



WHITEHAVEN TOWNSCAPE HERITAGE INITIATIVE

## Whitehaven Townscape Heritage Initiative

### Grant Application Form

You **MUST** consult the THI Officer before completing this form.

You can use this form to apply for a grant from the Whitehaven Townscape Heritage Initiative. Please ensure all the relevant sections are completed as accurately as possible before signing the declaration and returning the form to the address below. Please enter **N/A** if a question does not apply. Please attach two copies of: drawings of the works, photos of relevant parts of the property, the project specification, schedule of works and schedule of itemised costs, the tenders for completing the works and the development appraisal.

#### Important Information

- The applicant should be the person or body on the title deed or tenancy agreement.
- Grants can only be offered to schemes which meet the THI objectives – please refer to the attached **Guidance Notes** for information.
- Works undertaken prior to written approval being received will be ineligible for grant support.
- Repayment conditions will apply to any grant over £15,000 if the property is sold within 10 years of receiving the grant. Please ensure you understand the repayment conditions – refer to the attached **Guidance Notes** for information.
- The applicant must obtain the necessary consents for the proposed works and provide evidence of them with the application. A grant offer does not imply any other consent or permission.
- It may be a requirement of your grant that you employ an appropriately qualified professional advisor.
- A minimum of three tenders must be obtained for eligible works and preferably based on a schedule of works / bill of quantities prepared by an architect or surveyor.
- Successful applicants will be required to submit an appropriate maintenance plan for the property to sustain its condition after the public investment.

#### Return Address and Further Information

Mrs Jane Taylor  
THI Officer  
Copeland Borough Council  
The Copeland Centre  
Catherine Street, Whitehaven  
Cumbria CA28 7SJ  
Tel: 01946 598351  
Email: [jane.taylor@copeland.gov.uk](mailto:jane.taylor@copeland.gov.uk)

**FOR  
OFFICE USE**  
Project Ref:  
Date Received:  
Date of Decision:

**A Property Details**

**Property**

A1 **Address of property for which grant is sought**  
(including postcode)

A2 **Is the property a listed building?** Yes  No

A3 **Is the property registered with the Land Registry?** Yes  No

**Interest**

A4 **Applicant's legal interest** (tick one)

freehold

leasehold  expiry date .....

tenancy  expiry date .....

other

specify: .....

A5 **Date of acquiring interest**

A6 **Has the applicant charged the property by way of mortgage?** Yes  No

A7 **Who is responsible for external repairs?** landlord  tenant

A8 **Who is responsible for internal repairs?** landlord  tenant

A9 **Current value of the property?**

A10 **Valuation completed by?**

<b>B</b>	<b>Applicant Details</b>
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<b>Applicant Details</b>	
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<b>B1 Name</b>	
<b>B2 Organisation name</b> (if relevant)	
<b>B3 Type of organisation</b>	business <input type="checkbox"/> charity <input type="checkbox"/> registered no ..... public body <input type="checkbox"/> householder <input type="checkbox"/> other <input type="checkbox"/> specify:.....
<b>B4 Nature of business</b>	
<b>B5 Applicant's address</b> (including postcode)	
<b>B6 Daytime phone no.</b>	
<b>B7 Mobile</b>	
<b>B8 E-mail address</b>	
<b>Main Point of Contact</b>	
<b>B9 Is the main point of contact as above?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> if no, please give details of main contact
<b>B10 Name</b>	
<b>B11 Organisation name</b> (if relevant)	
<b>B12 Address</b>	
<b>B13 Daytime phone no.</b>	
<b>B14 Mobile</b>	
<b>B15 E-mail address</b>	

<b>C Professional Advisor Details</b>	
<b>Buildings Advice</b>	
<b>C1 Are you employing a professional advisor?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, go to C9)
<b>C2 Company name</b>	
<b>C3 Contact name</b>	
<b>C4 Type of organisation</b> (eg. architect, surveyor)	
<b>C5 Address</b> (including postcode)	
<b>C6 Phone number</b>	
<b>C7 E-mail address</b>	
<b>Solicitor</b>	
<b>C8 Company name</b>	
<b>C9 Contact name</b>	
<b>C10 Address</b> (including postcode)	
<b>C11 Phone number</b>	
<b>C12 E-mail address</b>	
<b>Bank</b>	
You must also complete a Bank Reference Form	
<b>C13 Bank name</b>	
<b>C14 Branch</b>	
<b>C15 Address</b> (including postcode)	
<b>C16 Phone number</b>	

<b>D</b>	<b>Project Details</b>
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<b>Proposed Works</b>	
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D1	<b>Proposed grant-aided works</b> Give a brief description of the works for which you are seeking a grant	
D2	<b>Do the works include reinstatement of a traditional shop front?</b>	YES / NO
D3	<b>Number of traditional windows to be</b>	Repaired <input type="checkbox"/> <span style="margin-left: 200px;">Reinstated <input type="checkbox"/></span>
D4	<b>Grant category</b> (tick all that apply)	building repairs <input type="checkbox"/> reinstatement architectural detail <input type="checkbox"/> bringing vacant floorspace back into use <input type="checkbox"/>
D5	<b>Other works</b> Give a brief description of other works you will be carrying out at the same time	
D6	<b>Why are the proposed grant aided works required?</b>	
D7	<b>Start date for works</b>	month: _____ year: _____
D8	<b>Anticipated end date</b>	month: _____ year: _____

