

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

SEVENOAKS DISTRICT COUNCIL

06 OCT 2014

COMMUNITY & BUSINESS SERVICES

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](mailto: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.

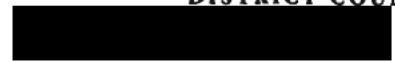
Please complete this application form electronically – we cannot accept hand-written applications

**1. YOUR DETAILS**

Please tell us:

- 1.1 Name of applicant: **Great Stone Bridge Trust**
- 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:

We have submitted an application for



**1.9** Are you VAT Registered? **Yes**

**1.10** VAT Registration number 990767076

## **2. DETAILS OF THE FLOODING TO YOUR PROPERTY**

**2.1** Date(s) property was flooded: **23.12.2013**

**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? **pending**

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

- Blocked/overwhelmed river **yes**
- 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 rear of the ground floor of this property was flooded through the back door and also the back wall of the property.

The area flooded included the toilet and Kitchen which made working in the offices difficult as they had to use the toilet facility in the neighbouring property.

**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 door we wish to install is suitable for a grad II listed building

**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:

Our surveyor has discussed the property with the builders and have agreed the work necessary

**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.

Non received

### 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	<b>4140</b>
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 <u>Build an external brick plinth</u>	<b>1182</b>
Other measure – please specify	
Other measure – please specify	
<b>Total cost of Resistance/Resilience Measures:</b>	<b>5322</b>
<b>Total amount Requested from Repair &amp; Renew Grant:</b>	<b>5000</b>

**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:

We have used our local builder for the more general work but the door for the listed building requires a specialist.

**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?**

The property is owned by the Great Stone Bridge Trust & this form is signed by their Agent

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

The Clerk to the Trustees, M. W. Ross, Pearless De Rougemont,  
8 Church Lane, East Grinstead, West Sussex, RH19 3BA

## 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):

\_\_\_\_\_  


Surveyor to the trustees.

\_\_\_\_\_

## 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.

This form is signed by the Surveyor on behalf of the Trustees who own the property.

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. At least one quotation to support the identified costs
    5. Copy of a third party independent survey to your property, if you have one
  - 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**





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Repair & Renew Grant  
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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: Great Stone Bridge Trust
- 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):

[REDACTED]

[REDACTED]

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:

We are submitting an application for a further property owned by the Trust

1.9 Are you VAT Registered?

**Not for this property**

1.10 VAT Registration number

## 2. DETAILS OF THE FLOODING TO YOUR PROPERTY

2.1 Date(s) property was flooded: **23<sup>rd</sup> December, 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? **accepted**

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

- Blocked/overwhelmed river **yes**
- 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 ground floor of this residential property was covered by 4 inches of water throughout which included river water and water from the drains in the rear yard of the property. All the flooring was destroyed and the tenant had to be accommodated in a hotel for 5 days which the Trust paid for together with an abatement of rent.

**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?

**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?

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

I am surveyor to the Trust and have discussed the property with a local builder and we are agreed that the additional work to the drains in the yard, the alterations to the rear door and a flood resistant front door will make a considerable improvement to the flood resistance of the property.

**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.

None received

### 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	264
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	<b>2610</b>
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 _____ Redesign drains and seal covers _____	<b>876</b>
Other measure – please specify _____	
Other measure – please specify _____	
<b>Total cost of Resistance/Resilience Measures:</b>	
<b>Total amount Requested from Repair &amp; Renew Grant:</b>	<b>3750</b>

- 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:

We have used our local builder for most of the work but wish to use an expert company for the flood resistant door at the front of the property

- 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.

no

#### **4. OWNER AND OCCUPIER DETAILS**

- 4.1 Are you the owner of the freehold of the property?** The Property is owned by

The Great Stone Bridge Trust & this form is signed by their agent.

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

The Clerk to the Trustees, M. W. Ross, Pearless De Rougemont,  
8 Church Lane, East Grinstead, West Sussex, RH19 3BA

## 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:

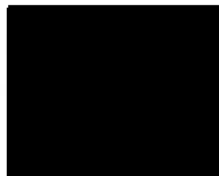
## 6. YOUR BANK DETAILS

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

Bank

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## 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.

