

GRANT AID PART 2 APPLICATION FORM: BUSINESS STRUCTURAL IMPROVEMENT

A. Details of Organisation / Project / Individual

B. Details of Property

Full address of the property

Description of the property

Name and address of the Freeholder

Will you be acquiring the premises

Yes

No

State terms of lease proposed

Leasehold

Freehold

Are the premises listed?

Yes

No

If the building is listed please note that there may be additional assistance available - see Historic Building Grant.

A copy of the Landlord's written consent to the works must be attached if the application relates to Leasehold premises.

C. Details of Proposals

Give a brief description of the proposals (see Section E for cost details)

State No. and date of full planning permission

(A copy of the planning permission documents and full building regulations approval must be attached).

Reminder - all applicants must complete Part 1

Who will use the premises?

For what purpose?

Expected employment within 12 months, ie. No. of staff Full time Part time

Floor space provided by conversion sq ft Site Area acres

How do you propose to find the balance of the cost over and above the requested grant?

Has the Ministry of Agriculture or any other body awarded a grant in the last 5 years for any part of the land, buildings, equipment or services which feature in the conversion proposals?
 Yes No

If Yes, give dates and any Ministry reference number

Have you received, or are you applying for a loan or grant in respect of this project, or of a larger project of which this forms a part, from any other source of public finance, including Department of Industry, English Tourist Board or Ministry of Agriculture?
 Yes No

If Yes, give full details

D. Insurance

If the premises are already insured state:

Name and address of Insurance office

Risks the policy covers

Amount insured for £ Premiums £

If not already insured state:

Proposed risks

Proposed amount insured for £

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E. Conversion Costs

Details are required of the estimated costs towards which the grant is sought. This must be supported by two estimates and detailed specifications supplied by the contractor and/or the applicant if you intend doing the whole, or part, of the work yourself.

By whom have the estimates of cost been prepared? Give their qualifications

Cost breakdown: Lowest estimate: Total estimated expenditure

Preliminary charges, cost of Architect's and/or Surveyors

NB: Those expenses incurred before the written offer of grant aid are not eligible for consideration

Cost of building regulations and planning approvals

Cost of site preparation, if any, by:

Contractor

Applicant i) for materials

ii) for labour

Cost of services (water, light, heat, power, sewage/drainage)

Will you receive a rebate from your Electricity Supplier? (E.g. 24/7, TXU)

If so, how much?

Cost of building works by:

Contractor:

Applicant i) for materials

ii) for labour*

*Indicate the rate per hour on which you base this figure.

Your own time hours

Your employee(s) time hours

Estimated start day of Month Year

Estimated completion Month Year

This form must be accompanied by a site plan showing layout of building(s) together with plans and estimates for the proposed structural work.

PLEASE NOTE

ANY WORK OR SERVICING UNDERTAKEN BEFORE THE WRITTEN OFFER OF GRANT AID IS MADE AND ACCEPTED IN WRITING IS NOT ELIGIBLE FOR CONSIDERATION UNDER THE GRANT SCHEME.

Reminder - all applicants must complete Part 1

F. Declaration

Application is for a grant, not exceeding £

(This cannot be more than 25% of the total shown in Section E)

Signature of Applicant (s)

On behalf of

(insert applicants name if signed by an agent)

Status of Signatory

(eg Partner, Director, Authorised Agent)

Signature of current Freeholder, if different from applicant

(except where written consent under "name and address of freeholder" is enclosed)

G. References

Financial:

Name

Address

Trader/Personal:

Name

Address

H. Returning Your Application

Please return your form to:

Economic Development Officer
Cultural & Community Services
Mid Suffolk District Council
Council Offices
131 High Street
Needham Market
Ipswich
Suffolk
IP6 8DL

Reminder - all applicants must complete Part 1

TERMS AND CONDITIONS
GRANTS FOR CONVERSION OF BUILDINGS

1. The offer of grant is made on the understanding that no grant will be paid towards any work carried out, or services provided, prior to the acceptance of the offer in writing and that the applicant will at all times use his best endeavours to ensure that the premises are used productively.

2. The offer must be accepted in writing within one month from the date of which it is made. If the acceptance is not received within that time the offer will lapse. Grant will normally only be payable if the project is completed within twelve months of the date of acceptance, unless otherwise specified in the letter of offer.

3. Grant will be paid only after completion of the work or provision of the service to the satisfaction of MSDC and after inspection, where necessary, by a person authorised by MSDC on their behalf.

4. Claims for payment of grant must be supported by evidence of the costs incurred and MSDC will reduce their contribution pro rata when the costs are lower than the estimates submitted with the original application. Evidence of costs will normally comprise receipted accounts, or an Accountant's certificate, which must be signed by an accountant who is a member of either the Institute of Chartered Accountants, or the Association of Certified and Corporate Accountants. If the applicant uses his own, or his employees' labour on the project, eg. work sheets, will be required to be available for inspection.

5. The offer of grant is made on the understanding that, in the course of making application, the applicant will have disclosed to MSDC any financial contributions towards the same project received or expected from any other body financed from public funds including local authorities. Insofar as any such contributions may not have been disclosed prior to MSDC's offer, MSDC may vary or cancel its offer to take account of them.

6. All works and services grant aided by MSDC shall conform to the plans and specifications or other particulars submitted to MSDC and approved by them.

7. The applicant shall ensure at all times that works and services covered by the offer of grant aid conform to the relevant statutory obligations,

byelaws, planning consents and building regulations.

8. Unless otherwise agreed with MSDC, the applicant shall be responsible for maintaining or, where appropriate, replacing the facilities included in the project to a satisfactory standard for a period of 5 years from the date on which the grant is paid.

9. During this period the applicant shall be responsible for arranging adequate insurance cover of the premises for restoring or replacing any facilities which may be damaged or lost through fire, theft, accident, storm, flood or tempest, or through malicious damage.

10. The applicant or his successors shall not materially alter, or change the use of, or sell, or dispose of all or part of the grant aid premises within 7 years from the date on which grant is paid except with the prior written consent of MSDC.

11. Following such consent and in the event of sale or change of use of, or disposal of all or part of the grant aided facilities, the grant shall be repaid, the sum being reduced by 1/7th for each complete year which has elapsed since payment of the grant.

12. Any person authorised by MSDC on their behalf shall be entitled to all reasonable times to enter and inspect the premises for the purpose of ascertaining that the terms and conditions of the offer are being complied with and the applicant shall provide, as required, any relevant books, documents, records or audited accounts.

Breach of Conditions

13. In the event of a breach of these conditions, MSDC may declare the offer to be void, or may vary the amount of grant to be paid, or where the grant or a portion of it has been paid, may require the amount to be paid to be repaid in full or in part with interest at the rate of 5% above Base Bank Rate for the time being in force.

Signed

Dated

In the presence of

Reminder - all applicants must complete Part 1