

ACADEMY STREET

- INVERNESS -

Townscape Heritage Project

HERITAGE GRANT SCHEME APPLICATION FORM

DATE RECEIVED:

APPLICATION REF:

PLEASE READ CAREFULLY BEFORE FILLING IN THE APPLICATION FORM

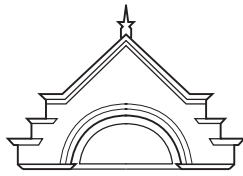
- Details of eligible works and specifications are contained in the Heritage Grants Guidance Notes. Please refer to these before making an application.
- All sections of the application form must be completed. An application will not be processed unless all the required information has been made available.
- A minimum of three competitive tenders based on a comparable specification should be obtained and submitted with the application unless otherwise agreed in advance with the Project Team. The tender reports should be broken down to show the costs of each element of work detailed in the specification. Your grant will be based on the eligible works detailed in the specification and calculated on the lowest of the competitive prices, although the applicant is not obliged to use the lowest tenderer to carry out the works.
- Where applicable a detailed specification and drawings of the proposed works should accompany the application.
- Suitable photographs of the building(s)/ repair issues as existing are required.
- No works may be started until a written offer has been given, and accepted in writing, or you will not be eligible for grant. Grants will not be approved for works retrospectively.
- Grant eligible works must be completed within 12 months from the date of the written offer (except in cases where the project will take longer than 12 months to complete).
- Grant eligible works may require Listed Building Consent, Planning Permission and/or building control approval. These requirements are entirely independent of the TH project and grant application process. It is the responsibility of the grant applicant to ensure that all statutory consents are in place prior to works being commenced on site. Grant will not be paid for works undertaken without the necessary permissions.

APPLICATION CHECKLIST:

1. Application form (all sections to be completed)
2. Specification for work to be carried out
3. A minimum of three competitive tenders
4. Photographs of the building as existing

Please return your completed application form to Project Officer, Townscape Heritage Project, 62 Academy Street, Inverness IV1 1LP





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APPLICATION FORM FOR A HERITAGE GRANT

PROJECT DETAILS

Address of building for which grant is sought _____

Name of applicant(s) _____

Address _____

Postcode _____ Telephone _____

E-mail address _____

Name of agent (if applicable) _____

Address _____

Telephone _____

E-mail address _____

Nature of applicant e.g. householder, company, charity or private business. _____

Nature of interest (i.e. owner, lessee, tenant, etc) _____

If lessee or tenant:

Please give details of lease agreement

BUILDING CONSERVATION VALUE

Is the building listed? Yes No

If yes, which category of listing? A B C

Any other relevant information on the building? _____

ELIGIBLE WORKS

Please give a brief description of the proposed works to your building

What is the existing use of the building? _____

What is the proposed use of the building? _____

What is the total cost of the proposed works? (i.e. lowest tender) _____

What is the estimated project start date and completion date _____

Does the application form part of works with neighbouring property? _____

Is the application for whole of the project? YES NO

Is the applicant a commercial concern? YES NO

Is VAT recoverable? YES NO

Have you applied for a grant from any other source? YES (please give details) NO

STATUTORY CONSENTS

Do the works require planning consent and/ or listed building consent? If so please give details.

DECLARATION

I/we declare that the information given above is true and accurate to the best of my/our knowledge and belief. I/we further declare that I/we have the power to accept the grant subject to conditions and repay the grant in the event of the conditions not being met.

Signature(s) _____

Date _____

of Applicant(s) _____

Name (Print) _____

of Applicant(s) _____

