



BRADFORD CITY CENTRE TOWNSCAPE HERITAGE SCHEME

Grant Application Form – Stage 2

The purpose of this form is to complete the application process for a Townscape Heritage Grant. This form should be completed and returned, with the additional information/documents requested in the checklist (item 15), 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. 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 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:

5. 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):

6. 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

7. Existing uses of the property

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

8. 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

9. Statutory Consents

Have you applied, or are you applying for, for any statutory consents needed for the proposed work, such as Planning Consent, Listed Building Consent, Advertisement Consent or Building Regulations Approval? Please give details including application reference numbers, or confirm why no consents are needed:

10. Consultants supporting your project

Name(s):

Business/trading name:

Address:

Postcode:

Website:

Email address:

Telephone number(s):

Contact name (if different to the applicant):

Scope of services:

Professional bodies:

Name(s):

Business/trading name:

Address:

Postcode:

Website:

Email address:

Telephone number(s):

Contact name (if different to the applicant):

Scope of services:

Professional bodies:

Other work not eligible for a grant	Price	Vat
Total Not Eligible For Grant		

13. Project timescales

When do you intend to commence construction work?

When do you intend to complete construction work?

14. 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

14. Additional information/documents Checklist

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

- Full details of the proposed works including, site specific drawings (plans, sections, elevation and construction details), specifications, photographs, schedules of work, construction programme and expenditure profile. inc
- Evidence of your interest in the property, including any encumbrances inc
- 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
- Copies of any statutory consents, submitted or approved inc n/a
- Copies of any contract or letters of appointment for consultants, demonstrating the scope of their fees inc
- Copies of any quotation or tender process undertaken inc n/a
- Copy of the fully costed schedule of works from your preferred contractor inc
- Estimate of the current value of the property inc n/a
- Development Appraisal for vacant use grant application inc n/a
- Evidence of sufficient funding to cover your contribution towards the project inc
- Evidence of grant 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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