

**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: ANN CHAPPELL / JOANNA CHAPPELL
- 1.2 Business Name (if applicable): PIPER'S FLORIST (THE EDENBRIDGE FLORIST)
- 1.3 Address: 91 HIGH ST, EDENBRIDGE, KENT,
- 1.4 Postcode: TN8 5AU
- 1.5 Email: edenbridgeshop@pipers.florist.
01732
- 1.6 Telephone number: 867174 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? **YES**.

1.10 VAT Registration number **209 8668 26**.

2. DETAILS OF THE FLOODING TO YOUR PROPERTY

2.1 Date(s) property was flooded: **24th 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? **Have been paid for stock + contents - £10,340-53.**

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

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

Loss of Karnings' work in progress.

**INSURED WITH AVIVA
Policy Number: - 44SSP26668931.**

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:

At about 4 AM on Christmas Eve 2013 I came downstairs from the flat above to find approximately 2ft/2½ ft of dirty flood water throughout the downstairs level - retail space, work space and large storage shed affected as well as staff WC. (Please see photos A+B and the map to show location of property). We were flooded not only from blocked drains + subsequent surface water from the front but the large storage building joining the shop + back of the shop was surrounded by the overflowing Mill Pond which runs off from the River Eden.

~~W.A. [Signature]~~

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.

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:

SOUTHEAST FLOOD DEFENCE - Please see Flood Mitigation Survey and quote - QUOTE 1.

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: *Please Refer to Quote 1. + Sheet (A)*

Resistance Measures	Cost £
Demountable Door Guards (3 doors)	3141-18.
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 Flood Door - Flood Angel Flood Door.	2398-36.
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	240-00. (A)
Other measure - please specify <i>General Sealing of brickwork</i>	146-63.
Other measure - please specify <i>Seal all glazed sections etc</i>	186-62.
Other measure - please specify	
Total cost of Resistance/Resilience Measures:	£5093-99 excl. VAT.
Total amount Requested from Repair & Renew Grant:	£5000-00

TOTAL:- £6112-79 - including VAT.

- 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? No .

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

RWS Properties Ltd, 34 Teignmouth Rd, London, NW2 4HN
02084386699.

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

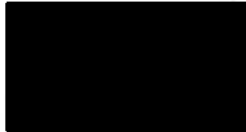
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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

PARTNER

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:

Copy of this page will be sent direct to you from RWS Properties - they have been on holiday so I couldn't get hold of them + this should be the quickest way to complete the application - They have been advised of any works necessary.

7. SIGNATURES

7.1 Signature of applicant

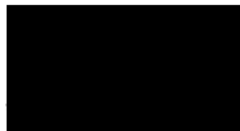
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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

PARTNER

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:



(S. MARCO)

Designation:

Director

All flood defence works approved
as per quote.



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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: Denise & Brian Cairnie
- 1.2 Business Name (if applicable):
- 1.3 Address:
- 1.4 Postcode:
- 1.5 Email:
- 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: **17th January 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? **On-going**

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

- Blocked/overwhelmed river **Y**
- Blocked drainage
- Tidal surge
- Extreme rainfall **Y**
- 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 river Darent burst it's banks and our property was surrounded by water. The water seeped in and came up from below the floor. The doors were sandbagged but very little of the water entered through the doors.

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?

We don't know if we will need planning consent but as yet, we have not applied for any.

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:

The insurance company and building contractor advised that a drainage channel and soak away will help reduce the risk of further flooding although it may not prevent it completely.

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 Drainage channel & soak away	8484.00 inc VAT
Other measure – please specify	
Other measure – please specify	
Total cost of Resistance/Resilience Measures:	
Total amount Requested from Repair & Renew Grant:	

- 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 requested the quote from the building contractor appointed by our insurer to carry out the restoration work on our house. We are confident that they are a reliable contractor and will provide good 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.

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

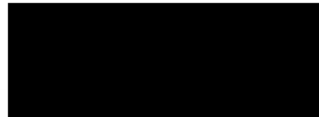
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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

22 OCT 2014

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.

