10% of the total project cost provided that it has been accounted for in the application form and the County Council's specific written agreement has been sought prior to the engagement of consultants and provided sufficient capital expenditure has been evidenced to support the agreed level of fees. The professional consultant must hold a qualification appropriate to the nature of the works proposed.

Professional fees are an eligible cost from the date of stage 1 approval and / or written approval from Carmarthenshire County Council for applications that obtain an authority to commit.

17. Cross Cutting Themes

17.1 Welsh Language

Applicants will need to outline the ways in which the scheme encourages the development of the Welsh Language. The building should have the provision of bilingual signage. The policy statement must be submitted at Stage 1.

18. Golden Rules

- **Level of Funding at total discretion of the local authority;**
- **Don't commit or announce the project before approval;**
- **If in doubt – ASK.**

19. Contact Details:-

For further information or if you have any queries please contact Carmarthenshire County Council at:

Carmarthenshire County Council
County Hall
Carmarthen
Carmarthenshire
SA31 3JP

Tel: 01267 242319

rfurlong@carmarthenshire.gov.uk

Example development appraisal – for developer led projects only

(An electronic excel copy of this spreadsheet is available upon request).

This is a flexible guide for your use. You don't have to provide a development appraisal in this format. You can leave blank fields and/ or you can add eligible cost lines.

You should insert your own cost rates based on professional advice.

Only insert figures in the grey boxes as these will calculate automatically

Annex 1

South West Wales Property Development Fund

Development Appraisal for					
	Rates	Item totals	Sub-totals	Totals	Gap
1 Completed Value					
1.1	Rental Income	0 sq. ft. @ £0.00	£0.00		
		0 sq. ft. @ £0.00	£0.00		
		0 sq. ft. @ £0.00	£0.00		
1.2	Total Annual Rental Income		£0.00	Per Annum	
1.3	Initial yield rate (%)	9.0	11.11		
	Market Value			£0.00	
1.4	Completed Value				£0.00
2 Development Costs					
2.1	Site Acquisition				
	Land Purchase		£0.00		
				£0.00	
2.2	Preliminary costs				
	Legal Costs (for land purchase)		£0.00		
	Stamp duty		£0.00		
	SI fees		£0.00		
	LA / planning fees		£0.00		
	Building regulations		£0.00		
	Other (specify)		£0.00		
	TOTAL SITE			£0.00	
2.3	Construction				
	Site Prep / Demolition		£0.00		
	Building		£0.00		
	Roads / Infrastructure		£0.00		
	Ground consolidation/Foundation		£0.00		
	TOTAL CONSTRUCTION			£0.00	
	Professional Fees				
	Quantity surveyor		£0.00		
	Architect		£0.00		
	BREEAM assessor		£0.00		
	Structural and/or M&E Engineer		£0.00		
	Other Professional Fees (specify)		£0.00		
	Actual Total		£0.00		
	TOTAL PROFESSIONAL FEES			£0.00	
	Total before other costs		£0.00		
2.4	Other Costs				
	Developer's Profit(10%)		£0.00		
	TOTAL OTHER COSTS			£0.00	
2.5	Development Cost				£0.00
3	Development Profit / Loss				£0.00
					#DIV/0!

This is the Gross Multiplier, calculated by dividing initial yield rate by 100. Initial yields vary according to location, market conditions or whether a pre-let agreement is in place. We recommend you take advice from a valuer to determine yield rate and rental rate

Sq Ft is based on actual employment space created. Rental income per sq ft should account for factors such as location, demand, etc.

Market value is calculated by multiplying the annual rental income by the Gross Rent Multiplier

The maximum that can be included for land purchase is 10% of the total sum of construction costs and professional fees, or the actual cost of land, whichever is the lowest. The land must have been purchased after June 2009 to be considered eligible

Professional fees are reimbursed on the basis of actual costs incurred, up to a maximum of 10% of the total sum of construction costs (excluding land purchase and preliminary costs)

Developers profit is only deemed as an eligible cost for the purposes of calculating the viability gap and grant intervention rate. It cannot be reimbursed as a cost. Typically it will be 10% of the total development costs but this may vary

The gap (or profit)= development costs minus the market value

Carmarthenshire Transformational Commercial Property Development Fund

Annex 2

Output Definitions May 2016

LAND DEVELOPED

Land developed definition: The number of hectares of brownfield or greenfield land developed.

Developed: making land fit for use by removing physical constraints to open it up for development or including provision of services to open it up for development.

Greenfield land: Land on which no urban development has previously taken place; usually understood to be on the periphery, of an existing built-up area (European Environment Agency, 2007).

Brownfield: includes contaminated, derelict or previously developed land, which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure within the curtilage of the development.

Brownfield land categories may include: previously developed vacant land; vacant buildings unoccupied for a year or more; derelict land and buildings; land or buildings, currently in use, allocated for development in the adopted plan or having planning permission; land or buildings currently in use where it is known there is potential for redevelopment, but sites do not have any plan allocation or planning permission; defence buildings; or land used for mineral extraction and waste disposal.

Derelict land: Land damaged by extractive or other industrial processes and then abandoned (European Environment Agency, 2007).

Contaminated land: Land where as a result of human activity an unacceptable hazard to human health and ecosystems exists (adapted from European Environment Agency definition of 'contaminated site' 2007).

Excluded from this indicator are: land and buildings currently used for agricultural or forestry purposes; land in built-up areas not previously developed, e.g. parks, recreation grounds, allotments, and cemeteries; and land previously developed, but where the remains of any structure or activity has blended into the landscape over time, e.g. amenity use, contribution to nature conservation (OffPAT, 2005a, p.17).

Reclamation activities may include: dealing with contamination, existing surfaces and buried structures; stabilisation; levelling; provision of flood defences; provision of utilities and other services; or environmental improvements or enhancements.

Evidence:

This output should be recorded upon completion of works.

Site area – full postal address including postcode, land registry record/deeds, Local Authority/NLUD register details (for previous use to ensure not excluded category).

Contaminated land – completed land condition record and remediation complete certificate.

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.

Category / Criteria breakdowns

Type of land (Brownfield – derelict, Brownfield – contaminated, Greenfield)

Unitary Authority Carmarthenshire

JOBS ACCOMMODATED

Jobs accommodated definition: Number of jobs accommodated within the sites and premises.

Accommodated: The maximum number of jobs potentially located at any one time. This is not the number accommodated over the life of the premises. If the project involves the refurbishment of a premises then this should be the number of additional jobs accommodated (i.e. any jobs accommodated prior to refurbishment should be deducted from the number reported to WG; should this result in a negative figure then the project should reconsider whether this is the most appropriate result indicator for them).

Evidence: Practical completion certificate and drawings showing the area of net floorspace that is available as employment space. The number of jobs accommodated on this floorspace will vary according to the type of end use of the building, and will be calculated according to the table below (taken from Employment Density Guide 2015):

Use Class	Sub-Category	Sub-Sector	Density (sqm)	Notes
B1a Offices	General Office	Corporate	13	NIA
Professional Services	12		NIA	
Public Sector	12		NIA	
TMT	11		NIA	
Finance & Insurance	10		NIA	
Call Centres	8		NIA	
B1b	R&D Space	40-60		NIA lower densities will be achieved in units with higher provision of shared or communal spaces
B1c	Light Industrial	47		NIA
B2	Industrial & Manufacturing	36		GIA
B8	Storage & Distribution	National Distribution Centre	95	GEA
Regional Distribution Centre	77		GEA	

'Final Mile' Distribution Centre		70	GEA	
Mixed B Class	Small Business Workspace	Incubator	30-60	B1a, B1b – the density will relate to balance between spaces, as the share of B1a increases so too will employment densities.
Maker Spaces		15-40	B1c, B2, B8 - Difference between 'planned space' density and utilisation due to membership model	
Studio		20-40	B1c, B8	
Co-Working		10-15	B1a - Difference between 'planned space' density and utilisation due to membership model	
Managed Workspace		12-47	B1a, b, c	
B8 / Sui Generis	Data Centres	Wholesale	200-950	
Wholesale Dark Site		440-1,400		
Co-location Facility		180-540		
A1	Retail	High Street	15-20	NIA
Foodstore		15-20	NIA	
Retail Warehouse		90	NIA	
A2	Finance & Professional Services	16	NIA	
A3	Restaurants & Cafes	15-20	NIA	
C1	Hotels	Limited Service / Budget	1 per 5 beds	FTE per bed
Mid-scale		1 per 3 beds	FTE per bed	
Upscale		1 per 2 beds	FTE per bed	
Luxury		1 per 1 bed	FTE per bed	
D2	Fitness Centres	Budget	100	GIA
Mid Market		65	GIA – both types tend to generate between 40-50 jobs per gym	
Family				
Cinema		200	GIA	
Visitor & Cultural Attractions		30-300	The diversity of the cultural attraction sector means a very wide range exists	
Amusement & Entertainment Centres		70	Potential range of 20-100sqm	

Category / Criteria breakdowns
Unitary Authority Carmarthenshire

Enterprise – any entity engaged in an economic activity, irrespective of its legal form. This includes self-employed persons and partnerships, Limited Companies or associations regularly involved in an economic activity.

