



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Grant Application Form – Stage 1

The purpose of this form is to register an interest, and assess potential eligibility for a Townscape Heritage Grant.

This form should be completed and returned, with the additional information/documents requested in the checklist (item 12), to the Townscape Heritage Scheme Project Officer, for consideration by the Bradford City Centre Townscape Heritage Scheme Grant Board.

The Townscape Heritage Scheme Advice Notes provide guidance on completing this form.

1. Address of the property where your project will take place:

	Postcode:

2. Brief description / title of the project

3. Details of the grant applicant

Name(s):	
Business/trading name:	
Address:	
	Postcode:
Website:	
Email address:	
Telephone number(s):	
Contact name (if different to the applicant):	

4. Type of grants you are applying for

External and structural repairs Reinstatement and restoration Vacant use

Provide a short summary of what construction work your project will include:

5. Type of applicant

Owner-occupier Sole Trader Private or social landlord Charity Business

Is your company registered with Companies House? Yes No

Company Number:

Are you a registered charity? Yes No

Charity Number:

6. Ownership interest

IF FREEHOLD

Date the property was acquired:

Freeholder's name(s):

Freeholder's address(es):

Postcode:

Is the property registered at the Land Registry? Yes No

Title number(s):

IF LEASEHOLD

Date the lease began:

Date the lease expires:

Type of lease (i.e. full repairing & insuring):

Leaseholder's name(s):

Leaseholder's address(es):

Postcode:

Are you wholly responsible, under the terms of the lease, for the repair and maintenance of the exterior of the property? Yes No

Is the lease registered? Yes No

Please give details of the person or business who owns the freehold:

Freeholder's name(s):

Freeholder's address(es):

Postcode:

Freeholder's email address:

Freeholder's telephone number(s):

7. Property details

Age / type of property:

Age:

Type:

Is the property listed?

Yes

No

Are there any encumbrances on the property (i.e. mortgages / charges)?

Yes

No

8. Existing uses of the property

If it is trading as a business, when was it established?

9. Proposed uses for the property

If a new business, when do you intend to start trading?

Is there any vacant space intended to be brought back into use?

Yes

No

Does the project relate to the whole or only part of the property?

Whole

Part

10. Budget

Do you have a budget figure for your contribution to the works?

Yes

No

11. Other grant funding

Have you previously applied, are currently applying, or intend to apply for Lottery funding from another distributing body?

Yes

No

Have you previously applied, are currently applying, or intend to apply for grant funding from another source?

Yes

No

12. Additional information/documents checklist

Please enclose copies of the following documents with your application, if applicable.

Evidence of your interest in the property, including any encumbrances

inc

n/a

Permission from the freeholder to undertake the project

inc

n/a

Most recent audited accounts, articles of association, or memorandum of agreement, for applications from companies or charities

inc

n/a

Evidence of grant funding / offers from other sources

inc

n/a

Declaration – all applicants

I declare that all the information given is truthful, accurate and that information has not been deliberately withheld.

I confirm that: I have **my representative has** the power to accept the grant, subject to conditions, and the power to repay the grant in the event of conditions not being met.

I understand that any misleading statements (whether deliberate or accidental) given at any stage during the application process, or any material information knowingly withheld, could render this application invalid, and may require the repayment of any grant.

I have read and understood the application form and Townscape Heritage Scheme Advice Notes.

Signed:

Date:

Position:

On behalf of:

Declaration – landlords

If the property is held on a lease that will expire in less than 10 years, or if it contains a break clause which may terminate the lease within 10 years, the landlord must join in the grant application, and agree to be bound by the grant conditions.

Signed:

Date:

Position:

On behalf of:

If you have any queries regarding this form please contact the Townscape Heritage Scheme Project Officer.

Richard Middleton

Project Officer (Townscape Heritage Scheme)

City of Bradford Metropolitan District Council

Department of Place

Planning, Transportation and Highways

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