

Pontefract Market Place Conservation Area

Townscape Heritage Initiative Grant Application

PLEASE NOTE

This application form must be completed and returned with a substantial amount of detailed information about the proposed works (see check list included and *Advice Note 1 "How to apply for a THI Grant"*). You are advised to read all of the detailed guidance documents carefully and contact the THI Officer if you have any questions or difficulty completing the application form.

1. This form must be returned with:

- Minimum of 3 quotations from reputable contractors.
- Plans showing the work you propose to undertake.
- Details of any fees of charges - eg for plan preparation, building regulation fees etc.
- Details of planning permission and listed building consent and building regulation approvals where applicable.

PLANNING OR BUILDING REGULATION APPROVAL ARE NOT THE SAME AS GRANT APPROVAL.

2. You will be required to provide a Certificate of Title to confirm the property ownership before your application can be approved. If the property is held on a lease for less than ten years or if it contains a break clause which may terminate the lease within ten years, the landlord must join in the grant application and agree to be bound by the grant conditions if a grant is awarded.
3. Please read the notes attached to this form before you complete the details and sign the declaration.
4. Grant will not be paid if work starts before grant approval has been given.
5. When completed this form together with plans, quotations, etc should be returned to the Pontefract Townscape Heritage Initiative Officer, Room D5, Upper Building, Newton Bar, Leeds Road, Wakefield WF1 2TX.
Tel: 01924 304950.

Please read **Application and Guidance Advice Notes 1,2,3 and 4** notes before filling in this part.

1. Address of the property at which the work is to be done

.....

Full Name of Applicant(s)

Address (if different from above)

Telephone No: Home Work Mobile

E-mail address

Web site address

2. Name of Authorised Signatory and position within organisation:

.....

3. Do you, or will you:

(a) own the freehold? Or

Yes

No

(b) hold a lease with an unexpired term of at least 10 years
without a break clause? Or

Yes

No

If less than 10 years, how many years remain?

.....

(c) rent the property?

Yes

No

4. Name and address of owner if different to applicant?

.....

5. If you are not the owner, do you have their permission
to undertake the project?

Yes

No

If permission is required please attach evidence of this
to the application.

6. Type of property, including any statutory designation (e.g. Grade II Listed)

.....

7. Floor space occupied Sq m / Sq ft

.....

8. Have you applied for:

Planning Permission?

Yes

No

Ref No

Building Regulations Approval?

Yes

No

Evidence of approval?

Yes

No

9. If someone else is acting for you, eg architect or friend, please give their name, address and telephone number

Name

Address

Telephone No:

10. Is the business registered for VAT?

If YES, please give registration no.

.....

Yes

No

11. As a trading business are you registered with the Inland Revenue?

Yes

No

12. Is the business registered with Companies House?

If YES, please give registration no.

.....

Yes

No

<p>13. Are you, or have you been, a sole trader/partner/director of a business which has gone or is in the process of going in to receivership/administration or liquidation? If YES, please give details:</p> <p>.....</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p>14. Is the business registered as a charity? If YES, please give registration no.</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p>15. Is the building insured? If YES please attach details of the insurance company, type of insurance and expiry date.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p>16. Have you made or can you make an insurance claim for any of the works detailed in your estimate? If YES, please provide details</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p>17. Existing use of the property Please use this space to give us more information about what your property is used for - the products and services you provide at the property - who your customers are at the property.</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<p>18. Proposed use Please use this space to give us more information about what your property will be used for - the products and services you intend to provide at the property - who your customers will be at the property.</p> <p>.....</p> <p>.....</p> <p>.....</p>

19. Proposed scheme

Please use this space to briefly tell us about the proposal for which you are looking for funding and timescale for implementation of the project. In assessing your application the Grant Board will consider the need for repair to the building, the regard paid to the special character and interest of the Pontefract Market Place Conservation Area and the implementation of a comprehensive repair strategy. Your architect will be required to provide evidence to demonstrate need for reinstatement. Please tell us how you will address these issues. If there is not sufficient space here please attach an additional sheet.

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.....
.....
.....

20. Architects and Agents

Please provide details of your architect.

Practice name

Address

Telephone No: Work Mobile

E-mail address

Web site address

Are they conservation architects registered with the Royal Institute of British Architects (RIBA) or the Architects' Registration Board (ARB)? Yes No

Please provide details of your agent.

