



Historic England

Funding for local authorities

PARTNERSHIP SCHEMES IN CONSERVATION AREAS

APPLICATION TEMPLATE



Please refer to the accompanying guidance notes while you are working up your application.

We expect to have had pre-application discussions with you before you submit your application, leading to broad agreement to the proposed scheme. The formal application process will follow these discussions if your proposals are likely to qualify for funding.

**If you have not had pre-application discussions please contact your Local Office before starting work on your application.**

This is a template which sets out all the information you must provide as part of your application. You may provide further information if you believe it is relevant to our assessment of your application. The Declaration below should be completed and signed by your main contact for the scheme, in hard copy. If completing by hand, please write clearly in BLOCK CAPITALS.

When you submit your application you must include the supporting documents we ask for in sections 2 and 3. We are not able to assess incomplete applications. You should send your completed declaration form and supporting documents to your **Local Office**. The Guidance notes contain a list of Local Offices and their addresses. The Local teams will also be able to help you if you have any questions about the application process. Please note that we are not able to accept declarations sent by fax, e-mail or CD because we need to have a signed hard copy. Submission of the supporting information can be made by CD or e-mail (files less than 5MB) by prior agreement.

We are subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR). All information held by us will be accessible in response to an information request, unless one of the exemptions in the FOIA or EIR applies.

If you would like this document in a different format, please contact our Customer Services department: Telephone: 0370 333 0607



## Section 1

### DECLARATION FORM

## Section 1

Q1 Applicant's details.

Name of local authority
Name of the main contact person
Job Title
Address
Postcode
Telephone (daytime, including area code)
Fax
E-mail

Q2 Location of your proposed scheme.

Name(s) of conservation area(s)
Ward(s)



Q3 Please briefly describe your proposed scheme, how it addresses the problems of your area and meets our priorities (200 words maximum).


Q4 What is your estimate of the total cost of the eligible work required for your scheme?

£

Q5 How much funding in total are you asking us for?

£

Q6 How much funding can you support the scheme with?

£



**Q7** How much funding can you draw down from other sources? Please give details.

Amount of funding (£)	Source

**Q8** If a scheme is agreed, please give details of who would be responsible for its day-to-day management as well as for supervising grant aided work in progress. Please indicate this person's qualifications and position in the local authority. If this individual is not the same as the main contact in Q1, please explain why.

**Q9** If your application is successful, when would you like the scheme to start (schemes run for financial years, ie April to March)?


Start date:

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**Q10** You need to provide details of your local authority's bank or building society account, so that if your application is successful we can pay any funding we agree to give you. Please check these bank details carefully. You must make sure that you advise us of any changes to the account details after we have received your application from. We cannot accept liability for any loss incurred if you supply incorrect account details.

To make sure that any grant offered can be paid into the correct account, please supply with your completed application form an original account document that shows these details, for example a paying in slip, statement or cancelled cheque.

Account name
Name of bank or building society
Address
Postcode
Sort code
Account number or roll number

Your completed application must be signed by the main contact person named in Q1.

I confirm I have read and accepted the guidance notes, and that the information on this declaration form, together with the supporting information enclosed with it, is accurate and complete to the best of my knowledge.

Signature
Name (in capital letters)
Job title
Date



## Section 2

You must enclose the following information to complete your application. For more information on each of these please refer to part 2 of the guidance notes.

You should enclose the following documents:

1. A copy of the conservation area character appraisal for the proposed scheme area.
2. A copy of the vacancy survey for the proposed scheme area.
3. A copy of the condition survey for buildings within the proposed scheme area.
4. The most recent official indices of deprivation statistics and employment statistics for the proposed area of your scheme (please use the government website: <https://www.gov.uk/government/collections/english-indices-of-deprivation> for the latest deprivation statistics).
5. A copy of your local heritage at risk register for the proposed scheme area (if you already have one).

(If you do not already have any of these documents please contact your Historic England Local Office to discuss whether the preparation of these documents could be funded as pre-scheme development work.)



## Section 3

### BUSINESS CASE

Your application must also include a Business Case which should be made up of the following sections. For more information on each of these please refer to part 2 of the guidance notes.

1. Details of the Conservation Area
2. A description of the historic interest of the conservation area
3. A description of the problems faced by the conservation area
4. Your suggested programme of works
5. An explanation of why the area needs funding
6. How much funding you require
7. Sources of funding
8. Your conservation policies
9. The aims of your scheme





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