

ELGIN CONSERVATION AREA REGENERATION SCHEME



THE APPLICATION PROCESS AND DECISION MAKING PROCEDURE

Stage 1: Submitting an Expression of Interest

You are invited to complete a simple 'Expression of Interest' form to outline your project. The information provided will enable us to determine if the works are grant eligible and fit with the criteria of the programme.

A site meeting & preliminary discussions will be held with the CARS Officer to discuss eligibility and to explain the grant application process. This will help you make a strong application that fits the eligibility criteria and will save you time and effort.

Stage 2: Developing a Full Application

If your project meets with the scheme criteria, you will be invited to submit a full application. The application includes:

- **Application Form** – The relevant application form should be completed and any supporting information required by the form provided.
- **Drawings/photographs** – Supporting information such as drawings of any architectural features or joinery would support your application. Appropriate photographs would also help to clarify the extent or nature of work.
- **Three Quotes** - Please provide three detailed quotations for the proposed work from appropriate contractors. The three quotations must cover identical areas of work. These should be fully detailed and itemised. A full specification of the work will also be required if this does not form part of the quotation.

Quotes must be presented on company headed paper and include full details of the company, business address, VAT Registration and business telephone number. Supporting information regarding the scope of work usually undertaken by the company/sole trader, their skills base and expertise must also be included.

Please ensure that the builder/contractor is fully aware of the specialised requirements of the grants scheme and of any conditions attached to your offer. Grants will not be paid if the work does not meet the required standard or agreed detailing or if any conditions have not been complied with.

Please speak to the Elgin CARS Officer if you have problems obtaining three quotations.

- **Permits/consents:** The applicant is responsible for obtaining any consents or permits and must meet any legislative requirements for the project, including but not limited to Planning Permission, Building Warrant or Listed Building Consent. Grants will only be finalised after these matters have been resolved. Please note a permit from Council may be required if any works encroach onto a road or footpath (eg. scaffolding) and these take a minimum of 7 business days to process prior to commencement. Please allow sufficient time for any consents or permits to be issued prior to commencement of any works.

Stage 3: Application Submission and Decision

Once complete, your application can be submitted to the Elgin CARS Management Group for assessment. You will be notified of their decision by letter and, if successful, a Letter of Grant Offer, including any special conditions and recommendations, will be issued for acceptance by signature and return to the Elgin CARS officer. **No grant related work should start before approval, in writing, has been received.**

The Management Group will consider applications, having regard to:

- The Elgin High Street Conservation Area Appraisal and management recommendations;
- Advice from Historic Environment Scotland;
- The anticipated impact on the character of the conservation area from an award;
- Willingness demonstrated by the applicant to part-fund and implement appropriate works benefiting the historic built environment.

Should an applicant wish to appeal against the Management Group decision, they must re-submit their application along with additional supporting information, within two months of receiving the decision. Should the matter still be unresolved, the Elgin CARS Management Group will refer the application to Historic Environment Scotland.

ELGIN CARS JOURNEY



Further information regarding the Elgin CARS project, application forms and guidance documents can be found at www.elgincars.org.uk or by contacting the Elgin CARS Officer.