

Date Received:	
Application Ref:	

## BUILDING REPAIR GRANTS SCHEME

### APPLICATION FORM

#### PLEASE READ CAREFULLY BEFORE FILLING IN THE APPLICATION FORM

- Details of eligible works and specifications are contained in the **Technical Advice Notes**. Please refer to these before making an application.
- All sections of the application form must be completed. An application will not be processed unless all the required information has been made available.
- A minimum of three competitive estimates based on a comparable specification should be obtained and submitted with the application unless otherwise agreed in advance with the Project Officer. The estimates should be broken down to show the costs of each element of work detailed in the specification. Your grant will be based on the eligible works detailed in the specification and calculated on the lowest of the competitive prices, although the applicant is not obliged to use the lowest tenderer to carry out the works.
- Where applicable a detailed specification and drawings of the proposed works should accompany the application.
- Suitable photographs of the building(s) as existing are desirable.
- No works may be started until a written offer has been given, and accepted in writing, or you will not be eligible for grant. Grants will not be approved for works retrospectively.
- Grant eligible works must be completed within 12 months from the date of the written offer.
- Grant eligible works may require **Listed Building Consent, Planning Permission and/or building control approval**. These requirements are entirely independent of the Trust and grant application process. **It is the responsibility of the grant applicant to ensure that all statutory consents are in place prior to works being commenced on site.** Grant will not be paid for works undertaken without the necessary permissions.

#### APPLICATION CHECKLIST:

1. Application form (all sections to be completed)
2. Specification for work to be carried out
3. A minimum of three competitive estimates
4. Photographs of the building as existing (desirable)

Please return your completed application form to:

THE PROJECT OFFICER  
INVERNESS CITY HERITAGE TRUST  
C/O TOWN HOUSE  
INVERNESS  
IV1 1JJ  
TEL: 01463 724384  
E-mail: [info@heritage-inverness.org](mailto:info@heritage-inverness.org)

## APPLICATION FORM for a BUILDING REPAIR GRANT

### Project details

Address of building for which grant is sought	
Name of applicant(s)	
Address	
Postcode	
Telephone	
E-mail address	
Name of agent (if applicable)	
Address	
Telephone	
E-mail address	
Nature of applicant e.g. householder, company, charity or private business.	
Nature of interest (i.e. owner, lessee, tenant, etc)	

### Designated area

In which Conservation Area within Inverness does the building lie?	
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### Building conservation value

Is the building listed?  Yes  No

If yes, which category of listing?  A  B  C(S)

Any other relevant information on the building?	
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## Eligible works

Please give a brief description of the proposed works to your building	
What is the existing use of the building?	
What is the proposed use of the building?	
What is the total cost of the proposed works? (i.e lowest tender)	
What is the estimated project start date and completion date	
Does the application form part of works with neighbouring property?	

Is the application for whole of the project?  YES  NO

Is the applicant a commercial concern?  YES  NO

Is VAT recoverable?  YES  NO

Have you applied for a grant from any other source (HS, HLF etc)?  YES  NO

## Statutory Consents

Do the works require planning consent and/or listed building consent? If so please give details.	
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## DECLARATION

I /we declare that the information given above is true and accurate to the best of my/our knowledge and belief. I /we further declare that I /we have the power to accept the grant subject to conditions and repay the grant in the event of the conditions not being met.

Signature(s).....Date.....  
of Applicant(s)

Name (Print).....  
of Applicant(s)

Inverness City Heritage Trust's Conservation Grant Schemes are supported by:

