APPLICATION FOR THE TOWN CENTRE LIVING FUND

# PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

The intention of this element of the Town Centre Living Fund is to increase the supply of affordable housing in the region’s town centres and settlements by bringing empty properties back into use and regenerating brownfield sites. 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 taking this approach and providing homes for our communities, the fund will support ongoing work aimed at improving the sustainability and vibrancy of 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.

The property may be subject to an inspection and assessment to determine suitability. Following completion of physical works, a site visit will be required to verify that they have been carried out in accordance with the application. Proof of costs will also be required before payment of grant can be made.

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

**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.

**Please return this form and supporting documentation to:**

**Council HQ English Street Dumfries**

**DG1 2DD**

This fund aims to support capital works being carried out as part of housing developments that support the sustainability of Dumfries and Galloway’s town centres. 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 organisations eligible for Scottish Government housing initiatives which may include community groups, charitable organisations, private developers 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 Economy and Resources Committee for consideration.

Each application will be assessed based on its 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. The Scottish Government’s Town Centre Action Plan themes aim to support:

* Town centre living
* Vibrant local economies
* Enterprising communities
* Accessible public services
* Digital towns
* Proactive planning

Within this application you will be asked to describe which of these your project will support and how this will be achieved.

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

# Tel: 01387 273150 / 273153

PLEASE ANSWER ALL THE QUESTIONS

**About you**

Title Organisation

First name Surname

Is your organisation one of the following (delete as appropriate)

* Registered Charity
* Community Organisation
* Registered Social Landlord
* Housing Developer supported by the Scottish Government Affordable Housing Supply Programme

OSCR reference number if applicable

Your position within organisation i.e. Trustee, Board Member, Chief Executive etc.

**Your contact details**

Address for correspondence

Postcode: Telephone: Email address:

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**Project information**

Site address of proposed development

Total cost of the project

How much financial support are you requesting from the Town Centre Living Fund?

Estimated start date Estimated completion date

Is your project new build or refurbishing an existing building? Please also provide unit numbers and tenure type that will be delivered.

Do you have planning permission/appropriate building warrants? Yes/No

(Should there be significant demand, the Council may prioritise applications with existing permission)

Planning reference (where applicable)

Do you or your organisation own the property/site? Yes/No If no, please state your intended acquisition date

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**Project description**

What was the approximate date the property/site became empty?

Please provide a brief description of your project, including housing tenure type, ways in which your project will deliver the themes of the Scottish Government’s Town Centre Action Plan and why support from this fund will enable you to achieve these.

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**Associated Costs**

# Please provide the following details

|  |  |
| --- | --- |
| **Please describe theintended use of funding**  e.g. Infrastructure, decontamination, energy efficiency measures etc. These costs should be supported by formal estimates. | **Estimated cost of works / fees** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
| **Total cost** | **£** |

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**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
* Any other pertinent information that supports your application e.g local action plans, masterplans, outcomes of community engagement etc.

**Declaration**

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

Signature:

Name in writing: On behalf of:

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 Investment, Kirkbank House, English Street, Dumfries, DG1 2HS or via email to [strategichousing@dumgal.gov.uk](mailto:strategichousing@dumgal.gov.uk)

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