

**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.

At least one quotation should be provided with your application to support the identified costs.

A third party independent survey can 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: [REDACTED]
- 1.4 Postcode: [REDACTED]
- 1.5 Email: [REDACTED]
- 1.6 Telephone number: [REDACTED] 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: **24/12/2013**

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? **Fully settled**

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

- Blocked/overwhelmed river X
- Blocked drainage X
- Tidal surge
- Extreme rainfall X
- Surface runoff
- 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 ground floor of the house was flooded to a depth of between 50cm and 70cm together with the separate garage, greenhouse and garden. The water came from the River Darent overflowing, surface water from the A25 road flowing into the property due to blocked drains and saturated ground restricting the operation of soak-away surface water drains at the property. Ground floor flooding damaged flooring, walls, kitchen units and equipment, central heating boiler, electrics and furniture. We were unable to live in the house between 24th December 2013 and 31st January 2014.

2.7 Is your grant application for:

- Flood resilience/resistance measures that you will install in the future? X
- 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?

Yes

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:

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

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 at least one quotation for the purchase and installation of the identified measures should be included with your application:

Resistance Measures	Cost £
Demountable Door Guards	4,800.00
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	
Resistance Measures	Cost £4,800.00
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:	4,800.00

- 3.2 **Value for money:** If you have not selected the cheapest available quote for the proposed works or have only provided one quotation, please say how have ensured value for money:

The selected contractor will produce the permanent fittings for the door flood guards in oak timber to match the framework on this Listed property. Other suppliers contacted only produced PVC or aluminium permanent fittings.

- 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?
- 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 XXXXXXXXXX
- Account Number XXXXXXXXXX
- Sort Code XXXXXX

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**

SEVENOAKS DISTRICT COUNCIL
08 AUG 2014
COMMUNITY & BUSINESS SERVICES

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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.

At least one quotation should be provided with your application to support the identified costs.

A third party independent survey can 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): N/A
- 1.3 Address: [REDACTED]
- 1.4 Postcode: [REDACTED]
- 1.5 Email: [REDACTED]
- 1.6 Telephone number: [REDACTED] Mobile: [REDACTED]
- 1.7 Address of Property flooded (if different from above): N/A

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:

N/A

1.9 Are you VAT Registered? **No**

1.10 VAT Registration number **N/A**

2. DETAILS OF THE FLOODING TO YOUR PROPERTY

2.1 Date(s) property was flooded: **24th December 2013,**
17th January 2014, February 2014

2.2 Have you filed a claim with your insurer? **No**

2.3 If no, please say why? **Insurance excess and rise in premiums**

2.4 If yes, what is the status/outcome of the claim? **N/A**

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

- Blocked/overwhelmed river **Yes**
- Blocked drainage
- Tidal surge
- Extreme rainfall **Yes**
- Surface runoff
- 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:

Private residence: We were flooded on three separate occasions between 24th December 2013 and March 2014. This was caused from continuous heavy rainfall and the River Darent, which burst its banks on each of these occasions; the river is located just behind our property and also comprises a waterfall and large pool which catches the water as it flows.

On each occasion of flooding, the water flowed through the rear and side of our property from the river, increasing in depth in the garden, reaching up to just over 1ft. The water travelled from the river at the rear of our property and adjacent woodland, flooding directly through to the A25.

The water did flood our porch and garage; fortunately my husband was able to act quickly and prevent further flooding in to the downstairs area of the property by constructing a barrier against the front and back door comprising of marine ply and silicone. We also used sand bags at the front and rear of the property.

The fire brigade and environmental health also visited our property and spoke with us to check that we were coping with the flooding.

I attach images of the flooding to the property and a diagram indicating how the flooding occurred.

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?

Yes. The approved contractor will have these in place.

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:

Advice received both via verbal and written quote:

Installation of 1200mm high Close Board Panels over 2 x 300mm Concrete Gravel Boards, sealed with silicone to prevent leakage.

This will be installed at the rear of the property and to the side, adjacent to the woodland.

This will permanently prevent the flow of water entering our property from further flooding and will act as a diversion of the water, in to the adjacent woodland.

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**

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 at least one quotation 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	
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 Flood defence and water diversion	£4,680.00 incl. VAT
Other measure - please specify	
Other measure - please specify	
Total cost of Resistance/Resilience Measures:	£4,680.00 incl. VAT
Total amount Requested from Repair & Renew Grant:	£4,680.00

- 3.2 Value for money:** If you have not selected the cheapest available quote for the proposed works or have only provided one quotation, please say how have ensured value for money:

I have enclosed two quotes, but will be selecting the cheapest option due to cost and therefore providing value for money for this work.
The sum of money quoted in 3.1 relates to B.R Stacey Fencing Contractor.

- 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:
N/A

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? **N/A**
- 5.2** If yes, please give details: N/A

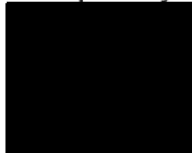
6. YOUR BANK DETAILS

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):

N/A

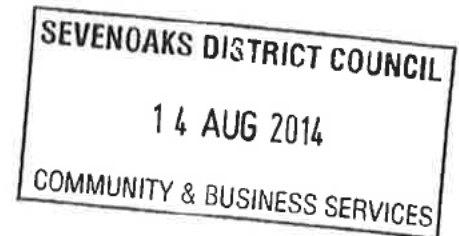
7.2 Signature of owner of freehold (if different from 7.1)

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
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At least one quotation should be provided with your application to support the identified costs.


A third party independent survey can 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.

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1. YOUR DETAILS


Please tell us:

1.1 Name of applicant: 

1.2 Business Name (if applicable):

1.3 Address: 

1.4 Postcode: 

1.5 Email: 

1.6 Telephone number: 

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: **24/12/13 and 18/1/14**

2.2 Have you filed a claim with your insurer? **No**

2.3 If no, please say why? **Majority of garage contents previously ruined by mains water burst/flooding in summer 2013**

2.4 If yes, what is the status/outcome of the claim?

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

- Blocked/overwhelmed river x
- Blocked drainage x
- Tidal surge
- Extreme rainfall x
- Surface runoff x
- Other (please specify) x wash from passing cars

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:

Flooding from road washed down driveway slope and into and through garage. Also through airbricks at front of house and rose under floorboards to depth of approx 1 inch below boards. I kept the water flowing under the house and out the other side by bailing out water from the drain at the back of the house and keeping the airbricks clear. This is the only thing that stopped the house from flooding. The first occasion in Dec I was clearing water for 10 hours from 3am, the second occasion in January from approx 7am to 4pm. I now have had a small dehumidifier running in the downstairs cupboard since January to help clear the damp, it needs emptying every day.

2.7 Is your grant application for:

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

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

Need to check if planning permission required for driveway.

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:

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

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 at least one quotation 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	106.94
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	
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 Driveway redesigned to resist flooding and soakaways installed	4893.06
Other measure – please specify	
Other measure – please specify	
Total cost of Resistance/Resilience Measures:	5000
Total amount Requested from Repair & Renew Grant:	5000

3.2 **Value for money:** If you have not selected the cheapest available quote for the proposed works or have only provided one quotation, please say how have ensured value for

money:

Researched quality, reputable and local but reasonably priced driveway installers via Checkatrade

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.

Researched appropriate airbrick solutions via Environment Agency website....e.g. I cannot have emergency airbrick covers as I travel a lot with work so needed a solution permanently in place.

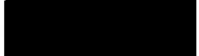
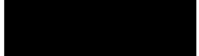

4. OWNER AND OCCUPIER DETAILS

- 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)

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Signature:

Designation: