

**Sevenoaks District Council
Repair & Renew Grant
Application Form**

Please read the accompanying scheme guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000. Email grants@sevenoaks.gov.uk.

Funding of up to £5,000 per property per application is available to flood affected homes and business premises to put flood resistance measures in place to reduce the risk of or minimise the impact of future flooding. Collaborative applications, where a street or a row of properties have been flooded and would like to work together to establish more appropriate solutions, can be submitted, based on a contribution of £5,000 per property.

Please note that THREE like for like quotes should be provided with your application to support the identified costs. Please contact us if you are not able to provide three quotes.

A third party independent survey must be undertaken to advise the most appropriate flood resilience measures for your property. The cost of this can be reclaimed (please see section 3).

Payment will be made once works have been completed – a claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded. All funding awarded must be claimed by 31 December 2014 at the latest. Claims received after this date may not be paid.

Please complete this application form electronically – we cannot accept hand-written applications

1. YOUR DETAILS

Please tell us:

- 1.1 Name of applicant: [REDACTED]
- 1.2 Business Name (if applicable):
- 1.3 Address: The Old Manor House
The Green, Brasted, Kent
- 1.4 Postcode: TN16 1JL
- 1.5 Email: [REDACTED]

1.6 Telephone number: **01959569950** Mobile: [REDACTED]

1.7 Address of Property flooded (if different from above):

1.8 If you are submitting a collaborative application for more than one property, please set out the names, addresses and contact details for the other applicant properties:

1.9 Are you VAT Registered? **No**

1.10 VAT Registration number

2. DETAILS OF THE FLOODING TO YOUR PROPERTY

2.1 Date(s) property was flooded: **24.12.13, 02.01.14, 17.01.14**
01.02.14

2.2 Have you filed a claim with your insurer? **Yes**

2.3 If no, please say why?

2.4 If yes, what is the status/outcome of the claim? **Approved and ongoing**

2.5 Do you know the cause of the flooding to your property?

- Blocked/overwhelmed river
- Blocked drainage yes
- Tidal surge
- Extreme rainfall yes
- Surface runoff yes
- Other (please specify)

2.6 Please provide a written description detailing the extent of flooding in/around your business and the damage/impact to your business. Please include with your claim submission a map showing the location of flooding around your property and include any photographs of the damage caused. Please include with your claim submission a copy of any claim you have made to your insurer for this event:

The water entered the front door and reached approx 30 cm. The area affected was my entire downstairs living area, approx 70 sq m, which consists of hall, dining area, seating area, WC,

under stair storage. Furthermore “dirty” water entered the kitchen and the breakfast area with the result that all the kitchen units and appliances were condemned. All furniture and

soft furnishings were beyond economic repair and destroyed. I ceased trading as B&B as I could not fulfil my commitment to guests and hope to re-open on 1st of June. However, this is an optimistic view and I think a more realistic start date will be the middle of July.

2.7 Is your grant application for:

- Flood resilience/resistance measures that you will install in the future? **yes**
- Flood resilience/resistance measures that you have already purchased and have installed following the flooding (retrospective application)?

2.8 Do you have the necessary legal agreements, insurances and processes in place to deliver the required improvements?

The insurance company has agreed to meet this major and complex claim and will replace what was destroyed in the flood. An appointed Chartered Surveyor approved by the insurers is dealing with all the necessary processes.

2.9 Have you had a third party independent survey carried out to advise you on the most appropriate flood resilience measures for your property? **no**

2.10 Please summarise the works recommended in the third party independent survey:

Please see separate comments attached to this form which deals with this point.

2.11 Have you received any alternative funding, such as previous grant funding or insurance claim payment, for any of the resistance/resilience measures for which you are applying for grant funding? If yes, please specify and state why you are also seeking Repair & Renew Grant support.

No alternative funding has been granted or applied for in relation to resistance/resilience measures.

