

# ***Dartford Townscape Heritage Initiative Grant Application Form***

The Dartford Townscape Heritage Initiative is a partnership grant aid scheme for the repair and restoration of the Town's historic buildings and features. The programme is funded by Dartford Borough Council, Heritage Lottery Fund and Department of Communities and Local Government.

**Before filling in the Application Form, please read carefully the notes below and all the guidance notes provided.**

**The Initiative is managed by Dartford Borough Council and the contacts for information or advice are:**

- **Robert Bartlett, THI Project Officer, Dartford Borough Council** **Tel: 01322 343351**
- **Tony Phillips, Project Manager, Dartford Borough Council** **Tel: 01322 343269**
- **E-mail:** **thi@dartford.gov.uk**

**Details of the Dartford THI are also on Dartford Borough Council's website: [www.dartford.gov.uk/thi](http://www.dartford.gov.uk/thi)**

Early contact with the above officers will help to ensure that the advice in the Application Pack is understood and fully complied with.

1. The Application Form should be accompanied by a specification for the proposed works, colour photographs of the building(s) and, if necessary, scale drawings.
2. A minimum of three written quotations must be obtained and submitted, with VAT shown as a separate item. Any grant that is offered will be based on the eligible works detailed in the lowest priced tender or quotation. If the Applicant's preference is for a tender or quotation other than the lowest, this will be acceptable only if a fully reasoned written explanation is submitted and approved in writing.
3. It may be a requirement that you employ an appropriately qualified professional advisor. If none has been appointed, please speak to the THI Project Officer or Project Manager before submitting the application.
4. No work may be started until written approval is given or you will not be eligible for grant.
5. No work may be started until any necessary Listed Building Consent, Planning Permission or approval under the Building Regulations has been obtained. These procedures are quite separate from your grant application. To avoid delays at a later stage, it is important that the applicant ascertains the need for these permissions at the outset of the project.
6. The Council may require the applicant to enter into a legal charge against the property, to secure any potential repayment of all or part of the grant.
7. If a grant is offered, it will normally include a condition that, if the building is sold within a specified period, the whole or part of the grant may be recovered. See guidance notes for more details.
8. Applications may only be considered if made by persons of body with legal responsibility for the building.
9. Please answer all questions and do not leave any answer box empty or any answer choice unselected. If any question is not applicable, then mark your answer 'n/a'.
10. If you need clarification about these Application Forms, contact the THI Project Officer or Project Manager.

**Please return your completed Grant Application Form and all the requested enclosures to:**

**THI Project Officer, Project Delivery Team  
Dartford Borough Council, Civic Centre, Home Gardens  
Dartford, Kent DA1 1DR**

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

1.1 Name of property:

1.2 Address of property (including postcode):

1.3 Is the property a Listed Building? YES / NO

In the Dartford Conservation Area? YES / NO

**2. DETAILS OF THE APPLICANT**

2.1 Name of applicant:

2.2 Address (including postcode):

2.3 Home telephone:

Fax:

Daytime telephone:

E-mail:

2.4 Applicant's legal interest in the property (*i.e. freehold, leasehold, tenancy, etc*):

2.5 Applicant's extent of interest in the property (*e.g. ground floor, all of property, etc*):

2.6 Applicant's remaining period of lease, if applicable:

2.7 Applicant's date of acquiring interest:

2.8 Is the Applicant, or his/her immediate family, related to or associated with an elected member of Dartford Borough Council or an employee of the Council? YES / NO

*If YES, please give details:*

2.9 Is the property insured? YES / NO

**3. AGENT**

3.1 Name of agent or professional adviser:

3.2 Profession and qualifications:

3.3 Particular expertise with historic buildings:

3.4 ARB no. or RICS Conservation Accreditation:

3.5 Address:

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3.6 Daytime telephone:

E-mail:

**4. PRESENT USE AND VALUATION OF THE PROPERTY**

4.1 Present use of the property:

4.2 What is the current valuation of the property?  
*This may need to be verified by a professional valuer*

4.3 For a residential building, what is the total number of habitable rooms (*i.e. bedrooms and living rooms, not kitchens or bathrooms*)?

4.4 For a commercial building, what is the total floorspace (in square metres)?

*If a building has mixed use, answer both 4.3 and 4.4*

4.5 For businesses, what is the present number of employees at the site?

4.6 For sites which are the subject of environment enhancement works, what is the site area?

4.7 Will the repairs enable a vacant building to be brought back into use? YES / NO

**5. PROPOSED WORKS**

5.1 Description of the Project:

5.2 Summary of eligible works:

## 6. FUTURE USE OF THE BUILDING

6.1 What is the proposed use after completion of the project?

6.2 How many additional rooms, if any, will be created as a result of the Project?

6.3 What area of additional floorspace, if any, will be created as a result of the Project? square metres

6.4 For businesses – how many additional employees, if any, will be taken on as a result of the Project?

Temporary:

Permanent:

## 7. PUBLIC BENEFITS OF THE PROJECT

7.1 Your project will obviously provide some employment benefits while work is underway. Will your project provide any other social and/or economic regeneration benefits? YES / NO

*If YES, please give brief details (e.g. significant employment opportunities, viable new uses for redundant properties, regular and/or wider uses of community activities, etc):*

## 8. PROJECT COSTS

8.1 Please set out details of quotations and/or tenders received:

	Contractor:	For which elements of the Project:	Price:	VAT:	Total:
1			£	£	£
2			£	£	£
3			£	£	£
4			£	£	£
5			£	£	£
6			£	£	£
7			£	£	£
8			£	£	£
9			£	£	£
10			£	£	£

Continue on a separate sheet if necessary. *N.B. Three original written quotations must accompany the application form.*

8.2 Total of lowest quotations and/or tenders to carry out the Project: £

Do you propose to accept any quotations, other than the lowest? YES / NO  
*If YES, what is the fully reasoned justification?:*

8.3 Is VAT likely to be recoverable or zero-rated on any part of the Project? YES / NO  
*If YES, please give details:*

8.4 Do you wish to include the cost of professional fees? YES / NO  
*If YES, percentage rate:*

### **9. NON-ELIGIBLE WORKS**

9.1 Applicants often invest in additional, non-eligible repairs and improvements at the same time as the grant-aided works. If this applies to you, it would be extremely helpful if you would indicate the nature and cost of such proposed works, so that we may assess the 'add-on' value of this grant scheme.  
*Please give details of any non-eligible works you plan to carry out:*

9.2 Estimate of costs for non-eligible works:

Price: £

VAT: £

Total: £

## 10. STATE AID IMPLICATIONS

You are applying for public funding which can constitute state aid. The Commission of the European Communities requires that state aid to businesses is monitored and controlled to ensure that no unfair competitive advantage is gained. We require information to determine whether you are classed as a "small and medium enterprise" (SME) and fall under the scope of these regulations.

A public body, charitable institution or private individual is likely to fall outside this category and can normally be grant-aided for approved projects without further referral.

Any SME, contributing at least 50% of the overall cost of eligible works, can be grant-aided without further referral. This is the "SME block exemption".

Any SME, or larger enterprise, receiving more than 50% grant aid for any element will have a limit placed on the amount of public funding it receives without further referral to the European Commission. This is called the "de minimus exemption".

The above limit is 100,000 Euros (approximately £60,000), received in any three-year period. You, the business, will be required to confirm that you have not received any public funding over the last three years that will total more than £60,000 when added to this grant. You will also be monitored over the next three years to see if further public grants take you over this limit.

10.1 Are you a public body or registered charity? YES / NO  
*If YES, please give details:*

*Continue on a separate sheet if necessary.*

**If the question to 10.1 was YES, ignore sections 10.2 to 10.5 and go to section 11**

10.2 Have you or your business received public funding over the last three years? YES / NO  
*If YES, please give details (including type of grant, amount, date, awarding body, reference number):*

*Continue on a separate sheet if necessary.*

10.3 Are you awaiting the results of other applications for public funding for your business? YES / NO  
*If YES, please give details:*

*Continue on a separate sheet if necessary.*

10.4 Number of full-time workers employed by you in the last annual accounting period:  
Seasonal and part-time workers should be calculated as a fraction

Your attention is drawn to the above notes on State Aid. If you are awarded a grant of over 50%, you will be required to notify Dartford Borough Council of any public funds that you apply for during a period of three years from the receipt of Dartford THI grant funding. This is to ensure that the 100,000 Euros threshold is not exceeded. This would be a condition of your grant offer.

## 11. APPLICATIONS AND AWARDS OF OTHER FUNDING

11.1 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 of funding applied for:*

	Grants or loans:	Sources of funding applied for:	Types of funding:	Amounts:
1				£
2				£

Continue on a separate sheet if necessary

11.2 Have any other grants or loans from other sources, outlined in 10.1, been **awarded**? YES / NO  
*If YES, please give details of these awards and any time limits attached to the grants or loans:*

	Grants or loans:	Sources of funding applied for:	Types of funding:	Amounts:
1				£
2				£

Continue on a separate sheet if necessary

11.3 Is the property currently receiving any other form of grant aid? YES / NO  
*If YES, please give details of these other grants:*

	Grants or loans:	Sources of funding applied for:	Types of funding:	Amounts:
1				£
2				£

Continue on a separate sheet if necessary

## 12. COMPLETION OF APPLICATION, ENCLOSURES AND SIGNATURE(S)

12.1 Please confirm that the following have been submitted with the Grant Application Form:

Specification of the works:	YES / NO
Drawings, where appropriate, of the proposed Project:	YES / NO
Site location plan at a scale of 1:500 or 1:1250, showing your ownership boundary:	YES / NO
Photographs of the building and typical locations of proposed repair and restoration work:	YES / NO
A minimum of 3 to 6 formal competitive quotations:	YES / NO

12.2 When are the works due to start?

12.3 What is the anticipated completion date for the works?

This completed Grant Application Form must be signed here by the applicant (stated in Section 2.1). If the applicant is two or more individuals (eg if the property is jointly owned), all should sign. If the applicant is a body, an authorised member of that body should sign and should name his or her post in the body.

Where the applicant is an organisation, the declaration must confirm that the project is within the objects of the applicant's constitution.

**I confirm that the information on this Grant Application Form and the supporting information enclosed is true, accurate and complete to the best of my knowledge and that information has not been deliberately withheld. If any information is withheld or misleading (whether deliberate or accidental) at any stage during the application process the application may no longer be valid and any grant they received is to be repaid.**

**I confirm that I have the power to accept the grant and the grant conditions that apply and the power to repay the grant if grant conditions are not met.**

Signature(s):

Please print name(s):

Post held (for bodies only):

Date:

### FOR DBC INTERNAL USE ONLY:

Reference number:

Date received:

Letter of receipt issued: