

ELGIN CONSERVATION AREA REGENERATION SCHEME SMALL GRANTS/SHOPFRONT IMPROVEMENT

FORM 2 - APPLICATION FORM



ELGIN
C ♦ A ♦ R ♦ S

Conservation Area Regeneration Scheme

REFERENCE NO:

If you would like any assistance to complete this form, please contact Elgin 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 (**Note 1**):

3. Applicant address (if different from above) and Primary Contact Details:

Postcode:

Tel:

Email:

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

5. Name of Agent or Professional Advisor (if applicable):

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

If no, please complete the following details (please continue on separate paper if necessary):

Applicant's interest in property:

Nature & term of lease:

Responsibilities under lease:

Owner's consent to application (if applicant does not own the property):

Name

Date

7. History of building/known past uses or previous occupants/significant alterations (**Note 3**):

8. Description of project (repair issues, methods, materials) (**Note 4**):

9. What is the current and/or proposed use of the property?

Current:

Proposed:

10. Is the building Listed of architectural or historical importance? (**Note 5**) YES NO

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

Other designation or special features to note:

11. Have all the relevant statutory consents been applied for/awarded? (**Note 6**)

	Planning Permission	Listed Building Consent	Advertisement Consent	Building Warrant	Other (eg. scaffolding)
Ref No.					
Date Applied for					
Date Awarded					

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

If yes, what is your VAT Registration Number?

13. Please indicate which contractors you will be using and the prices they have quoted for carrying out the proposed work (excluding VAT) in the table below (**Note 7**):

Preferred Contractor/s	Cost (excl.VAT)
Total Cost	

14. 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 and state whether or not the funding is secured:

15. Timetable:

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

16. 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 (Notes 6 & 7):

- Please ensure that you (and the owner, if required) 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 (which show if VAT is included, excluded or zero rated)	
Written consent of owner/ownership details (if not the applicant)	

Please submit the signed and completed application form to:

Ellen Cox
Elgin CARS Officer
Council Office
High Street
Elgin
IV30 1BX

For Office Use Only.

Date Received:			Decision Date:
Decision:	Approve	Refuse	Date Valid:
Notification of Decision:	Grant Award Amount:		