3. HOW THE FUNDING WILL BE SPENT

3.1 Please set out how funding from the Repair & Renew Grant will be spent. Please note that THREE like for like quotes for the purchase and installation of the identified measures should be included with your application:

Resistance Measures	Cost £
Demountable Door Guards	
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	
Re-pointing External Walls with Water Resistant Mortar	
Waterproof External Walls	
Automatic Door Guards	
Permanent Floor Door	
Automatic Window Guards	
Self-closing Air Brick	£99
Non-return Valves 110mm Soil Waste Pipe	£900
Non-return Valves 40mm Utility Waste Pipe	
Non-return Valves 12mm Overflow Pipe	
Garage/Driveway Barrier	
Professional Advice on Flood Resistance/Resilience	
Resistance Measures	Cost £
Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Replace chipboard flooring with treated timber floorboards	
Replace floor including joists with treated timber to make water resilient	
Replace timber floor with solid concrete	
Raise floor above most likely flood level	
Replace mineral insulation within walls with closed cell insulation	
Replace gypsum plaster with water resistant material, such as lime	
Install chemical damp-proof course below joist level	
Replace doors, windows, frames with water-resistant alternatives	£2,200
Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Mount boilers on wall	
Move washing machine to first floor	

Replace ovens with raised, build-under type	
Move electrics well above likely flood level	
Move service meters well above likely flood level	
Replace chipboard kitchen/bathroom units with plastic units	
Flood risk report	€350
Other measure - please specify 1x Flood barrier to fit front door	See separate sheet €800
Other measure - please specify Dishwasher Valve	€35
Other measure - please specify 1x Flood barrier to fit gate opening	€900
Total cost of Resistance/Resilience Measures:	
Total amount Requested from Repair & Renew Grant:	€1000 €5000

- 3.2 Have you selected the cheapest available quote for the proposed works?
If not, please say why?

See separate sheet which I believe will answer this point.

- 3.3 For retrospective applications only - If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money (e.g. Utilised an insurance company contractor or sought quotes from a range of providers). Evidence of quotes or invoices should be included with your application.

4. OWNER AND OCCUPIER DETAILS

- 4.1 Are you the owner of the freehold of the property?
yes
- 4.2 If not, please provide the contact address for the owner of the freehold of the property:

5. STATE AID

- 5.1 For applications for business premises only - Under EU State Aid Legislation, applicants in receipt of 200,000 Euros (approx. £167,000) in the last three years may not be eligible for support. Have you received any State Aid during this or the preceding two years? **no**
- 5.2 If yes, please give details:

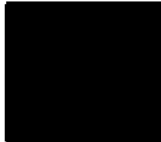
6. YOUR BANK DETAILS

6.1 Any grant awarded will be paid by BACS Transfer: Please set out your bank details below:

Bank

Account Number

Sort Code



7. SIGNATURES

7.1 Signature of applicant

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that if I make a false claim I may be prosecuted. If any of the information changes, I will undertake to inform Sevenoaks District Council immediately.

I authorise enquiries to be made with my insurance company to clarify any issues or queries about my insurance cover and any claims made.

I understand that submitting an application to the Repair & Renew Grant does not necessarily entitle me to receive any funding.

If my application is successful, I agree to acknowledge the support of the District Council in any publicity. I also confirm that my organisation aims to comply with all relevant statutory requirements.

Signature:



Position in company (if applicable):

7.2 Signature of owner of freehold (if different from 7.1)

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I agree to the works listed on this application form being carried out.

Signature:

Designation:

**Sevenoaks District Council
Repair & Renew Grant
Application Form**

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Funding of up to £5,000 per property per application is available to flood affected homes and business premises to put flood resistance measures in place to reduce the risk of or minimise the impact of future flooding. Collaborative applications, where a street or a row of properties have been flooded and would like to work together to establish more appropriate solutions, can be submitted, based on a contribution of £5,000 per property.

Please note that THREE like for like quotes should be provided with your application to support the identified costs. Please contact us if you are not able to provide three quotes.

A third party independent survey must be undertaken to advise the most appropriate flood resilience measures for your property. The cost of this can be reclaimed (please see section 3).

Payment will be made once works have been completed – a claim form will be provided that can be submitted, along with an invoice for works completed, to claim funding awarded. All funding awarded must be claimed by 31 December 2014 at the latest. Claims received after this date may not be paid.

Please complete this application form electronically – we cannot accept hand-written applications

1. YOUR DETAILS

Please tell us:

1.1 Name of applicant:

██████████

1.2 Business Name (if applicable):

1.3 Address:

Willow Cottage

1.4 Postcode:

DA4 0EJ

1.5 Email:

██

1.6 Telephone number: 01322 869825 **Mobile:**

████████████████████

1.7 Address of Property flooded (if different from above):

1.8 If you are submitting a collaborative application for more than one property, please set out the names, addresses and contact details for the other applicant properties:

1.9 Are you VAT Registered? No

1.10 VAT Registration number

2. DETAILS OF THE FLOODING TO YOUR PROPERTY

2.1 Date(s) property was flooded: **17/01/2014 (Surface Runoff)
and then throughout February (Groundwater flooding)**

2.2 Have you filed a claim with your insurer? Yes

2.3 If no, please say why?

2.4 If yes, what is the status/outcome of the claim? **Ongoing. Have agreed cover for
damage but not for works identified below.**

2.5 Do you know the cause of the flooding to your property?

- Blocked/overwhelmed river Yes
- Blocked drainage No
- Tidal surge No
- Extreme rainfall Yes
- Surface runoff Yes
- Other (please specify) **Groundwater Flooding**

2.6 Please provide a written description detailing the extent of flooding in/around your business and the damage/impact to your business. Please include with your claim submission a map showing the location of flooding around your property and include any photographs of the damage caused. Please include with your claim submission a copy of any claim you have made to your insurer for this event:

See separate document for description of flooding and photographs. The Water Resource Associates (WRA) proposal includes maps showing the location of the property and proximity to river etc.

2.7 Is your grant application for:

- Flood resilience/resistance measures that you will install in the future? **Yes**
- Flood resilience/resistance measures that you have already purchased and have installed following the flooding (retrospective application)? **No**

2.8 Do you have the necessary legal agreements, insurances and processes in place to deliver the required improvements?

No. Believe Environment Agency agreement will be required depending on the solution decided upon.

2.9 Have you had a third party independent survey carried out to advise you on the most appropriate flood resilience measures for your property? **Yes**

2.10 Please summarise the works recommended in the third party independent survey:

Increased clay bunding (some already exists) to protect against future surface / river flooding; Increased stormwater flooding protection to protect against flooding from runoff from the road; one of a number of possible solutions to the groundwater flooding based on the need to reduce the water table under the house during times of high groundwater. See WRA proposal for details. At present we are focussing on the groundwater flooding issue as this is the most likely to recur and the most problematic. See the fee proposal at page 11 totalling £11,800 + VAT.

2.11 Have you received any alternative funding, such as previous grant funding or insurance claim payment, for any of the resistance/resilience measures for which you are applying for grant funding? If yes, please specify and state why you are also seeking Repair & Renew Grant support.

The insurance company has made clear that it will not pay for anything beyond the repair of the damage caused by the flooding. See email confirming this.

