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St Margaret's  
**Townscape  
Heritage Initiative**  
2014-2019

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# Grant Application Form

1. Give the full address, including postcode, of the property for which you want the grant.		
2. Your name:		
3. Your Full Address, including postcode (if different from 1 above):		
4. Your telephone number(s):		
Home:	Mobile:	Work:
5. Your email Address:		
6. If you are employing a professional agent to design and/or oversee the works, please give their name, qualifications and full contact details		

7. State if you own the freehold or the leasehold of the property for which you want the grant.
8. Please give the date you acquired this property or the date your lease began and when it expires:
9. If you are the lease holder of the property for which you want a grant, please give the name, address, telephone number and email address for the person or company which owns the freehold of the property
10. Are you wholly responsible, under the terms of your lease, for the repair and maintenance of the exterior of the property?
11. Please briefly describe the current condition and use(s) of the property.
12. Please describe the proposed new use(s) of the building, if different from current use
13. Please describe the works you wish to undertake.

14. Give details of existing and proposed materials for any of the following areas where work is proposed:		
	Existing Material	Proposed Material
External walls		
Roof covering		
Chimneys		
Windows		
External doors		
Ceilings		
Internal walls		
Floors		
Rainwater goods		
Boundary treatments		
Vehicle access/parking areas		
Lighting		
Signage		
Other		
15. If you have obtained planning permission and/or listed building consent for the works, please give the reference numbers of the applications and the date of approval.		
16. If you have not yet obtained the consents needed, please indicate when you intend to apply.		
17. When do you expect to start the works? (Please note that any works undertaken before a grant is confirmed are not eligible for grant.)		
18. How long do you expect the works to take?		
19. How much do you expect the works to cost? Please provide a breakdown of costs and attach estimates or builders' quotes as applicable.		

20. Can you reclaim VAT?
21. How much grant are you applying for at what percentage of the costs?
22. Will you require the grant to be paid in instalments?
23. If so, how often will you need to make claims for grant? (Please note the final 10% of the grant will not be paid until all eligible work is satisfactorily complete).
<input type="checkbox"/> Monthly <input type="checkbox"/> Every two months <input type="checkbox"/> Quarterly
24. Declaration: I/we confirm that I/we own the freehold or a full repairing lease of the property identified in question 1 above and that I/we are responsible for the repair and maintenance of that property. I/we confirm that I/we have the power to accept and pay back the grant. I/we confirm that if I/we receive a grant for this property, I/we will keep to the terms and conditions of the grant as set out in the grant contract, and any further terms or conditions as set out in the grant notification letter. I/we confirm that, as far as I/we are aware, the information given in this application and the supporting documentation is true and correct.
Name:
Signed:
Organisation (if applicable):
Position:
Date:

**Supporting information you need to send us with this application:**

For grant requests above £10,000:

- A comprehensive schedule of works
- Detailed specifications for all the works required
- A few photographs to show the condition of the property, especially any areas where work is required, which cannot easily be seen from the public highway.
- At least 3 quotes from builders with a track record of carrying out the type of work proposed, broken down to show the cost of each element of the work, and an indication of which contractor you wish to employ. (If you do not wish to use the lowest tenderer, please explain why).

For grant requests below £10,000:

- At least 2 quotes from builders with a track record of carrying out the type of work proposed, broken down to show the cost of each element of the work, and an indication of which contractor you wish to employ.