



FLINTSHIRE COUNTY COUNCIL

Planning, Environment & Economy

Historic Building Repair Grant Application

Please read the accompanying guidance "Notes for Applicant" and "Principles of Repair" before completing this form. Please answer every question in block capitals and do not leave any blank spaces.

To apply print a copy of the form, complete, scan as pdf and send with the accompanying information requested in Section 4 below by e-mail to conservation@flintshire.gov.uk

SECTION 1: BUILDING FOR WHICH GRANT IS SOUGHT

1. Name of Building:

2. Full Address:

.....

Post Code:

3. Is the building listed? **YES / NO** If yes please indicate grade: I II* II

4. Is the building within a Conservation Area? **YES / NO**

5. Has the building been the subject of any previous grant application? **YES / NO**

If yes, please state type of grant and date of application:

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SECTION 2: THE APPLICANT

1. Name:

2. Full Address:

.....

Post Code: E-mail:

Daytime Contact Number: Mobile Number:

3. a) Are you the freehold owner of the building? **YES / NO** *If yes, date of Purchase:*

If no, please give details of freehold owner:

b) Name of freeholder:

c) Address:

.....

..... Post Code:

Contact Tel. No: E-mail:

4. If you are not the owner, what is your interest in the building?
- a) Lessee: **YES / NO** *If yes, how long has your lease left to run?*
- b) Tenant? **YES / NO** *If yes, what are the terms of your tenancy?*
- c) Please specify any other interest:
- d) Have you notified freeholder/lessee of this application? **YES / NO**
5. Are you a commercial concern? **YES / NO**

SECTION 3: PROPOSED REPAIRS FOR WHICH APPLICATION IS MADE

1. Description of works:
2. Reason why works are necessary:

3. Total repair costs (Exc. VAT): £
4. Do you wish to claim for professional fees? **YES / NO**
5. Is your advisor a member of an appropriate professional institute? **YES / NO**
 If so, please give details:
6. Are you wholly responsible for financing the proposed repair? **YES / NO**
If no, please give details of your % of liability and those of any other persons involved together with their name(s) and address(es):

7. When do you expect to start the work?
8. When do you expect to complete the work?
9. How do you intend to keep the building/structure maintained in a sound state of repair?

SECTION 4: APPLICATION DOCUMENTS CHECKLIST

Please use this checklist to ensure your application has been completed correctly. (If you cannot place a tick against all the items listed below, your application is probably incomplete and will be returned to obtain further information or you will be contacted by the Conservation Officer.)

- One fully itemised schedule of proposed works
- Priced estimates from at least two contractors showing costs for each item on the schedule of proposed works
- Photographs of the building showing works needed
- Annotated drawings to scale of the proposed works if any new or replacement work proposed to the building
- Location plan to scale of building/structure where no identifiable address or aerial view will be acceptable.

I declare that the information given above is true and accurate to the best of my knowledge.

Signed: **Date:**

Use of information

We will not give your personal information to other third parties unless we are legally obliged to do so. Flintshire County Council is a Data Controller under the Data Protection Act 1998.



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NOTIFICATION OF OWNERS

Please fill in details of any other person (other than the applicants) with freehold or leasehold interest in the property

Name of Applicant:

Name of Property:

Repair Works Proposed:

.....

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Name of Freeholder:

Name of Lessee (if over 7 years unexpired):

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I have been notified of the Historic Building Repair Grant application to obtain assistance from Flintshire County Council

Signature of Owner/Lessee:

Dated:

Please submit completed form with your application