

SEVENOAKS DISTRICT COUNCIL
18 NOV 2014
COMMUNITY & BUSINESS SERVICES

**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: Crispin and Henrietta Davy
- 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: **17/01/2014**

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? **claim settled**

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

- Blocked/overwhelmed river
- Blocked drainage **x (leaves were covering outside drain)**
- Tidal surge
- Extreme rainfall **x**
- Surface runoff
- Other (please specify) **Field opposite house was flooded by extreme rainfall**

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 whole of our downstairs was flooded - living room, hallway, dining room and kitchen. Damage occurred to our possessions and flooring and water got into the walls. We had to move out for four and a half months while the property was dried out and repair work undertaken.

We are insured separately for buildings and contents so made two claims, both of which have now been settled.

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? yes

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

supplying and installing air bricks to ventilation points at front of property
seal all cable entry points and low level entry points below protection level
supply and install flood door
supply and instal sump and pump system to remove ground water from under the floor void

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	£252.25
Sewage Bung	
Toilet Pan Seal	
Sump Pump	£2177.70
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	£240 (paid
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	£2574

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 seal cable	£63.92
Other measure – please specify entry	
Other measure – please specify points	
Total cost of Resistance/Resilience Measures:	£5,307.87
Total amount Requested from Repair & Renew Grant:	£5,000.00

- 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:

N/A

- 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.

N/A

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? **N/A**
- 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. 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**

**Sevenoaks District Council
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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: | Dr Huw Alban Davies |
| 1.2 | Business Name (if applicable): | n/a |
| 1.3 | Address: | <div style="background-color: black; height: 20px; width: 100%;"></div> |
| 1.4 | Postcode: | <div style="background-color: black; height: 20px; width: 100%;"></div> |
| 1.5 | Email: | <div style="background-color: black; height: 20px; width: 100%;"></div> |

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

1.7 Address of Property flooded (if different from above): 17/01/14

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:

2.2 Have you filed a claim with your insurer? No

2.3 If no, please say why? No damage to property greater than policy excess (£5,000).

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 Yes
- 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:

During the period of extreme rainfall in December/ January 2013/14 the level of the River Darent in Otford rose to extremely high levels. Troutbeck is situated between two branches of the river (see map).

The level of water in the ground floor rose to 3cm as a result of ground water coming from beneath the floor boards. The water outside the property rose to levels which filled the lowered porch outside the house but did not enter the house. For more details, please see my letter to Simon Davies.

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)? **Yes**

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

No legal agreements are required because all of the work is on my own property and the river is not affected.

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 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	1,576.86
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	3,000
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	
Other measure – please specify	
Other measure – please specify	
Total cost of Resistance/Resilience Measures:	4,576.86
Total amount Requested from Repair & Renew Grant:	4,576.86

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

- 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.

Enclosed

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

Account Number

Sort Code



7. SIGNATURES

7.1 Signature of applicant

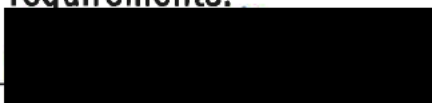
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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

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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:
