

**ELGIN CONSERVATION AREA REGENERATION SCHEME
PRIORITY BUILDING OR LARGER PROJECT**

FORM 2 - APPLICATION FORM



REFERENCE NO:

If you would like any assistance to complete this form, please contact the CARS Officer, Ellen Cox
Tel: 01343 563656, Email: ellen.cox@moray.gov.uk

Please complete in type or black ink

1. Address of property applied for:

Postcode:

2. Name of applicant:

3. Applicant address:

Postcode:

Tel:

Email:

4. Nature of applicant (e.g. householder, business, charity):

5. Name of Agent or Professional Advisor: *(Note 1)*

Address:

Postcode:

Tel:

6. Do you own the property for which you are seeking grant? (Note 2) YES NO

If no, please give details of owner. (Note 3)

7. History of building/known past uses or previous occupants:

8. Please describe the project: (type of building, repair issues, benefits - see Note 4)

9. What is the current and/or proposed use of the property? (Note 5)

Current:

Proposed:

10. Is the building Listed as of architectural or historical importance? (Note 6) YES NO

If yes, please circle the relevant category. **A** **B** **C(S)** Age of Building:

Other designation:

11. Have all the relevant statutory consents been applied for/awarded? (Note 7)

	Planning Permission	Listed Building Consent	Advertisement Consent	Building Warrant	Other
Ref No.					
Date Applied for					
Date Awarded					

12. Please give costs of the proposed work (excl. VAT):

13. Are you/is the applicant VAT registered? YES NO

If yes, what is your VAT Registration Number?

Have you applied for a grant from any other source? YES NO

If yes, please provide details of all grants that you have applied (or intend to apply) for in respect of this project:

14. Timetable

Project Start Date:

Project Completion Date:

15. Declaration:

The Applicant (as above) must sign the completed form. If the applicant is two or more individuals (e.g. if the property is jointly owned) all must sign the completed form. If the Applicant is an Organisation, an authorised member of the organisation must sign the completed form and give his/her position in the organisation. I declare that:

- The information given in this form and the attached details are true and accurate to the best of my knowledge and belief.
- I accept the grant is discretionary and is subject to funds being made available by partner bodies, who may wish to vary the scope or nature of the works after the submission of this application.
- I understand that to make a materially misleading statement at any time during the application process or during the implementation of the works could render this application invalid and that the applicant may be liable to return any grant already disbursed.
- I will notify the Elgin CARS Project Officer in writing of any variation in the agreed works prior to their implementation and allow sufficient time for their consideration.
- I will accept and abide by the terms and conditions of the grant award and the agreed works, failure to do so will render the applicant liable to return any grant disbursed.
- Where submitting an application on behalf of a body or group it should fall within the objects of the applicant's constitution that I/we have the power to accept the grant subject to conditions and the power to repay the grant in the event that the conditions of the grant are not met.

Print Name:

Signed:

Date:

Print Name: _____

Signed: _____

Date: _____

16. Checklist (Note 7 and 8)

- Please ensure that you have signed and dated the application form.
- Please ensure that you have also enclosed all documents on the checklist below, if applicable.
- Any application will be invalid until all the necessary documents are received and acknowledged.

Enclosed Documents	Tick
Statutory consents (planning/listed building etc.)	
Detailed drawings/photographs	
Detailed specification of the works	
Three quotes	
A detailed cost plan of the scheme works	
Written consent of owner/ownership details (if not the applicant)	
Confirmation of VAT status (if applicable)	
Professional fee tender report (if applicable)	
A tender report including at least three competitive tenders (if applicable)	
The priced Bill of Quantities of the tender you wish to accept (if applicable)	
A detailed cost plan of the scheme works	

Please submit the signed and completed application form to:

Ellen Cox
Elgin CARS Officer
Moray Council
High Street
Elgin
IV30 1BX
T: 01343 563 656 E: ellen.cox@moray.gov.uk

For Office Use Only.			
Date Received:		Decision Date:	
Decision:	Approve	Refuse	Date Valid:
Notification of Decision:		Grant Award Amount:	