JOBS CREATED

Direct job - A permanent FTE job (30hrs+) which can be counted and monitored as part of the project e.g. one that is created as a result of support to that business

FLOOR SPACE CREATED / IMPROVED

Floor space created or refurbished definition: The number of metres squared of building space created or refurbished for business and/or educational use. This does not include area used for car parking or external landscaping.

Created: putting up a new building.

Refurbished: refurbishing an existing building.

Evidence: 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.

Category / Criteria breakdowns

Purpose of premises (Business – office, Business – manufacturing, Business – distribution)
Unitary Authority Carmarthenshire

SME's ACCOMMODATED

SMEs accommodated Definition: Number of SMEs accommodated within the sites and premises referred to in the indicator “Premises created or refurbished.”

Accommodated: The maximum number potentially located at any one time. This is not the number accommodated over the life of the premises. SMEs: “The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.”

Evidence: Practical completion certificate and drawings showing the area of net floorspace that is available as employment space for SMEs. Building should be complete before reporting SMEs accommodated.

Category / Criteria breakdowns

Unitary Authority Carmarthenshire

PRIVATE SECTOR INVESTMENT

Private Sector Investment Definition: Measured in £, this is the **gross** amount of direct tangible or intangible investment from the private sector or: commercial, charitable and not-for-profit organizations and private individuals. This figure represents the private sector contribution to the total cost of a project once any public sector and grant funding has been deducted.

Carmarthenshire Transformational Commercial Property Development
Fund

Annex 3

Purchasing Goods, Services, Consultancy , Research or Works

When making a purchase or paying for a service, applicants should aim to get value for money whilst offering a range of businesses the opportunity to provide those goods or services in a fair and transparent manner.

The applicant must therefore ensure that the following procurement procedures are adopted according to the estimated value (exc. of VAT) of the contract at quotation/pre-tender stage. Your decision must demonstrate best value and you must keep records which supports your decision.

Failure to fully comply with the procurement thresholds will render the costs ineligible for assistance under this fund.

Third Party Grant Procurement |Rules

*Requirement	Total Value (excluding VAT)	Procurement Process
All	up to £4,999	<p>A minimum of 1 written Quotation <u>must</u> be obtained and retained.</p> <p>Best value for money must be obtained and reasonable care must be taken to obtain goods, works or services of adequate quality at a competitive price. A documented record to support the decision must be retained for audit purposes.</p>
All	£5,000 and £24,999	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on the same specification and evaluated on a like for like basis.</p> <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded for audit purposes.</p>
All	£25,000 and £74,999	<p>A minimum of 3 written Quotations <u>must</u> be sought from competitive sources*. The quotes must be based on:</p> <ul style="list-style-type: none"> • the same specification, • the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel. • the same closing date. <p>A documented record of the quotes sought, the evaluation process and the decision to award must be recorded for audit purposes.</p>

		<p>** In the event that only one quotation is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one quotation could be sought, there <u>may</u> be a requirement to advertise via Sell2Wales.</p>
Goods and Services	£75,000 and £164,176	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 2 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted. <p>The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.</p> <p>** In the event that only one tender is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there <u>may</u> be a requirement to advertise via Sell2Wales.</p>
Works	£75,000 and £4,104,394	<p>A minimum of 4 tenders <u>must</u> be sought from competitive sources*, with a minimum of 3 tenders to be received**.</p> <p>All those tendering must be provided with the same information:</p> <ul style="list-style-type: none"> • the same a specification of requirements, • an outline of the evaluation criteria against which the contract will be awarded and • the same closing date for receipt of tenders, after which no submissions will be accepted.

		<p>The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practice to establish an evaluation panel to evaluate tenders.</p> <p>** In the event that only one tender is received, you must contact the Project Manager from Carmarthenshire County Council (CCC) to provide details and justification of the procurement process you have undertaken. The decision to proceed to purchase must be approved by CCC on a case by case basis. In circumstances where it is evident that more than one tender could be sought, there may be a requirement to advertise via Sell2Wales.</p> <p>For contracts in excess of £250k in value:</p> <ul style="list-style-type: none"> • In selecting contractors for the tender list it is recommended that the appropriate due diligence and financial checks are undertaken on those parties; • As a minimum, due diligence and financial checks must be undertaken on the preferred contractor following the evaluation and prior to contract award.
Goods and Services	Above £164,176	If a contract for Goods or Services is likely to exceed £164,176 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Contract Directive.
Works	Above £4,104,394	If a contract for Works is likely to exceed £4,104,394 the applicant must inform the project manager to determine whether the contract will be subject to EU Public Contract Directive.

Important Guidance

Advertising via Sell2Wales

* It is possible for you to advertise on the National Procurement website, www.Sell2Wales.co.uk if you are in a situation where you have difficulty in identifying the minimum number of suppliers required and/or would like to vary or attract new suppliers to quote or tender. Advertising via Sell2Wales is considered to be best practice, however you may feel that you are better able to identify potential suppliers who could provide the best overall offer.

This facility is available to you free of charge, please visit the Sell2Wales website <http://www.sell2wales.gov.uk/> and contact the website helpline on 0800 222 9004 for further information.

Seeking Quotations/Tenders

For spend above £5,000 it is essential that the quotes/tenders are sought from appropriate suppliers for the goods, works or services required. In circumstances

where it is evident that unsuitable quotes/tenders have been sought, there may be a requirement to advertise via Sell2Wales.

Other Funders

If a project involves any other or additional funding streams, these Third Party Grant Procurement Rules must be followed as a minimum for the total estimated spend of the requirement.

Avoiding conflicts of interest

We recognise that it is possible that applicants / developers or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant / developer. This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process. Appropriate measures to prevent identify and remedy any conflicts of interest must be carried out. If an applicant / developer or any person connected with them directly or indirectly, has a financial, economic, political or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure:

- that applicant / developer, or any other person or party with an interest must declare that interest in writing to the Project officer who will offer advice accordingly.
- specifications and evaluation criteria must not be biased or tailored to favour one solution or any one party over another.
- that person or party with an interest should take no part whatsoever in any of the tender evaluation procedures to ensure that the process is fair to all. It is acknowledged that the grant applicant may be required to provide the final approval
- every stage of the procedure must be recorded formally.
- If the contract would normally be subject to a single tender procedure, it is recommended that the sponsor should seek written quotes from at least two other suppliers (ie following the procedure set out above for contracts between £5000 and £25,000)

The purpose of these guidelines is to ensure that there is fairness in the spending of public money and that the integrity of the applicant is not compromised.

Changes to the specification or contract

If any changes are required to the specification after seeking quotes/tenders which affects the original scope of the requirement, a new procurement exercise may need to be undertaken to ensure that best value for money has been achieved. This may occur where there are unforeseen additions to the original requirement, where tenders are received in excess of the available budget, where funding levels change etc. The grant applicant must inform the Project officer who will offer advice accordingly.

- **Failure to observe the relevant procedures outlined above will be considered non-compliant and may lead to a withdrawal of the grant offer and potential claw-back of funding.**
- **In cases where you are unable to satisfy the requirements of these procedures you must always inform the project manager.**

- If you have any queries as to how these procedures should be applied, you should contact the project manager for clarification and further guidance.

