



MENTER TREFTADAETH
TREFLUNIO DINBYCH
A'R RHYL

DENBIGH & RHYL
TOWNSCAPE HERITAGE
INITIATIVE



TOWNSCAPE HERITAGE INITIATIVE FULL GRANT APPLICATION

Please answer all questions using type or block capitals. If necessary, additional information should be provided on a separate sheet attached to this application form.

1. Name of Applicant	
2. Address of Applicant	
.....	
..... Postcode	
3. Telephone	4. email address
5. Name of Agent	
6. Address of Agent	
.....	
..... Postcode	
7. Telephone	8. email address
9. The Applicant is <i>(tick one box)</i>	Householder <input type="checkbox"/> Charity <input type="checkbox"/> Local Authority <input type="checkbox"/> Company <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/>
10. Applicants Interest <i>(tick one box)</i>	Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> If a Leaseholder, what is the unexpired length of lease: years months Is this a fully repairing lease? Yes / No <i>(delete as applicable)</i>
11. If the Applicant, or any member of the partnership, company or trustees, is an employee, elected or board member of, or related to an employee, elected or board member of, Denbighshire County Council, the THI Partnership or National Heritage Memorial Fund please provide details:	
.....	
.....	
For Office Use Only Reference Number	
Date Received	
Date of Decision	
Award Status	
Grant Level	

Cyngor Sir Ddinbych mewn partneriaeth gyda / Denbighshire County Council in partnership with:





12. Name of Property	
13. Address of Property	
..... Postcode	
14. Is the Property A Scheduled Ancient Monument <input type="checkbox"/> A Listed Building <input type="checkbox"/>	
15. Current Use	Basement
	Ground Floor
	First Floor
	Upper floors
16. Proposed Use	Basement
	Ground Floor
	First Floor
	Upper floors
17. Do the proposals require Planning Permission <input type="checkbox"/> Listed Building Consent <input type="checkbox"/> Please attach copies of relevant consents	
18. Description of the Proposed Works	
.....	
.....	
.....	
.....	
19. Economic Benefit	
Jobs to be created	
Jobs to be safeguarded	
Dwellings to be created	
Vacant floorspace to be brought into use sq m	
20. Have you approached any other Grant Awarding Bodies? If so	
Grant awarding body/bodies.....	
Grant(s) applied for	
Grant(s) awarded	
Date(s) of award(s)	



21. Tenders Received	
Name of Tenderer.....	£
Name of Tenderer.....	£
Name of Tenderer.....	£
Name of Tenderer.....	£
22. Selected Contractor	
23. Justification Justify your selection on compliance with conditions and price	
.....	
.....	
.....	
24. Cost of Proposed Works	
Tender Sum	£
Professional Fees	£
VAT	£
TOTAL PROJECT COSTS	£
25. Breakdown of Eligible Works	
External Repairs	£
Structural Repairs	£
Reinstatement of Detail	£
Reuse of Vacant Floorspace	£
Environmental Enhancement	£
TOTAL OF ELIGIBLE WORKS	£
Professional Fees	£
Other Eligible Costs	£
VAT	£
ELIGIBLE PROJECT COSTS	£
26. Less other grants	£
THI Grant Requested	£
27. Programme	
Anticipated Start Date
Length of Construction Programme.....
Anticipated Completion Date



28. Declaration

To be signed by the applicant. Where the property is held in joint ownership or tenancy, all owners must sign the Declaration.

I/we declare that

- The information I/we provide in support of my/our application is, to the best of my/our knowledge, true and accurate
- I/we have not knowingly withheld any information relevant to this application
- I/we have read and agree to the terms stated in the Guidance Notes
- I/we accept that grants are discretionary and subject to funds being available
- I/we understand our responsibilities for Health and Safety before and during implementation of the project
- I/we accept that Funding Partners may wish to vary the scope or nature of the works after submission of this application
- I/we will notify the Project Manager of any intended variations to the agreed works, and will allow sufficient time for their consideration and approval prior to implementation
- I/we accept that this application will become invalid if it is later found that any statement made in support of the application is misleading, or information has been knowingly withheld, and I/we will be required to repay any grant received
- I am authorised to sign on behalf of the partnership, company, charity or authority

Signed
Date

Checklist:

Your application must be accompanied by the following:

- | | |
|---|---|
| <input type="checkbox"/> Completed and signed application form (4 pages including this one) | <input type="checkbox"/> A statement by your agent indicating the level of all professional fees due |
| <input type="checkbox"/> VAT Certificate completed and signed by your accountant or agent | <input type="checkbox"/> A Tender Report prepared by your agent evaluating all tenders received |
| <input type="checkbox"/> Certificate of Ownership completed and signed by your bank, building society or solicitor | <input type="checkbox"/> Contractor's priced breakdown of the approved specification or schedule of works |
| <input type="checkbox"/> Copies of relevant Planning Approval(s), Listed Building Consent(s) and Building Regulations Approval(s) | <input type="checkbox"/> Full set of project drawings, including site plan, layouts, elevations, sections and details |
| <input type="checkbox"/> A Development Appraisal including a statement of condition | <input type="checkbox"/> Recent photographs of the property |

Return to: THI Project Manager, Denbighshire County Council, Trem Clwyd,
Canol y Dre, Ruthin, Denbighshire, LL15 1QA



Completing the Application Form

Please refer to the Guidance Note 'Applying for a Grant'.

Page 1: The Applicant(s)

The application form is to be completed by, or on behalf of, the applicant. Where the property is held in joint names, both or all applicants are to be named in Question 1. For charities, authorities, companies or partnerships, a single applicant may be named in Question 1, but must have authority to sign on behalf of the organisation, and a copy of the Constitution or Memorandum of Agreement must accompany the application.

Page 2: The Property and Proposals

Please provide a summary of the proposals at Question 18. Your agent should also provide a more detailed Development Appraisal describing the building, its condition, the proposed works, and, where relevant, any specific materials and techniques to be used to restore historic detail, which should be justified by existing features or archive photographs.

Page 3: Costs

Provide at least three bona fide tenders. Justify your selection of contractor with particular reference to compliance with the terms of the tender and cost. Please note that except in exceptional circumstances, grants will be calculated on the lowest tender.

Provide a basic breakdown of costs against the relevant headings. Your agent should also provide a Tender Report, and the selected contractor's tender breakdown of the approved specification or schedule of works, with VAT rates indicated against each item.

Page 4: Declaration

The applicant or all applicants named on Page 1 are to sign the Declaration personally to confirm their agreement to the terms of the grant award. The Declaration may *not* be signed by the agent, and photocopied applications will not be acceptable.

Further Guidance

For further guidance, or assistance with your application, please contact the THI Team:

Carol Smith BSc (Hons) BArch

Project Manager
Direct line: 01824 708076

Chris Evans BSc (Hons)

Project Officer
Direct line: 01824 708074

Judith Stringfellow BA (Hons) Dip PR

Promotion and Performance Officer
Direct line: 01824 708030

Or by email at:

heritageinitiative@denbighshire.gov.uk

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