

## 1. Applicant Details

Applicant Name/ Name of the Business:

Address:

Daytime Tel No:

E-mail:

Legal Status (please circle)

Sole Trader | Limited Company | Partnership | Other

## 2. Address of property for which grant assistance is required (if different from above)

Address:

## 3. Applicant details (please circle the correct description)

I am:

The Owner / The Tenant of the property

If you are the Tenant:

Does your tenancy agreement require you to get permission from your landlord before undertaking any work to the property?  
Yes / No

If Yes, you will need to attach written permission from the Landlord

If you are the Owner:

You confirm that you do not know of any encumbrances, restrictions or claims against the property (e.g. mortgage with conditions) that affect this application for grant aid?  
Yes / No

## 4. Your Project

Repairs:

Reinstatement of architectural details

Any other works that are not being grant aided:

Please attach your costed specification, drawings and photographs to this form

## 5. Consents (please circle all of the consents needed for the project)

Planning Permission:	Yes / No / Not applicable	Ref:
Listed Building Consent:	Yes / No / Not applicable	Ref:
Advertisement Consent:	Yes / No / Not applicable	Ref:
Building Regulations:	Yes / No / Not applicable	Ref:

## 6. Summary of Costs

Cost of the repair work (including professional fees)	£	Grant request (80%)	£
Cost of the reinstatement work (including professional fees)	£	Grant request (90%)	£
Other costs (e.g. Planning fees)	£	(at grant rate)	£
VAT (if you cannot reclaim VAT)	£	(at grant rate)	£
Total	£	Total Grant request	£

For projects exceeding £10,000, please provide at least three quotes for the work against the approved specification and details of the contractors which demonstrates their suitability and experience for projects of this type.

If you do not want to accept the lowest quote, please tell us why:

## 7. Timescales and commitment

7a. Will you be able to deliver your project within 6 months of grant approval?	Yes	No
7b. Do you have match funding in place to deliver the project?	Yes	No

## 8. Professional Advisers

8a. If you are requesting grant for professional fees, please provide details of your professional advisers (for example, architect or building surveyor) and their professional qualifications (e.g. RIBA / RICS)

8b. Are they a member of a professional registration scheme which demonstrates their expertise in historic building conservation? (please circle)

AABC / ARB /None /

Other (state).....

If not, you will need to attach examples of relevant previous work & references.

## 9. Declaration

I declare that the information contained within this application is, to the best of my knowledge, accurate and complete in all respects

West Lindsey District Council reserves the right to withhold, vary or reclaim funding if any information supplied during the application process and the ensuring monitoring period proves to be inaccurate or false

- We may share your information with credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors

- We will not share your information with third parties for any marketing purposes

Privacy Notice: any personal information that is included in this application will not be used or processed for any other reason other than for business contact purposes. If you want to know more about how we handle personal data visit: [www.west-lindsey.gov.uk/growth-privacy/](http://www.west-lindsey.gov.uk/growth-privacy/)

Signed

Position

Print name

Date

**Please return this application form and all supporting documentation to:**

**The XXXXX Officer**  
West Lindsey District Council  
Guildhall  
Marshall's Yard  
Gainsborough, Lincolnshire  
DN21 2NA

Email: [xxxxxxxxxxxx@west-lindsey.gov.uk](mailto:xxxxxxxxxxxx@west-lindsey.gov.uk)



## Checklist of Information

	Written permission from the Landlord if your tenancy agreement requires you need to get permission from your landlord before undertaking any work to the property.
	Your costed specification, drawings and photographs for the project
	For projects costing over £10,000: at least 3 quotes for the work against the approved specification
	Details of the contractors you want to use, including their suitability and experience in projects of this type.
	Examples of previous projects carried out by your professional advisers if they are not members of a professional registration scheme to show that they have expertise in historic building conservation.