Do's and Don'ts of Tendering

Do's	Don'ts
<ul style="list-style-type: none"> • ensure that any potential conflicts of interest are declared at the earliest opportunity. 	<ul style="list-style-type: none"> • Don't skew the specification to eliminate or to discriminate against suppliers i.e. limit the specification to a specific brand.
<ul style="list-style-type: none"> • comply with the appropriate rules 	<ul style="list-style-type: none"> • Don't change the scope of the specification once distributed.
<ul style="list-style-type: none"> • ensure that the specification is precise and not in excess of the requirements. 	<ul style="list-style-type: none"> • Don't change the evaluation criteria during the process.
<ul style="list-style-type: none"> • ensure that the Evaluation Criteria is directly relevant to the subject of the contract 	<ul style="list-style-type: none"> • Don't give companies too short notice to quote.
<ul style="list-style-type: none"> • complete and retain full records for future reference and audit purposes 	<ul style="list-style-type: none"> • Don't enter into too much detail verbally with suppliers regarding specific questions. The same information must be provided to all suppliers to ensure the process is fair
<ul style="list-style-type: none"> • ensure that quotes/tenders are evaluated on a 'like for like' basis. 	<ul style="list-style-type: none"> • Don't reveal prices to potential suppliers.
<ul style="list-style-type: none"> • ensure that you treat suppliers in an open, transparent and non-discriminatory manner. 	<ul style="list-style-type: none"> • Don't breach confidentiality.
<ul style="list-style-type: none"> • allow sufficient time for companies to quote 	<ul style="list-style-type: none"> • Don't open quotes/tenders in advance of the deadline.
<ul style="list-style-type: none"> • ensure the value of the Goods/Works or Service is estimated accurately at the start of the process to apply the correct procurement process. The aggregated value must be used where applicable. 	<ul style="list-style-type: none"> • Don't consider submissions received after the deadline.

Procurement Definitions

Title	Description
Aggregation	Adding together the value of separate contracts for the same supply, service or works.
Contract	<p>A Contract for the purposes of these Rules shall be any agreement (whether or not in writing) between the grant applicant and one or more other parties for:-</p> <ul style="list-style-type: none"> • the sale of goods or materials; • the supply of goods or materials; • the execution of works

	<ul style="list-style-type: none"> the provision of services (including accommodation and facilities).
Competitive Source	an independent provider bidding against another independent provider
Goods	are material items i.e. equipment, food, vehicles etc
EU Public Procurement Directives	are rules and regulations that Public Sector organisations must adhere to when procuring Goods, Works and Services over a certain value threshold (£164,176 for Goods and Services and £4,104,394 for Works contracts) - whereby an official Tender Exercise in accordance with the European Public Procurement Directives should be undertaken.
Evaluation	a method of determining which offer provides the best value for money in accordance with the pre-determined evaluation criteria
Evaluation Criteria	A list of key requirements taken from the specification that will enable suppliers to explain how they intend to deliver the requirement which will be evaluated. The criteria by which the most economically advantageous tender will be determined is based on a combination of price/cost and quality criteria.
Evaluation Panel	It is best practice to establish an evaluation panel to undertake the evaluation exercise. It may be appropriate to have a cross functional team as a panel. Panel should agree specification and evaluation criteria. Panel should be consistent throughout each stage of procurement exercise
OJEU (Official Journal of the European Union)	is a publication in which all public sector contracts valued over a certain monetary threshold (currently £164,176 for Goods and Services and £4,104,394 for Works contracts) must be published
Sell2Wales	is a National Procurement Website where all public sector contracts are advertised. Third Party Grant Recipients can also advertise via the website free of charge, please visit the Sell2Wales website http://www.sell2wales.gov.uk/ and contact the website helpline on 0800 222 9004 for further information.
Services	tasks undertaken by people i.e. consultancy services, translation services etc
Specification	this is a written statement that defines the requirements. The specification will vary according to the work, product or service concerned. For a simple product the specification may be a brief description, while in the case of a complex requirement it will be a comprehensive document. The description of the goods, works or services required must not refer to a specific make, brand or source.
Tender/Quote	is the document compiled by a potential supplier in response to an invitation to quote/tender. It sets out general information demonstrating the capability and eligibility of the supplier - including detailed information about how they propose to fulfil the specifications of the requirement.
Works	include landscaping, construction, building works etc

If you have any queries as to how these procedures should be applied, you should contact the PDF officer for clarification and further guidance.

Carmarthenshire Transformational Commercial Property Development Fund

Annex 4

Publicity Requirements

If funding is awarded towards a given project the developer / applicant must ensure that recognition is given to all the bodies listed below:-

- Carmarthenshire County Council

The Guidance sets out how developers / applicants can meet their publicity requirements at each appropriate opportunity (e.g. use of logos on stationery, leaflets, websites etc) and who you should contact for further information and advice, and where relevant, approval (e.g. logo size).

Carmarthenshire County Council will provide funding sign boards for the construction period of the scheme and plaques for displaying on completion.

Carmarthenshire County Council will reserve the right to undertake press releases at specific mile stones of a project, for example at approval & commencement of the scheme and on completion.

Details of any awards exceeding 500k Euros given under this scheme will be made publicly available via a State aid website within 2 years of this scheme being implemented.

Applicants are advised to contact Economic Development Officers for further guidance.