

Little Bolton Townscape Heritage Initiative

Grant Application Form

For office use only

Reference number

Date Received

Please read the guidance notes before completing this application form.

Applicants are required to complete the application form and provide the relevant information requested on the checklist on the final page of this document.

1. Property for which grant is sought

1.1 Name and address of property, including postcode

1.2 Existing use

1.3 Proposed use

2. Applicant details

2.1 Name and address of applicant, including postcode

Telephone (Day)

(Eve)

Fax

Email

Applicants details continued

2.2 Which of the following applies to you? *(please tick one box only)*
 Householder Company Charity Sole trader Developer Other *(please specify below)*

2.3 Are you related to an employee or any elected board member of Bolton Council or the Heritage Lottery Fund?
 Yes No

2.4 *What is your interest in the property? (i.e. freehold, leasehold) See checklist item 1
Please state the extent of your ownership (e.g. ground floor, whole property etc)

2.5 Are you totally responsible for repairs and maintenance of the property? Yes No If no, please give details

2.6 Please provide a date of acquiring interest, and if leasehold, please state what year this will expire

2.7 Is the property subject to a mortgage? Yes No
If Yes, has the consent of the lender been secured? Yes No See checklist item 2

2.8 Are you VAT registered? Yes No If Yes, please give VAT registration no.

* In order to apply for a grant, you must have a freehold interest in the property or an unexpired lease of at least ten years.

Applicant details continued

2.9 Are you able to reclaim or zero-rate VAT on any part of the project? Yes No If Yes, please give details

3. Agent

3.1 Name and address of agent to act as point of contact with the Council, including postcode

Telephone (Day)

(Even)

Fax

Email

4. Works for which grant is sought

4.1 Please summarise the present condition of the property and provide a description of the proposed works

Works for which grant is sought continued

4.2 If you are applying to reinstate lost architectural features, what evidence do you have to support your proposal?

See checklist item 7

4.3 Estimated total cost of eligible work including professional fees (please attach itemised cost breakdown of full scheme and relevant estimates/tenders)

Eligible Work	Cost of Eligible Works	Amount of THI Grant applied for
Repairs to buildings in use	£	£
Authentic reinstatement of architectural features	£	£
*Bringing vacant floorspace back into use	£	£
Breakdown of professional fees and %	£	£
Non-recoverable VAT and %	£	£
Total	£	£

*A development appraisal itemising all development costs and the current and anticipated value of the property on completion must be included for conversion projects. See checklist item 8

Works for which grant is sought continued

4.4 Is your application for the whole project or just part of it? Please give details

4.5 What are the estimated start and completion dates for the project? Start / / Completion / /

4.6 Have all necessary approvals been applied for and granted e.g. planning permission, listed building consent, building regulations? Please give details See checklist item 9

4.7 Will you need to obtain a health and safety statement? Yes No

See checklist item 10

5. Procurement

5.1 Please list the names of all contractors who provided quotes. Details of the three lowest quotes are required and a detailed breakdown of the lowest estimate. Please ensure that the costs of the eligible works are clearly highlighted.

See checklist items 11 and 12

5.2 Name and address of Contractors	Quote
1	£
2	£
3	£
4	£

6. Other funding

6.1 Have you applied, previously applied or intended to apply for lottery funding from another distributing body or other source, for a grant or loan towards this work? Yes No If yes, please give full details

6. Other funding continued

6.2 Are you applying to any other sources of grant or loan towards this project? Yes No If Yes, please give details

7 Signature of applicant

7.1 I hereby apply for assistance towards the cost of repair work to be carried out on the building(s) described on this application form.

I agree, and have the power, to accept the grant and abide by the conditions and the power to repay the grant in the event of grant conditions not being met.

I declare that all the information given is truthful, accurate and that information has not been deliberately withheld.

I accept that any misleading statements (whether deliberate or accidental) given at any stage during the application process, or any material information knowingly withheld could render the application invalid and may require repayment of grant.

Signed _____ Date _____

Name (Print) _____

Application checklist

- | | |
|--|--|
| <input type="checkbox"/> 1. Proof of ownership or terms of lease | <input type="checkbox"/> 7. Historical justification for proposal ^C |
| <input type="checkbox"/> 2. Consent of lender (<i>if applicable</i>) | <input type="checkbox"/> 8. Development appraisal
(<i>for conversion projects only</i>) |
| <input type="checkbox"/> 3. Photographs ^A | <input type="checkbox"/> 9. Copies of statutory consents ^D |
| <input type="checkbox"/> 4. Detailed plans ^B | <input type="checkbox"/> 10. Health and safety statement |
| <input type="checkbox"/> 5. Structural survey (<i>if applicable</i>) | <input type="checkbox"/> 11. Copies of three lowest quotes |
| <input type="checkbox"/> 6. Schedule of works specification | <input type="checkbox"/> 12. Breakdown of lowest quote |

For further details or if you have any queries please contact your THI Co-ordinator.
The completed application form, together with full supporting information, should be sent to

Caroline Hansell, Townscape Heritage Initiative Co-ordinator
Physical Regeneration Unit
Development and Regeneration
Bolton Council
4th Floor
Town Hall
Bolton
BL1 1RU

Tel 01204 336131 or Email littlebolton@bolton.gov.uk

^A Photographs (of affected elevations showing the condition of all elements of proposed works)

^B Detailed Plans (i.e. annotated plans, elevation and cross section drawings at an appropriate scale showing the existing buildings and the proposed works.

^C Historical Justification for proposal (Either photos of features surviving on the buildings or recorded in historical photographs or drawings.

^D Copies of statutory consents (e.g. planning approval, building regulations, listed building consent)