

## Beverley Road Townscape Heritage Scheme

### – STAGE 1 Grant Application (Expression of Interest) Form

This form is the first stage of applying for a grant from the Beverley Road Townscape Heritage Scheme. Please read the attached guidance notes before completing the form. It is also advised that you contact the Townscape Heritage (TH) Project Officer for an informal chat about your proposals before you complete and submit this form.

#### Supporting documents

You will be required to submit a number of supporting documents with this form, so that the grant scheme programme board can assess whether you are eligible for a grant. There is a list of supporting documents included at the end of the form. Not all of these will be applicable to every project. If you are uncertain which documents apply to you, please contact the TH Project Officer for further information.

#### 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](http://www.hullcc.gov.uk/bevroadheritage)

Address of the property at which the work will be carried out:

Full name of applicant(s):

Address (if different from above):

Telephone number:

E-mail address:

Please indicate which of the following applies to you or your company:

Owner-occupier	Yes	<input type="checkbox"/>
Private or social landlord	Yes	<input type="checkbox"/>
Business	Yes	<input type="checkbox"/>
Sole trader	Yes	<input type="checkbox"/>
Charity	Yes	<input type="checkbox"/>
Other (please specify):	Yes	<input type="checkbox"/>

If you are a business:

Are you registered with Company House?

Yes

No

Are you VAT registered?

Yes

No

If you are a registered Charity please give your Charity no:

Do you, or will you (by the time of the full grant application):

a) own the freehold on the property?

Yes

No

b) hold a lease on the property with an unexpired term of 10 years without a break clause

Yes

No

If you are not the owner:		
Do you have the owner's permission to undertake the project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the owner willing to enter into a joint application for the works (if applicable)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Details of property owner (if different to applicant):

Name:

Address:

Telephone:

E-mail address:

Property description (e.g. 3-storey terraced town house):

Is the property listed? Yes  No

Description of current use(s):

If the use is likely to change after the works are completed please provide a brief description of the proposed new use(s):

Is there currently any vacant/disused space in the property? Yes  No

Will this be brought back into use after the works are completed? Yes  No

Brief description of proposed works:

Estimated cost of works:

Does this include VAT? Yes  No

Are you eligible to reclaim VAT? Yes  No

Have you applied for, or received, any other loans or grant funding for this project?

Yes  No

If yes, please provide details:

If you are a business, have you received any other financial support through grants or loans from Hull City Council or any other public body within the past 5 years?

Yes  No

If yes, please provide details:

Have you discussed the proposed works with Hull City Council's conservation officer?

Yes  No

Have you applied for planning permission for the proposed works?

Yes  No

If yes, please state the application ref no:

Have you applied for Listed Building consent for the proposed works (if applicable)?

Yes  No

If yes, please state the application ref no:

Please supply all of the following supporting documents that apply to you and your project. If you are unsure which documents you need to include please contact the TH Project Officer. Your application can not be processed until all of the required documentation has been submitted.

List of supporting documents. Please indicate which of the following you have included (please note that not all will apply to every project):

Certificate of Title	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of lease or rental agreement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Confirmation of support from property owner	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of planning permission	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of listed building consent	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of constitution or equivalent (for charities and other organisations)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of most recently audited accounts (for businesses, sole traders and charities)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Declaration (required for all applicants):**

I declare that all the information supplied is accurate and information has not been deliberately withheld. I understand that any misleading or inaccurate statements (whether deliberate or accidental) given at any stage during the application process may render the application invalid and may result in the withdrawal of the grant.

Signed:

Date:

Position:

On behalf of: