

## Grant Application Form for Individual Property Owners

**HIGH STREET HERITAGE ACTION ZONE: CULLOMPTON**

**FUNDED BY: MID DEVON DISTRICT COUNCIL (MDDC)**

IMPORTANT NOTES: PLEASE READ CAREFULLY BEFORE FILLING IN THE FORM

- i) This application should be accompanied by (if necessary) drawings of the proposed works, a priced schedule of works and photographs, which show the building and relevant areas where work is required. Your grant will be based on the grant-eligible works detailed in the preferred priced specification.
  - ii) Written approval must be received from MDDC before grant funded works commence. Any costs incurred ahead of this, such as any costs associated with securing necessary planning, would be made 'at risk' by the applicant.
  - iii) If a grant is offered, it will normally include a condition that, should the building be sold within three years, the grant may be reclaimed.
  - iv) Where a grant is offered for repair works costing £20,000 or more in total, you must employ a competent professional with relevant specialist conservation knowledge and experience. He or she will analyse the site, plan and specify the work, and inspect and certify the work while it is in progress and after it is completed. Where the grant is for any works to a Grade I or Grade II\* listed building, or for repair works to a Grade II listed building or an unlisted building, this professional must be an architect, chartered building surveyor or chartered architectural technologist with conservation accreditation- see <https://historicengland.org.uk/services-skills/training-skills/heritageskills-cpd/conservation-accreditation-for-professionals/> Technical advice will not be available from MDDC Officers with regard the proposed works, beyond that relevant to their statutory duty to the Council.
  - v) Tenders must be obtained for eligible works in compliance with the procurement guidance published on the Historic England website – see <https://historicengland.org.uk/services-skills/grants/procurement-regulations/>
- For further detail or if you have any queries please contact MDDC at the address below.
- vi) The Privacy Notice for the project can be found here:

<https://www.middevon.gov.uk/residents/planning/cullompton-high-street-heritage-action-zone/>

**1. PROPERTY FOR WHICH GRANT IS SOUGHT**

1.1 Name of property: .....

1.2 Full address: .....

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..... Post Code: .....

**2. APPLICANT DETAILS**

2.1 Name(s) of applicant, i.e. person(s) or body with legal responsibility for repairs:

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You must give the details of all owners if the property or any part of it is jointly owned by any other individual(s) or organisation(s).

If the owner is a company, please provide the name of the company as registered at Companies House, the company number and the registered office.

2.2 Address: .....

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..... Post Code: .....

Daytime Tel No: ..... E-mail address: .....

Please specify who would be responsible for paying contractors so the grant can be paid to that person or organisation:.....

2.3 Nature of interest (i.e. freehold, leasehold, tenancy, etc):

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Please confirm the nature of your interest in the property e.g. freehold, leasehold and provide one of the following:

- (a) a letter from your solicitor confirming your interest;
- (b) a recent copy of the registered title (register and plan) obtained from The Land Registry within the last 3 months; or
- (c) a complete copy of your current lease.

If leasehold or tenancy, please also state in what year it will expire (repairing leaseholders must demonstrate a minimum 3 years on the lease without a break clause



from the date of any offer (and until at least March 2024) – otherwise the landlord must join the application and agree to be bound by the conditions).

2.4 Please give date of acquiring interest.

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If inherited, you need only state when and how long the property has been in your family.

2.5 Other interested parties

Is the property subject to a mortgage or registered charge? If so, please provide details, including the date and term (length) of the mortgage/charge and who it has been given to.

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2.6 Is the property owned by an elected member of the local government authority (defined as Town Council, District Council or County Council), an employee of local government, a family member, co-habitee or business partner of a member or employee of local government, or corporate body with which the member or employee of the local government is associated.

YES/ NO

If YES give details.....

### 3. CONTACT POINTS

3.1 Name of person to act as the point of liaison.

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*If the same as 2.1 above, put a line through this question.*

Address: .....

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..... Post Code: .....