3. HOW THE FUNDING WILL BE SPENT

3.1 Please set out how funding from the Repair & Renew Grant will be spent. Please note that THREE like for like quotes for the purchase and installation of the identified measures should be included with your application:

Resistance Measures	Cost £
Demountable Door Guards	
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	
Re-pointing External Walls with Water Resistant Mortar	
Waterproof External Walls	
Automatic Door Guards	
Permanent Floor Door	
Automatic Window Guards	
Self-closing Air Brick	
Non-return Valves 110mm Soil Waste Pipe	
Non-return Valves 40mm Utility Waste Pipe	
Non-return Valves 12mm Overflow Pipe	
Garage/Driveway Barrier	
Professional Advice on Flood Resistance/Resilience	More than 5000
Resistance Measures	Cost £
Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Replace chipboard flooring with treated timber floorboards	
Replace floor including joists with treated timber to make water resilient	
Replace timber floor with solid concrete	
Raise floor above most likely flood level	
Replace mineral insulation within walls with closed cell insulation	
Replace gypsum plaster with water resistant material, such as lime	
Install chemical damp-proof course below joist level	
Replace doors, windows, frames with water-resistant alternatives	

Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Mount boilers on wall	
Move washing machine to first floor	
Replace ovens with raised, build-under type	
Move electrics well above likely flood level	
Move service meters well above likely flood level	
Replace chipboard kitchen/bathroom units with plastic units	
Flood risk report	
Other measure – please specify	
Other measure – please specify	
Other measure – please specify	
Total cost of Resistance/Resilience Measures:	
Total amount Requested from Repair & Renew Grant:	5000

3.2 Have you selected the cheapest available quote for the proposed works?
If not, please say why?

We have only found one company, WRA, that appears to have the specialist experience in hydrology that enables it to advise us on resolving the complex issues underlying the groundwater flooding that we have experienced. We have approached a number of others but they have only been able to offer limited remedies such as non-return valves etc. We can attempt to obtain other quotes for like work if necessary.

3.3 For retrospective applications only – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money (e.g. Utilised an insurance company contractor or sought quotes from a range of providers). Evidence of quotes or invoices should be included with your application.

4. OWNER AND OCCUPIER DETAILS

4.1 Are you the owner of the freehold of the property?
Yes


4.2 If not, please provide the contact address for the owner of the freehold of the property:

5. STATE AID

5.1 For applications for business premises only - Under EU State Aid Legislation, applicants in receipt of 200,000 Euros (approx. £167,000) in the last three years may not be eligible for support. Have you received any State Aid during this or the preceding two years? **NA**

5.2 If yes, please give details:

6. YOUR BANK DETAILS

6.1 Any grant awarded will be paid by BACS Transfer: Please set out your bank details below:
Bank 
Account Number 
Sort Code 

7. SIGNATURES

7.1 Signature of applicant

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that if I make a false claim I may be prosecuted. If any of the information changes, I will undertake to inform Sevenoaks District Council immediately.

I authorise enquiries to be made with my insurance company to clarify any issues or queries about my insurance cover and any claims made.

I understand that submitting an application to the Repair & Renew Grant does not necessarily entitle me to receive any funding.

If my application is successful, I agree to acknowledge the support of the District Council in any publicity. I also confirm that my organisation aims to comply with all relevant statutory requirements.

Signature: _____

Position in company (if applicable): _____

7.2 Signature of owner of freehold (if different from 7.1)

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I agree to the works listed on this application form being carried out.

Signature: _____

Designation: _____

PLEASE REMEMBER:

- Complete the form in full. ALL questions must be completed. We will appraise your application based ONLY on the information supplied on this form.
- Print and sign the form – we cannot accept applications by email.
- Please ensure the application is signed by you or your organisation **AND** the freehold owner of the land/building to be improved. Your application is invalid if it is not signed.
- Supply all supporting information:
 - ALL applications, residential and business**
 1. A map showing the location of flooding around your property
 2. Evidence of flooding to your property
 3. Copy of insurance claim for flooding
 4. Three like for like quotations to support the identified costs
 5. Copy of a third party independent survey to your property
 - Business applications** (in addition to 1-5 above)
 6. A set of audited or independently examined accounts for your company the latest year available
 - Retrospective applications** (In addition to 1-6 above)
 7. Copy of invoices for works completed
- Return by post to the address below:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG**