

**Derby City Council
City Living Initiative
Full Application Form**



<i>Applicants are strongly advised to have regard to the Guidance Note for completing this Full Application form</i>					
Project Name					
Start Date		End Date		Occupation Date	
Project Value		Total Project Cost			
		DCC Funding level required	Loan Funding (£)	Grant Funding (£)	

1.0 Applicant Details

Company Name			
Company Address			
Company Registration No			
Contact Name			
e-mail address		Tel no	
Web address		Mobile no	
Number of Employees			
Details of associated or group companies			
Annual Turnover (last & current year)		Balance Sheet (last & current year)	
Have you, or any associated companies, previously delivered projects using or having been awarded public sector funding?			
If yes, please provide details			

2.0 Project Partners

Please provide details of any organisations you intend to work with to deliver this project setting out respective roles and responsibilities.

3.0 Site/Building Details

Location (include full address and postcode)	
Site Area (Ha)	
Existing built floorspace (m ²)	
Ownership / Occupation If occupied the level of occupation	
Restrictive Covenants/Easements or any other matters affecting title	
Age of the building	
Existing / Former Use	
Existing Condition	
Details as to how any site issues have been addressed	
Have site investigation reports or remediation strategies been prepared	
If yes, please attach as an appendix to this application	Appendix No.
Are there any Statutory Notices affecting the site or buildings?	
Has this site previously been subject to an application for, or received Public funding	
Any Other Comments	

4.0 Project Description

4.1 Project Description

What is the project? e.g. new build/refurb, type of property; who is it for? Who is carrying it out? What is the need for the project?

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4.2 What are the anticipated outcomes for the project?

	Studio	1 Bed	2 Bed	3 Bed	Comments/Additional
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					Information
Type of Apartments (✓)					
	Professionals	Families	Graduates	Students	Comments/Additional Information
Target Occupiers (✓)					
Parking (✓)	Yes		No		Comments/Additional Information (on site/non provided/provided elsewhere?)

4.3 Project Feasibility

Have you undertaken any project feasibility studies, design work, project appraisal or other project cost analysis to more fully understand projects values, project cash flow or other constraints affecting delivery? Please provide supporting information in this regard.

4.4 Planning

Have you had any discussions with the planning department at Derby City Council? Please provide details of any ongoing conversation in respect of existing planning permission or any permitted use which may be in place.

4.5 Design Standards

Please confirm what design and/or sustainability standards are to be incorporated as part of the project, including but not limited to BREEAM rating, renewable technology, waste re-use/re-cycling, fuel switching. (please note that the provision of sustainability standards is desirable but not essential)

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4.6 Appraisal Information

Please provide the following details for the project. Supporting information to be appended to this application to substantiate cost and value assumptions.

Development Value	
Gross Rental Income	
Less any outgoings	
Net Rental Income	
Capitalised at ?% YP	
Gross Capital Value	
Less purchasers costs (if any)	
Net Capital Value	
Development Cost	
Market Value of Site/Buildings	
Site Reclamation	
Abnormal construction costs	
Construction Costs	
Professional Fees	
Other fees & costs	
Finance costs (assuming no DCC funding)	
Less receipts generated though development period	
Developers profit @	
Total Development Costs	
Development Cost/Value Deficit	
Less any savings on finance costs resulting from receipt of DCC funding	
Net Funding Requirement	

4.7 Funding Required

Set out why this project requires funding from Derby City Council, how much funding is required and the type of funding required. A separate development appraisal should be attached setting out all cost and value assumptions.

4.8 Other sources of Funding

Please confirm what other sources of funding are, or will be in place to fund this project if funding from DCC is secured. – note: projects will not be approved until confirmation of the required funding from other sources has been confirmed

4.9 Disposal Strategy

Post completion of the project is this to be retained by the owner as an ongoing investment property or will the completed scheme be disposed of? If the completed scheme is retained please provide detail around how completed units will be let or used. If the scheme is to be disposed of on completion please provide details as to how you intend to secure the disposal of the completed project.

Please also confirm future management arrangements once the project is occupied / disposed of.

4.10 Repayment of Funds and Security offered

What assumptions have been made in respect of receipt and re-payment of any funding awarded to assist in the delivery of the scheme? What security can be offered to DCC to mitigate their risk in awarding funding for the project?

4.11 Consultations

Please confirm any organisations/ individuals that you have consulted with in respect of this project

4.12 Programme

Provide a programme for project delivery detailing key milestones from site acquisition through to practical completion and occupation and disposal if in the form of a Gantt chart please append to this document.

4.13 Options

What alternative options were considered (if any) for developing and funding this project and explain why the chosen option is best.

5.0 Project Outputs

5.1 Output Description	Total	Year Delivered
Number of residential units created - Conversion		
Number of residential units created – New Build		
Private Sector Investment		
Brownfield Land Remediated (ha) / Floor space converted (sq.m)		

6.0 Deliverability

6.1 Project Issues and Risks

What issues have already been dealt with during the development of the project and how have they been resolved? What risks are anticipated regarding the development, how will they be mitigated against?

Issues and Risks	Resolution / Mitigation
Ownership	
Vacant Possession	
Site Conditions	
Planning Permission	
Private Sector Funding secured	
Other	

6.2 Procurement

Has the contractor been procured? If so, provide details. If not, provide details on how and when the procurement will take place.

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7.0 Proposer Declaration

I confirm that I am authorised by my organisation to make applications for funding and to make legally binding commitments on it's behalf and that the information contained in this proposal is correct to the best of my knowledge.

consent to Derby City Councils processing of any personal data associated with this proposal for the purpose of processing the proposal and managing the proposal process.

** select as appropriate*

Signed	_____
Name	
Position	
Organisation	
Date	

8.0 Schedule of Supporting Information

		Please Tick
Location Plan	A4 size street or OS map extract (50,000 scale) showing location	
Site Plan	1:500 plan showing clearly the site boundary and any buildings as part of the application	
Scheme Proposal	Detailed account of the scheme proposal including converted/refurbished floorspace and project description	
Report and Accounts (2 years)	Company report and accounts for the past two years include details of any parent or other controlling company	
Site investigation reports/remediation strategies	Provide detail of any site investigation reports, remediation strategies or where appropriate building condition surveys and remedial measures required for conversion/refurbishment to take place	
Development Appraisal	Detailed development appraisal including cashflow	
Planning permissions/S106 agreements & other supporting docs	Details of any existing planning permissions, S106 agreements or if planning permission is not yet in place the current status of any planning application	
Gantt chart/project programme	A project programme showing key project milestones	