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: CHRISTOPHER HOWARD / DEBORAH HOWARD
- 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: 17 JANUARY 2014

- 2.2 Have you filed a claim with your insurer? NO

- 2.3 If no, please say why? ABLE TO RECTIFY DAMAGE INDEPENDENTLY

- 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:

Flood water entered our property through the porch then
bun shed, and under front doors caking hallway carpet.
The cupboard just inside front door was also flooded.
We blocked the door with board and sandbags. We checked
water every couple of hours for how far it was travelling.
we replaced the flooring in porch, cupboard and
hallway.

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?

Flood plan estimate enclosed

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:

Front door flood barrier.
Back door flood barrier
Brickwork waterproofing

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	650
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	
Re-pointing External Walls with Water Resistant Mortar	
Waterproof External Walls	325
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	
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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:	

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:

Aquobex contacted. They did not arrive. Neighbours quotes much more expensive. 4 other companies contacted. Flood wall did an estimate but never received (thought to be a bogus company)

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?

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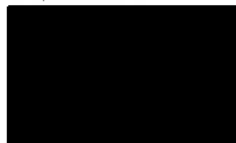
6. YOUR BANK DETAILS

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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:

_____ *Owned*

SEVENOAKS DISTRICT COUNCIL

22 OCT 2014

COMMUNITY & BUSINESS SERVICES



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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 Melanie Eagle |
| 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): | 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? **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? **Fully settled**

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:

On Friday 17th Jan 2014 there had been a huge volume of rainfall during the night. As I came downstairs, I opened the front door at about 6:45am, to find more water coming down the drive than any of the drains were able to take away. The water was rising to the front door, and just a few centimetres from entering the house. I spent the next 4 hours, together with my parents, sweeping water away from the front door. We lifted all the drains around the house and any available man holes to increase drainage. In addition to the rain falling on the drive, a huge volume was coming off of Brasted Hill Road, as there was no storm drainage along the length of the property, and we are at a lower level than the road. The rain finally slowed, and at about 11am I entered the house, to find that there were puddles of water sitting on the carpet in the lounge, and coming up between the oak flooring in the hallway, and

dining room, near the lounge. It was subsequently discovered that flood water entered the second half of the lounge, filling a void between the sub floor and flooring. This soaked through the plasterboard flooring and carpet, and flowed through the rest of the lounge and ran into the hallway and dining room, between the water proof membrane and oak floors, hence subsequent damage to these areas as well. The total cost of damage was £26, 064.95

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

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? Hiscox insurers appointed Ellis May Loss Adjusters to assess the damage. They advised that we appoint a flood/damp specialist, and a survey and suggested waterproofing works were completed by Gulliver Timber Treatments

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

Installation of a sump/pump system in the lounge to provide protection against any future groundwater ingress via the wall floor junction.

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. Buildings and Household insurance with Hiscox covered the drying out process and reinstatement of flooring, decoration etc. The insurance policy does not cover the cost of the preventative measures we installed.

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	4,960
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	
Other measure - please specify	
Other measure - please specify	
Total cost of Resistance/Resilience Measures:	4,960
Total amount Requested from Repair & Renew Grant:	4,960

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.

Culliver Timber Treatments visited the site & provided a specialist report, as requested by the loss adjusters. The quotation for the recommended work seemed rather high. We have requested a second quotation from a smaller building group, "Imperial Group", which was lower. Having worked in our property before & being satisfied with their work, we appointed them to install the sump pump.

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:

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

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: Linda Briley

1.2 Business Name (if applicable):

1.3 Address:



1.4 Postcode:



- 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: 24/12/13 & 17/01/14
- 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? Settled
- 2.5 Do you know the cause of the flooding to your property?
- Blocked/overwhelmed river River burst bank at Westerham and flooded Main Road and garden
 - Blocked drainage 2 manhole covers lifted spewing water and sewage via front door
 - Tidal surge
 - Extreme rainfall Rainfall penetrated all walls
 - Surface run off
 - 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 floods caused all walls to go mildew and plaster to crack and lifted all the laminate flooring throughout.

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 I have house insurances

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? YesD

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

Defence barriers at front door and french doors. Non return valve to external foul drainage system. Flood Angel airbricks.

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	1941.28
Demountable Window Guards	
Airbrick Cover	

Automatic Window Guards	
Self-closing Air Brick	789.60
Non-return Valves 110mm Soil Waste Pipe	1347.20
Non-return Valves 40mm Utility Waste Pipe	
Non-return Valves 12mm Overflow Pipe	
Garage/Driveway Barrier	
Professional Advice on Flood Resistance/Resilience	250.00

Total cost of Resistance/Resilience Measures:	4078.08
Total amount Requested from Repair & Renew Grant:	4078.08

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 had difficulty finding a flood surveyor and only found the one selected . I read all about the company and found they have worked on large projects with Tunbridge Wells Council so I feel they would have gone through probity processes and feel this must ensure 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.

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 [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.

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:

[REDACTED]

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 on the information provided.
- 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 property.
- 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
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: | Mr Henry Warde |
| 1.2 | Business Name (if applicable): | Squerryes Estate |
| 1.3 | Address: | Squerryes Court, Westerham |
| 1.4 | Postcode: | TN16 1SJ |
| 1.5 | Email: | henrywarde@squerryes.co.uk |
| 1.6 | Telephone number: | 01959 562345 |
| | Mobile: | ██████████ |

1.7 Address of Property flooded (if different from above): The Lodge, Squerries Court

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**

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

2.3 If no, please say why? To keep premiums low, we repaired damage ourselves

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 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 Court Lake stream burst its banks and the water flowed down the slope through the fence, across the garden and into the house. Water also flowed down the driveway and onto Goodley Stock Rd.

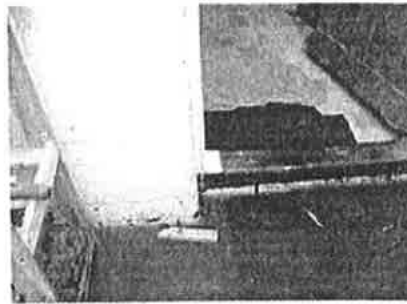
Pictures of the flooding in property on 24/12/14 and sources of water



Stream overflows bank when pipe under drive becomes surcharged.



Path water took to back door (to right of car)



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? **NO**

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

The Squerries Court Lake Stream carries the water draining from the Goodley Stock catchment and burst its banks last December flooding the house and Goodley Stock Road. To minimise this risk there needs to be another pipe carrying the water under the driveway keeping the water in its correct water course. This is what is being proposed.

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	
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 put a pipe under the driveway to carry the extra water from the Court Lake stream and to build up the banks to minimise risk of the stream breaking out of its watercourse.	£4,265 plus VAT i.e. £5,118
Other measure	
Other measure - please specify	
Total cost of Resistance/Resilience Measures:	
Total amount Requested from Repair & Renew Grant:	

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

Yes. It is the lowest of the two quotes received which are attached to the form.

- 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? 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

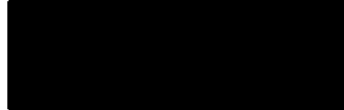
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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



21/10/14.

Position in company (if applicable):

Freeholder Owner

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 photos attached ✓
 3. Copy of insurance claim for flooding N/A
 4. Three like for like quotations to support the identified costs attached 2 quotes
 - 5. Copy of a third party independent survey to your property
 - 6. Business applications (in addition to 1-5 above)
 7. A set of audited or independently examined accounts for your company the latest year available
 - Retrospective applications (In addition to 1-6 above)
 8. Copy of invoices for works completed
- Return by post to the address below:

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

Sevenoaks District Council

Repair & Renew Grant

Application Form

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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:

Robert McCoy

1.2 Business Name (if applicable):

1.3 Address:

1.4 Postcode:



1.5 Email:

[REDACTED]

1.6 Telephone number: [REDACTED] 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: **24/12/2013-26/12/2013 and 19th and 20th Jan 2014**

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

2.3 If no, please say why? **because the insurance does not cover contents**

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
- 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

The flooding come in from the rear of the property to the end of the kitchen area. The building of houses on the flood plain opposite is clearly a contributing factor.

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? *YES.*

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

The recommendation was to make the external aspect of the property as secure as possible.

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*

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	1445.00
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	63.21
Re-pointing External Walls with Water Resistant Mortar	
Waterproof External Walls	480.00
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	Y
Resistance Measures	Cost £
Replace sand-cement screeds on solid concrete slabs (with dense screed)	180.00
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	1157.27
Flood risk report	150.00
Other measure - please specify	
Other measure - please specify	
Other measure - please specify	
Total cost of Resistance/Resilience Measures:	3145.48
Total amount Requested from Repair & Renew Grant:	3145.48

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.

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 *RJ* 
- 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): R J McCoy owner

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: **owner**

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

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: Bill & Alison Boulter
- 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: **From 24th December 2013 to March 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? On-going. Contents are currently in storage, drying has been completed and work is due to begin
- 2.5 Do you know the cause of the flooding to your property?

- **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:

- 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:

We live in a grade 2 listed windmill in Edenbridge which is built of brick. Due to the relentless rain from October 2013 by Christmas Eve 2013 the bricks had become so saturated that we came home to find every room in our house affected. Water was running down the inside of the walls from top to bottom. Our lounge was completely covered in buckets, plastic and towels from Christmas Eve until March 2014.

During this period of time we had plastic covering the stairwell to try and protect the wooden floor and stairs. Our floors are made from reclaimed wood flooring from an old local manor house. We had water pouring out of the paint in our bedroom. The house was covered in mould. The front door had swollen to such an extent that we couldn't open it and when we eventually managed to open it, we couldn't close it. The frame is now rotten and split, the putty has fallen out of the glass. Some of our windows have rotted and will need replacing as will our front door. All the windows will need some form of repair as will the other doors in the property.

All the internal doors, wardrobe doors, cupboards are made of oak as are the dressings around the walls. Everything will need repairing or in the case of the doors, removed and trimmed back in order for them to close properly. All the floors need to be sanded down due to the water damage. Given the nature of the property, all the work will be carried out by specialist tradesmen. The drying process has taken months and we are only now in a position to proceed with the work of putting our house back together again.

We have never experienced this issue previously and in order to try and avoid anything like this happening again, we are looking to put a waterproof coating on the outside of the building. I have attached a quote from the builder who is conducting the work on behalf of the Insurance Company (Aviva). Aviva will not cover the cost of waterproofing the building and as our circumstances have changed we are no longer in a position to get this work done ourselves. Our contents insurance claim was with Hiscox and this has in the main been settled. The only outstanding part is the storage cost and given that the work is only just about to start, this cannot be closed down. A considerable amount of our personal possessions have been destroyed, with virtually everything else in storage. We have effectively been camping in our home.

Our home has been devastated by this water ingress and given the fact that this is a Grade 2 building we want to ensure that it is a) restored properly and b) protected for the future. The original conversion was done to an extremely high standard and the building itself has historical value to the town of Edenbridge, with its history being featured in the local museum. But more importantly, it is our home!

2.7 Is your grant application for:

- Flood resilience/resistance measures that you will install in the future? Yes, We aim to complete the work alongside the work about to start through the insurance claim.

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

No legal agreements have been necessary as the work is cosmetic.

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? We have been working with the Insurance Company

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

Not applicable

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 is paying for all internal damage but waterproofing the outside of the building is not covered by the insurance claim.

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	17,718
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	
Other measure – please specify	
Other measure – please specify	
Total cost of Resistance/Resilience Measures:	17,718
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:

We have provided one quote from the builders who are conducting the work. We have been very impressed with their diligence and we are aware that they are used by the insurance company on a regular basis. They are Kent based and use local specialist tradesmen.

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.

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6. YOUR BANK DETAILS

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

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Account Number [REDACTED]
Sort Code [REDACTED]

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7.1 **Signature of applicant**

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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.

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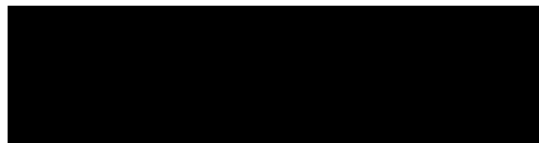
Signature:

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:

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 - Retrospective applications** (In addition to 1-6 above)
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District Council,
Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG**