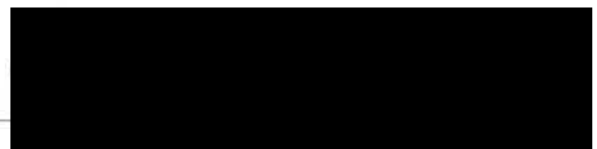
I understand that submitting an application to the Repair & Renew Grant does not necessarily entitle me to receive any funding.

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):

\_\_\_\_\_  
Surveyor to the trustees.



**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.

This form is signed by the Surveyor on behalf of the Trustees who own the property.

**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. At least one quotation to support the identified costs
    5. Copy of a third party independent survey to your property, if you have one
  - 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:

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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: **MRS ANN FERGUSON**
- 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?

1.10 VAT Registration number

**2. DETAILS OF THE FLOODING TO YOUR PROPERTY**

2.1 Date(s) property was flooded: 17th January 2014 - 25th January 2014

2.2 Have you filed a claim with your insurer? No

2.3 If no, please say why?

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? Water pumps were not coping with excess water from River Darent - Surface Water.

- Blocked/overwhelmed river
- Blocked drainage ✓
- Tidal surge
- Extreme rainfall ✓
- 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:

Porch was flooded unable to use front door. Water was also in cupboard in porch, which penetrated through walls in passage + kitchen. Water in porch reached nearly to top of step into house. Carpet in porch thrown out. We had special mats to soak up water + sandbags in front of porch door. Photos enclosed

2.7 Is your grant application for:

- ✓ • Flood resilience/resistance measures that you will install in the future?
- 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; property is owned by occupier, no insurance issues & Stormguard Flood plan are ready to complete works if Quote is accepted.

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?

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

- \* Flood barrier for front & back doors
- \* Vaxseal waterproofing of external brickwork

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:

	Cost £
<b>Resistance Measures</b>	
* Demountable Door Guards X 2	£ 650
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	
Re-pointing External Walls with Water Resistant Mortar	
* Waterproof External Walls	£ 650
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	
<b>Resistance Measures</b>	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	
<b>Total cost of Resistance/Resilience Measures:</b>	
<b>Total amount Requested from Repair &amp; Renew Grant:</b>	

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:

**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.

*Would choose Stormguard Floodplan. Quote seemed very fair.*

**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: *No state Aid at any time.*

**6. YOUR BANK DETAILS**

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

Bank [REDACTED]  
Account Number [REDACTED]  
Sort Code [REDACTED]

**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. *No 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: \_\_\_\_\_

To Simon ALEXANDER.  
RESIDENTIAL.

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

Sevenoaks District Council

3 SEP 2014

Received by Reception

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](mailto: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: JOHANNA MASSEY
- 1.2 Business Name (if applicable): [REDACTED]
- 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): AS 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:

N/A

- 1.9 Are you VAT Registered?

- 1.10 VAT Registration number

## 2. DETAILS OF THE FLOODING TO YOUR PROPERTY

- 2.1 Date(s) property was flooded: 24<sup>TH</sup> DECEMBER 'TILL END

- 2.2 Have you filed a claim with your insurer? UNINSURABLE DUE TO  
PROXIMITY OF RIVER.

- 2.3 If no, please say why? →

- 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 ✓
- Blocked drainage
- Tidal surge
- Extreme rainfall ✓
- 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:



2.7 Is your grant application for:

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

No

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?

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

N/A

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 <b>FURNITURE SOFA AND CHAIR</b>	<b>SOFA £1,500</b>
Other measure - please specify <b>RUG</b>	<b>CHAIR £500</b>
Other measure - please specify	<b>RUG £175</b>
<b>Total cost of Resistance/Resilience Measures:</b>	
<b>Total amount Requested from Repair &amp; Renew Grant:</b>	

**SEVENOAKS COUNCIL CHARGES FOR REMOVAL OF PART OF DAMAGED FURNITURE OF £37**

- 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:

FOUND THE BEST VALUE I CAN FOR REPLACEMENT FURNITURE

- 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?

RENTAL

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

TO BE PROVIDED

#### 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  
Account Number  
Sort Code

## 7. SIGNATURES

### 7.1 Signature of applicant

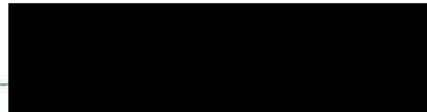
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that 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):

NONE BUSINESS  
RESIDENTIAL

### 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:

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Designation:

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**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. At least one quotation to support the identified costs
    5. Copy of a third party independent survey to your property, if you have one
  - 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**

