

# UNION STREET

## Conservation Area Regeneration Scheme Small Grants/Shopfronts Improvements - Application Form

PROPERTY REF (INTERNAL USE):

If you would like any assistance to complete this form, please contact the CARS Project Officer,

**Zinnie Denby-Mann** Tel: (01224) 523958, Mobile 07919 691540

Email: [UnionStreetCARS@aberdeencity.gov.uk](mailto:UnionStreetCARS@aberdeencity.gov.uk)

**Please complete in type or black ink**

1. Address of property applied for:

2. Name of Applicant: **(Note 1)**

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

Contact Name:

Address:

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)**

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

Applicant's interest in property:

Nature & term of lease:

Maintenance responsibilities under lease:

Owner's consent to application (if applicant does not own the property) (please print and sign)

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)**

If yes, please select the relevant listing category **(A, B or C):**

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?

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?

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

15. How are you funding the portion of the works that will not be covered by the Grant? **(See Note 8)**

16. Timetable Project Start Date:

Project Completion Date:

### 17. 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.
- the Applicant will inform the Council immediately in writing if there is any change in the information submitted as part of this application.
- the applicant represents to the Council that it has the legal entitlement to instruct the works on the property described in the application form.
- I understand that the information on the application may be used to carry out a credit check on the Applicant.
- I understand that the Council reserves the right to make judgement upon the financial stability of the Applicant and to decline an offer of grant if they are deemed not to be financially stable.
- 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 understand that neither the Council nor Historic Environment Scotland not bind itself to accept any application and the Council's decision on whether or not to make an offer of grant shall be final.
- 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.
- I accept that the Council shall not be responsible for or pay any expenses or losses which may be incurred by the Applicant in the preparation and submission of this application.

### Please print and sign this document

Print Name:

Signed:

Date:

Print Name:

Signed:

Date:

### 18. 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 itemised quotes (which show if VAT is included, excluded or zero rated)	
Written consent of owner/ownership details (if not the applicant)	
If the Applicant is a Company – the latest balance sheet and management accounts	
Evidence of funding for Works not covered by the Grant (Note 8)	

### Please submit the signed and completed application form to:

Zinnie Denby-Mann, Union Street CARS Project Officer, Aberdeen City Council, Business Hub 4, Ground Floor North, Marischal College, Broad Street, Aberdeen, AB10 1AB

### Privacy Notice

The personal information which you supply to us will be used to process your completed pre-application enquiry form in relation to the Union Street Conservation Area Regeneration Scheme. We may contact you about your application by mail, telephone and e-mail. If you agree to being contacted, please tick the way you wish us to do so: Mail  Email  Phone

We would like to share your address (and no other details) on our website <https://aberdeen-cms.cms-dev.firmstep.com/services/planning-and-building/built-heritage-and-conservation/conservation-area-regeneration-scheme>. This webpage details all the properties that have been awarded a grant by Aberdeen City Council. The information on this website will be publically available. If you agree to your information being shared in this way, please tick the box

If your application is not successful, we will keep this information until the application is formally determined. If your application is successful, we will keep this information for a maximum of 7 years from the date of Grant.

We will share your information with Historic Environment Scotland and Aberdeen City Heritage Trust. We will not share your information with any other company or department within our organisation, except to help prevent fraud or if required to do so by law.

You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email [dataprotectionofficer@aberdeencity.gov.uk](mailto:dataprotectionofficer@aberdeencity.gov.uk) or in writing to The Data Protection Officer, Legal and Democratic Services, Level 1 South, Marischal College Aberdeen, AB10 1AU.

More information about Your Data, Your Rights <http://www.aberdeencity.gov.uk/your-data> is available on our website, or from the Information Commissioner's Office <https://ico.org.uk/>, who are responsible for making sure organisations like the Council handle your data properly and in line with the law.

Customer signature:

Date:

### FOR OFFICE USE ONLY

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