

NOTES

1. The terms and conditions of the scheme of grants for the conservation of protected structures are set out in a separate Explanatory Memorandum. This should be read carefully before making an application for a grant.
2. **The application form must be fully and clearly completed, and must be accompanied by appropriate documents (see 7 below). Incomplete applications will not be accepted.**
3. Completed application forms should be submitted to the relevant county council or county borough corporation.
4. Question 3 - Structure
 - If the structure is not at present in use, the last use must be stated.
 - If the structure is protected by any legislation other than the Planning Acts (eg the National Monuments Acts), this must be stated. "Protected" means required by legislation to be conserved.
5. Question 5 - Statutory Requirements

Where a permission or certificate has been applied for but no decision has been made, or where the decision is under appeal, state this, and the date of application or appeal.
6. Question 6 - Funding

Details of how the cost of the works, other than the amount of the grant sought, is proposed to be funded must be stated. The applicant must indicate the amount of the applicant's personal or business resources being used and any -

 - grants, subsidies or assistance from statutory bodies, or
 - sponsorship or assistance from a non-statutory source,

received or being sought. Where any part of the works are being carried out by the applicant directly, or where they are being undertaken by voluntary means, this must also be stated.
7. The following must be attached to all applications -
 - Site location map with location of works clearly marked in red
 - Written consent of property owner for proposed works (where applicable)
 - Copy of planning permission, fire safety certificate or any other statutory approval already obtained
 - Detailed cost breakdown of works for which grant is sought
 - Photographs of present condition of proposed works site, dated and mounted or colour copied on A4 paper
 - Tax Clearance Certificates (as appropriate)
 - Method statement for the works. This should set out how the work will be done, what materials will be used and how the fabric of the building will be conserved, and include all necessary plans and drawings. For windows, panelling, staircases, roofs, chimneys and so on, the method statement should emphasise, as far as possible, repair of existing elements rather than facsimile replacement. The works should follow the conservation principles in the Department of the Environment and Local Government's Conservation Guidelines.

