

Sevenoaks District Council  
Repair & Renew Grant  
Application Form  
**DEADLINE FOR APPLICATIONS – 23 JANUARY 2015**

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

Funding of up to £5,000 per property per application is available to homes and business premises affected by flooding between 1 April 2013 and 31 March 2014 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 March 2015 at the latest. Claims received after this date may not be paid.

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

### 1. YOUR DETAILS

Please tell us:

- 1.1 Name of applicant: [REDACTED]
- 1.2 Business Name (if applicable): Wyndcott Dental Centre
- 1.3 Address: Wyndcott, Birchwood Park  
Avenue, Swanley, Kent
- 1.4 Postcode: BR8 7AT
- 1.5 Email: [REDACTED]
- 71.6 Telephone number: 01322 662493 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<sup>th</sup> February 2015-20<sup>th</sup> February 2014
- 2.2 Have you filed a claim with your insurer? No
- 2.3 If no, please say why? Flooding was caused to entrance of basement. Although hinders access to basement, no loss was incurred as a result of damage
- 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 x
  - Surface runoff
  - Other (please specify) groundwater saturation x
- 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 flooding occurs in the basement of a dental surgery and correlates when there is heavy rain either at the location or locally. The problem has been getting progressively worse since 2013 up to the point the area of the building is totally un-useable. Prior to the flooding episodes in the winter of 2013 and every winter thereon, it was used as a dental laboratory.

With the aid of the grant, we can hopefully resolve the issue and re-instate a dental technician which would help us improve the delivery of service to our patients. Since we have had to cease the use of the basement, we now have to send all our laboratory work to an external location, causing a delay in completion of treatment. (Map and Images attached in Appendix 1, video attached as Appendix 3)

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:

Attached in Appendix 2

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.

### 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: (as in Appendix 2)

Resistance Measures	Cost (inc. VAT) £
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 (inc. VAT) £
Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Replace chipboard flooring with treated timber floorboards	
Replace floor including joists with treated timber to make water resilient	
Replace timber floor with solid concrete	
Raise floor above most likely flood level	
Replace mineral insulation within walls with closed cell insulation	

Replace gypsum plaster with water resistant material, such as lime	
Install chemical damp-proof course below joist level	
Replace doors, windows, frames with water-resistant alternatives	
Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Mount boilers on wall	
Move washing machine to first floor	
Replace ovens with raised, build-under type	
Move electrics well above likely flood level	
Move service meters well above likely flood level	
Replace chipboard kitchen/bathroom units with plastic units	
Flood risk report	
Other measure – please specify	
Other measure – please specify	
Other measure – please specify	
<b>Total cost of Resistance/Resilience Measures:</b>	
<b>Total amount Requested from Repair &amp; Renew Grant:</b>	

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

We have considered what would be regarded as a reasonable expenditure. We are requesting £2,332.98 from the DEFRA grant to primarily resolve the issue of flooding in the effected area. We acknowledge that other items quoted in Appendix 3 are for improvements and would not be legible to be covered under the grant.

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

#### 4. OWNER AND OCCUPIER DETAILS

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

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

## 5. STATE AID

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

**No**

5.2 If yes, please give details:

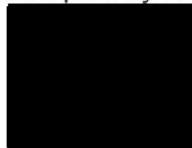
## 6. YOUR BANK DETAILS

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

Bank

Account Number

Sort Code



## 7. SIGNATURES

7.1 Signature of applicant

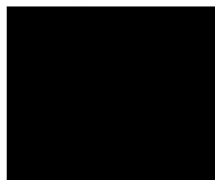
I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that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

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

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

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

Signature:



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Position in company (if applicable):

owner of freehold

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
    7. Evidence that the area(s) flooded form part of the business
    8. Evidence that the area(s) flooded are covered by your business rates
  - Retrospective applications (In addition to 1-8 above)
    9. 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**