Daytime Tel No: ..... E-mail address: .....

3.2 Name of architect and/or other professional advisers for the repairs:

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If none has been appointed, please speak to MDDC contact before submitting the application.

Address: .....

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..... Post Code: .....

Daytime Tel No: ..... E-mail address: .....

#### **4. TYPE OF PROJECT FOR WHICH GRANT IS SOUGHT**

4.1 Summary and nature of repairs/project: .....

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4.2 What is

(a) the present use of the building

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(b) the proposed use after repair?

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4.3 Total estimated project cost (excluding fees and VAT): .....

4.4 Estimated grant-eligible cost (excluding fees and VAT): .....

4.5 Is VAT likely to be recoverable or zero-rated on any part of the project? YES/NO

If yes, please give details: .....

4.6 If you have already retained an architect or other advisers for your project (see 3.2):

What percentage will fees be charged at?

4.7 Is the property listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of special architectural or historic interest? YES/NO

If yes, please state grade (i.e., I, II, II\*): .....

4.8 When do you expect to commence works? .....

4.9 When do you expect works to be completed? .....

4.10 Have all necessary Planning/ Listed Building, Conservation Area Consent, Advert consents and or building regulation approval been applied for and approved by the District Council? YES/NO/ NONE REQUIRED

Please attach a copy of the relevant decision notice(s)

## 5. OTHER FUNDING

5.1 Have you applied to any other sources for a grant or loan towards this project?

YES/NO

If yes, please give details of these other sources, and the amount and type (e.g. grant or loan) of funding you are applying for.

Source of funding	Amount applied for	Type of funding

5.2 Have any other grants or loans from other sources been awarded for the works outline in section 4.1?

YES/NO

5.3 If yes please state the amount of grant or loan and any time limits attached to the grant or loan.

Source and type of secured funding	Amount of funding awarded	Time limits attached to secured funding

5.4 Is the property currently receiving any other forms of grant-aid?

YES/NO

If yes please give details of the grant including the amount.

Source of current grant	Date of grant award	Amount of grant

5.5 Have you received any funding that would qualify as a public subsidy (formerly known as State Aid)?

YES/ NO

If yes please provide details.

Amount of subsidy	Date of subsidy	Organisation providing subsidy	Nature and purpose of subsidy

By signing this form you are also declaring that your project or business has not received more than £350,000 equivalent of public subsidy over the past three years in accordance with Government rules. Please note that the rules and guidance around public subsidy are evolving – please take advice where necessary.

**6. PUBLIC BENEFITS OF PROJECT**

6.1 Your project should provide some public benefits beyond the physical repair of the building. Please provide a brief statement describing what social and/or economic regeneration benefits your project will provide.

*This question is aimed at identifying benefits such as employment opportunities after project completion, new or improved commercial or residential floorspace, regular and/or wider use of the building for community activities etc.*

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**7. SIGNATURE**

The completed form must be signed here by the applicant named at 2.1 above. If the applicant is two or more individuals (e.g. if the property is jointly owned), all should sign. If the applicant is a body (organisation), an authorised representative of that body should sign and should name his or her post in the body.

I confirm that the information on this application form and the supporting information enclosed is true and complete to the best of my/our knowledge.

Signature(s) .....

Name .....

Date: ..... Post held (For bodies only): .....

Please note that applications will be checked for fraud, and any applicant caught falsifying information to gain grant money will face prosecution and any funding issued will be recovered.

Please return completed forms to:

Cullompton HAZ Project Officer:

Email: [CullomptonHAZ@MidDevon.gov.uk](mailto:CullomptonHAZ@MidDevon.gov.uk)

Post: Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, EX16 6PP

CHECKLIST – Please ensure the following are attached to this application:

- Itemised and priced schedule of the proposed works
- Schedule of the proposed works
- Recent photographs of the building to be repaired
- Plans showing the proposals
- Copy of any required planning permission, listed building consent, advertisement or other necessary consent.