<b>D Project Details</b> (continued)																						
<b>Use and Floorspace</b>																						
<b>D9 Existing use</b> (tick all that apply; professional services eg. estate agents or solicitors)	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%; text-align: center;"><u>Storey</u></th> <th style="width: 30%; text-align: center;"><u>floorspace (sqm)</u></th> </tr> </thead> <tbody> <tr> <td>retail shop</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>professional services</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>residential</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>vacant</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="3">specify: .....</td> </tr> </tbody> </table>		<u>Storey</u>	<u>floorspace (sqm)</u>	retail shop	<input type="checkbox"/>		professional services	<input type="checkbox"/>		residential	<input type="checkbox"/>		vacant	<input type="checkbox"/>		other	<input type="checkbox"/>		specify: .....		
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<b>D10 Total floorspace (m<sup>2</sup>)</b>																						
<b>D11 Number of people currently at property</b>	full-time workers: _____ residents: _____																					
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<b>D13 Floorspace on completion (sqm)</b>	brought into use: _____ improved: _____																					
<b>D14 No. of people on completion</b>	full-time workers: _____ residents: _____																					
<b>D15 Other outputs (eg. m<sup>2</sup> public realm improved / environmental benefits eg. energy efficiency measures / recycling)</b>																						
<b>D16 Expected value on completion of works?</b>																						
<b>Costs and Grant</b>																						
You must attach a schedule of itemised costs (excl. VAT)																						
<b>D17 Total estimated costs (excluding fees &amp; VAT)</b>	£																					
<b>D18 Costs eligible for grant (excluding fees &amp; VAT)</b>	£																					
<b>D19 Is VAT recoverable or zero-rated on any part of the project?</b>	yes <input type="checkbox"/> give details:  no <input type="checkbox"/> give estimated VAT: £																					
<b>D20 Do you wish to include professional fees</b>	yes <input type="checkbox"/> no <input type="checkbox"/> If yes, give fee rate _____ %																					
<b>D21 Total grant request</b>	£																					

<b>D</b>		<b>Project Details</b> (continued)		
<b>Match Funding</b>				
D22	Have you sought other grants or loans to support the project?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
D23	Other grants applied for to support the works	<u>Source</u>	<u>Amount applied for (£)</u>	
D24	Loans applied for to support the works	<u>Source</u>	<u>Amount applied for (£)</u>	<u>completion date</u>
D25	How will you finance the balance? Eg. savings			
<b>Consents</b>		You must have the necessary consents before works start		
D26	Which consents do you need, and which have you applied for or obtained? (please supply evidence with this application)		need	applied
			obtained	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		specify: .....		
<b>E</b>		<b>Further Information</b>		
E1	Tell us anything else that might affect your application.			

## F Declaration & Checklist

**Declaration:** The applicant must sign the form. If the property is jointly owned, all owners should sign. If the applicant is an organisation, an authorised person should sign.

I/we confirm the information in this application and supporting items is accurate, true and complete to the best of my knowledge. I/we understand that if I/we make a misleading statement at any time during the grant process, this could render the application invalid and result in the repayment of any monies already paid. I/we accept that all grants are discretionary and will be subject to the terms and conditions of a legal agreement. I/we accept that if a grant is offered on a 'conservation deficit funding basis', and I/we sell the property on completion or within 10 years of completion, some of the grant may have to be repaid if the financial turn out at the time of the sale, based on open market value, is materially better than was forecast in the development appraisal.

For organisations: I/we confirm the project for which grant is sought is within the objects of our constitution, that the organisation has the power to accept the grant and any conditions that may apply, and the power to repay the grant if grant conditions are not met.

<b>F1</b>	<b>Applicant's signature</b>	
<b>F2</b>	<b>Name</b>	
<b>F3</b>	<b>Date</b>	
<b>F4</b>	<b>Position</b>	

### Checklist Please check all relevant section of the form are complete

<b>F5</b>	<b>Tick the items which have been included with this application</b> (Two copies of each must be submitted)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding-left: 20px;">scheme drawings</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">specifications</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">schedule of works</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">schedule of costs</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">at least three tenders</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">valuations</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">development appraisal</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">photographs</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">mortgage consent</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">lessor consent</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">landlord consent</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">owners consent</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">planning permission</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">listed building consent</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">building regulations approval</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">bank details/ signatories form</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">proof of match-funding</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">maintenance schedule</td><td style="text-align: right;"><input type="checkbox"/></td></tr> <tr><td style="padding-left: 20px;">other:.....</td><td></td></tr> </table>	scheme drawings	<input type="checkbox"/>	specifications	<input type="checkbox"/>	schedule of works	<input type="checkbox"/>	schedule of costs	<input type="checkbox"/>	at least three tenders	<input type="checkbox"/>	valuations	<input type="checkbox"/>	development appraisal	<input type="checkbox"/>	photographs	<input type="checkbox"/>	mortgage consent	<input type="checkbox"/>	lessor consent	<input type="checkbox"/>	landlord consent	<input type="checkbox"/>	owners consent	<input type="checkbox"/>	planning permission	<input type="checkbox"/>	listed building consent	<input type="checkbox"/>	building regulations approval	<input type="checkbox"/>	bank details/ signatories form	<input type="checkbox"/>	proof of match-funding	<input type="checkbox"/>	maintenance schedule	<input type="checkbox"/>	other:.....	
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