

Beverley Road Townscape Heritage Scheme

STAGE 1 Grant Application (Expression of Interest) Form Guidance Notes

The stage 1 (expression of interest) form is to establish whether the works you are planning are eligible for funding and whether you are eligible to receive a grant under the terms and conditions of the scheme. If the project is eligible we will ask you to submit a second form with more detailed information.

Address

Please give the address of the building where the works are to be carried out. If the building comprises several shop units you can submit one application if all of the works will be carried out under one contract.

Full name, address and contact details of the applicant

Please give details of the person who is making the application. If the application is being made by an organisation, please give the organisation's name and address, and contact details of the individual responsible for making the application.

Type of applicant

Please indicate the legal status of the organisation or individual making the application. Where applicable please include your company or charity registration numbers. If more than one category applies please explain why.

Ownership interest in the property

To be eligible for a grant you must own the property freehold, or hold a lease on the property with an unexpired term of at least 10 years without a break clause of a forfeiture clause (which allows a landlord to terminate the lease if the organisation that holds it goes into liquidation). This is because the terms and conditions of the funding require all grantees to maintain funded works in good condition for ten years after scheme completion.

If the property is held on a lease for less than 10 years, or if it contains a break clause which may terminate the lease within 10 years, you can make a joint application with the property owner. They must sign the stage 2 application form and agree to be bound by the grant conditions if a grant is awarded.

If you own the property and it was purchased after 1992, or if you purchased it before this date and registered the sale with the Land Registry, you will need to provide a copy of your Certificate of Title. If you do not have a Certificate of Title Hull City Council will conduct a land registry search on the property to confirm ownership. If the property is unregistered please provide a copy of your deeds to confirm ownership. If the property is leasehold you must provide written confirmation that the lease holder has given their consent for the works to be carried out.

If you do not own the property please submit a copy of your lease or evidence of your interest in the property, along with written confirmation from the owner that they are aware of the application and give you permission to undertake the works to the building. Hull City Council will conduct a land registry search on the property to confirm ownership.

If you are a private company, sole trader or charity, you must also supply a copy of:

- Your most recently audited accounts
- A copy of your constitution or equivalent

Hull City Council may also conduct a credit check and a check on council tax and business rates arrears as part of our assessment of your application.

Type of property and designation

Please include a brief description of the property (e.g. 3-storey, brick-built, mid terrace) and state whether the building is Listed. If you do not know whether your building is Listed you can check this via the Hull City Council website:

www.hullcc.gov.uk/listedbuildings.

Existing and proposed use of the property

Please list the current use(s) of the building and state whether any areas are vacant (e.g. existing use: vacant shop on ground floor, vacant offices on first floor, proposed use: shoe shop on ground floor, residential on first floor). Where appropriate please include details of how you plan to ensure that vacant floor space within the building has a sustainable use once the works have been completed. If there is no planned future use for the building, including any currently vacant floor space, it is unlikely that your application will be successful.

Please note that if you are planning to change how your building is used this may require planning permission. There is more information about this on the planning portal - <http://www.planningportal.gov.uk/permission/commonprojects/changeofuse>

If you need planning permission for a change of use you will need to apply for this and supply a copy of the decision record with your stage 2 application.

Brief description of the works you are applying for funding for

Please provide a short description of the works that you are seeking funding for. Eligible works can include external repairs to the building including roofs, stonework, wooden windows, historic porches and gutters; and the reinstatement of historic features such as shop fronts and wooden sash windows. Please note that proposals will be judged on the positive impact they will have on the building as a whole.

We would advise you to contact Hull City Council's Conservation Officer to discuss your plans as soon as possible, and before you submit your stage 1 application, to ensure that what you are planning is appropriate for the building and the Conservation Area.

The Conservation Officer will also be able to advise whether you will need to apply for any formal consent(s) before the work can be carried out, including planning permission for a change of use.

Hull City Council, Principal Conservation Officer: Philip Hampel, 01482 612343
Philip.hampel@hullcc.gov.uk

Estimated cost of the works

Please include an estimated cost for the works you are proposing, and tell us whether this includes VAT. Professional fees and planning fees are also eligible for funding and can be included in the overall project costs. If your project is eligible we will ask for detailed quotes at stage 2.

Please note that the TH scheme can fund up to 70% of the eligible costs (including non-recoverable VAT). The remaining 30% will need to be paid by the applicant (you) as match funding. The applicant (you) will also need to fund any ineligible costs separately in addition to the 30% match.

Other grants and funding

Please include details of any funding that you have received towards this project. If you have made a successful bid to the National Lottery for any other grant or loan towards this project you may not be eligible for a TH grant.

If you have had any grant offers, awards or loans for the building from other sources, you must attach copies of any relevant letters. These should indicate the amount and any conditions attached to the offers.

If you are a business and have received any other financial support through grants or loans from Hull City Council or any other public body within the past 5 years you must provide details.

Supporting documents

Please supply all of the supporting documents that apply to your project. If you are not sure which documents apply to your project the TH project officer will be able to advise.

Declaration

The grant applicant must sign the declaration that all of the information supplied is accurate and correct. If the applicant is a Company, Charitable Trusts, Community organisations, etc, a representative of the organisation must sign the declaration.

What happens next?

Once you have submitted the application and all of the required documentation it will be assessed by the TH scheme programme board. If they agree that the proposed works are eligible and fit within the priorities of the TH scheme you will be invited to submit a more detailed stage 2 grant application. More information about the requirements for the stage 2 application can be found on the Hull City Council website, or by contacting the TH project officer. For more details please visit www.hullcc.gov.uk/bevroadheritage