

APPLICATION FOR THE TOWN CENTRE LIVING FUND

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

What is the Town Centre Living Fund?

The intention of this fund is to increase the supply of affordable housing in the regions town centres and settlements by bringing empty properties back into use. The fund places these centres of population at the core of our financial decision making and seeks to deliver the best local outcomes through investment of available resources. By encouraging the refurbishment of empty properties and providing homes for our communities, the fund will support ongoing work aimed at improving the sustainability and vibrancy of our town centres and settlements.

Each application will be considered based on its ability to deliver a number of outcomes, including contribution to town centre regeneration, increasing the supply of affordable housing and bringing empty properties back into use.

Are there conditions?

- The property may be subject to an inspection and assessment to determine suitability. The fund aims to enable projects which meet local housing need and wider regeneration outcomes.
- The council retains the discretion to assess the eligibility of certain work in complex cases and your application may be presented to Elected Members for consideration.
- Any refurbishments carried out to the property must meet the relevant standard.
- All works must comply with planning and building standard requirements where applicable.

If you are unsure how to answer any questions please contact us:

Tel: 01387 273151

Please return this form and supporting documentation to:

**Strategic Housing Services,
Municipal Chambers,
Buccleuch Street
Dumfries
DG1 2AD.**

How do I apply?

Complete this form and answer all the questions that apply to you, sign and date. Return this form with the supporting documents.

Your application may be delayed if you do not send the supporting documents.

A range of proposals will be considered for funding including community engagement, feasibility studies, design development, surveys and physical works to properties. Each submission is assessed individually to ensure there is flexibility to address the variety of issues that present in our town centres and settlements. We anticipate funding applications will come from a range of sources which may include individuals, community groups, residential and commercial property owners, empty home owners and Registered Social Landlords.

These examples are not intended to cover all the circumstances where funding may be awarded. Large strategic projects that require a significant level of funding will be presented to the Communities Committee for consideration.

Each application will be assessed based on it's ability to deliver a number of priorities including contribution to town centre regeneration, increasing the supply of affordable housing and bringing empty properties back into use.

Address of property

Include name and flat letter or number if appropriate

Postcode

Please tick one box, is the building a:

- Flat / Block Maisonette Bungalow House Commercial

PLEASE ANSWER ALL THE QUESTIONS

About you

Title – Mr, Mrs, Miss, Ms etc

Organisation

First name

Surname

Your contact details

Address for correspondence – Include name and flat letter or number if appropriate

Postcode

Home or evening telephone number

Work or daytime telephone number

Mobile number

Email address

Additional information

Please tick one box. Do you own the property?

- Yes No

If not please describe your connection to the property

What was the approximate date the property became empty?

Future use

Please provide a description of your project, including the intended future use of the property.

Also state here the amount of rent that will be charged on a monthly basis for the property/properties and detail the amount of funding that you are seeking to enable your project to progress.

Associated Costs

Please provide the following details

Please describe the intended use of funding e.g. Business plan, physical works, feasibility study, professional fees etc	Estimated cost of works / fees
	£
	£
	£
	£
	£
	£
	£
	£
Total cost	£

Supporting documents

The supporting documents required to be included with this application are:

- Copy of Proof of ownership, e.g. land registry or copy of deeds
- Copies of quotes for the estimated cost declared

Declaration

I declare to the best of my knowledge the information I have given on this form is correct.

I am the fund applicant.

Signed

On behalf of (name of organisation)

Date

Anyone who knowingly signs a false declaration may be guilty of an offence and might be prosecuted if the council has evidence of an intention to obtain these funds by deception.

Checklist

Before you return this form please make sure that you have:

- Answered all the questions that apply to you
- Read and signed the declaration
- Enclosed a copy of proof of ownership where applicable
- Enclosed a copy of quotes for the estimated costs

Please return the application form and all supporting documents to:
Strategic Housing Services, Municipal Chambers, Buccleuch Street
Dumfries, DG1 2AD.