



APPLICATION FOR A HISTORIC BUILDING GRANT

Before filling in this form, please read the guidance and criteria notes.
Please write clearly.

1. **ADDRESS** of building for which the grant is sought.

2. **OWNER or LEASEHOLDER** of the building.

If a Grant is paid, the cheque will be made payable to this person.

Name:

Daytime telephone:

Address (if different from above):

Grants may only be paid to owners or full repairing leaseholders. If you are not the freehold owner of the property, please state your interest in the building. If you are a full repairing leaseholder, please state the year and month when you took the lease.

3. **AGENT** Please give these details if communications are to be made through this person and not the owner of the building.

Name:

Telephone:

Address:

Professional Qualifications:

4. **USE OF THE BUILDING**

What is the present use?

What is the proposed use after repair?

5. **OTHER GRANTS**

Please give details, including the amount, of any other grants you have applied for or been awarded (e.g. Housing Improvement Grant, Repair Grant from English Heritage, etc.)

6. DESCRIPTION OF WORK

Please describe briefly the nature and scope of the work required, and include (where possible) any relevant drawings, photographs and specifications:

Have you applied and paid for or obtained all necessary consents such as Planning Permission, Listed Building Consent, Building Regulations Approval, etc?
Are there any protected species that may be affected by the work? Have you obtained advice from Natural England?

7. ESTIMATED COST OF THE WORK

Please give the estimated costs of the required work, broken down into broad categories (e.g. roofing, re-pointing, window repairs, professional fees etc.)

ITEM	NETT COST	VAT
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Please attach copies of at least two estimates, from which these costs are derived. If the grant is awarded it will be paid on the basis of the lowest estimate even if this is not your chosen contractor.

8. CHOSEN CONTRACTOR

Please give the name of your chosen contractor.

9. DECLARATION

I have read the “Historic Buildings Grants – Guidance and Criteria” and I accept the conditions set out in that guidance.

Signed:

Date:

On behalf of:

*Send the completed form to
Conservation and Landscape Team, Charnwood Borough Council, Southfields, Loughborough LE11 2TN*