Practice name

Address

Telephone No: Work Mobile

E-mail address

Web site address

Are they a Chartered Building Surveyor registered with the Royal Institute of Chartered Surveyors (RICS)? Yes No

21. Cost of The Project

Please include as much information as possible and **attach quotations from suppliers in all cases.**

Please feel free to attach a schedule if this space is not suitable.

To assist with the calculation of grant rates, identify if works fall under the category of Building Repairs or Reinstatement of Architectural Features.

Element of Eligible Work	Price	VAT	Total	Grant Sought
Building Repairs = 77%				
.....
.....
.....
.....
.....
.....
Total Repairs
Reinstatement of Architectural Features = 85%				
.....
.....
.....
.....
.....
.....
Total Reinstatement
<p>Applicants often invest in additional, non-eligible, repairs and improvements at the same time as the grant-aided works. If this applies to you, it would be extremely helpful if you would indicate the nature and cost of such proposed works, so that we may assess the 'add-on' value of this grant scheme.</p>				
Estimate of costs for non-eligible works	Price	VAT	Total	
	

<p>22. Does the application relate to whole or part of the property?</p>	<p>Whole <input type="checkbox"/></p>	<p>Part <input type="checkbox"/></p>
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<p>23. Programme estimated start and completion dates?</p>	<p>.....</p>
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<p>24. Have you previously applied, or are you currently applying, or do you intend to apply for Lottery funding, or for funding from another distributing body or funding source? If YES, please give details:</p> <p>.....</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
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<p>25. Are you related to, or a business partner of:</p> <p>An elected member of Wakefield Council?</p> <p>An employee of Wakefield Council?</p> <p>A corporate body with which any member or employee of Wakefield Council is associated?</p> <p>A member of the Pontefract THI Grants Board? If the answer YES, please identify the source(s)</p> <p>.....</p> <p>.....</p>	<p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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<p>26. Checklist - all applicants</p> <p>The following is the list of the detailed information which must be submitted with the application. Please use it to ensure that you enclose all the documents required by your application (<i>see Advice Note 1 "How to apply for a THI Grant"</i>), as your application cannot be processed without them.</p>			
<p>1. Evidence of interest /ownership of property (i.e. proof of leasehold or freehold)</p> <p>2. Evidence of any encumbrances, restrictions or claims against the property. (refer to <i>Advice Note 2 Summary of THI Grant Conditions, item 25</i>)</p> <p>3. Statutory consents (e.g. Planning permission, listed building consents, building regulation consent)</p> <p>4. Proof of insurance for the property, works and any unfixed materials and goods delivered to the property. Provide names of insurance companies, type of insurance provided and their expiry date</p> <p>5. Proof that your contribution towards the cost of the works is secured</p> <p>6. Evidence of grant offers from other sources, including current offers and applications</p>	<p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	<p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

<p>7. Full details of proposed works. To include specifications of works, site specifications and drawings of relevant elevations and details, photographs, schedule of works key mile stones and expenditure profile</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>8. If you are a private company, sole trader or charity, you will also need to supply a copy of:</p> <p>1. Your most recently audited accounts and</p> <p>2. Articles of association or memorandum of agreement</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>9. Summary sheets from at least three returned tenders and completed Contractor Reference form(s) for each</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>10. Copy of the lowest or winning tender accompanied by a completed Contractor Reference Form</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>11. If you are proposing to accept a tender other than the lowest please submit your justification</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

27. 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 (*please delete as applicable*) 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 repayment of any grant received.

I have read and acknowledged the grant conditions outlined in Advice Note 1 'How to Apply for a THI Grant', Advice Notes 2 'Summary of THI Grant Conditions', Advice Note 3 'Guide to Eligible Works' and Advice Note 4 'Conservation Manual'.

I accept our responsibilities for Health and Safety before and during the implementation of the project.

I accept that grants are discretionary and subject to funds being available and that the THI Grants Board may wish to vary the scope or nature of the works after submission of the application.

Signed: Date:

Position:

On behalf of

28. Declaration - applicants with constitutions, e.g. Companies, Charitable Trusts, Community organisations etc

Signed: Date:

Position:

On behalf of