

DERBY CITY COUNCIL CITY LIVING INITIATIVE GUIDANCE FOR COMPLETING THE OUTLINE APPLICATION

The Outline Application Process – A Brief Overview

Derby City Council (DCC) has a defined process for appraising and approving requests for project funding under the City Living Initiative. This process has two stages identified as Outline Application and Full Application.

The Outline Application Stage provides the opportunity to obtain basic details of a project at an early stage to enable DCC to assess if this is a project they wish to support further because it has the potential to provide the outputs and benefits identified within the City Living Initiative Prospectus.

If the assessment of a project shows the above potential, the Outline Application may be endorsed and the Applicant invited to develop a Full Application. Any endorsement is likely to carry conditions which will provide guidance in the development of a project to make the case for funding at Full Application Stage.

If the assessment of project determines that this does not have the potential to make the full case for funding, the reason(s) for this decision will be explained. This will avoid any further abortive work in developing a project that DCC will be unable to fund.

This is predominantly a recoverable loan based programme of investment and although Grant funding is available this can only be applied for in exceptional circumstances and is considered a secondary element of this application process.

Completing the Outline Application

Site Location: Provide details of the site location, address details and if available a location plan.

1. Applicant Details

Company Name:	The name of the organisation who is submitting the Outline Application.
Company Address:	The address of the organisation submitting the Outline application.
Company Registration No:	The number of the company as registered with Company's House.
Contact Name:	The person who will work with us on the day-to-day management of the project.
Email address:	For the point of contact noted above.
Contact telephone Numbers:	For the main point of contact.
Web Address:	For the company making the Outline Application.
Details of associated companies:	Is this company part of a group or operate under a parent organization?

2. Site Details

Location:	For the site (or part of the site) upon which the project is to be developed.
Site Area:	For the subject project in hectares.
Existing Floorspace:	For any buildings subject to conversion.
Ownership/Occupation:	Confirmation of the current ownership of the site and if not held by Applicant how a controlling interest can be secured to enable delivery of the proposed project. Also confirm any occupational interests on the site/buildings and how vacant possession will be obtained if required to facilitate development.
Existing /Former Use:	Of the site including any last known use.
Existing Condition:	Detailing any known site conditions, contamination/dereliction issues.
How Long has the building/ Site been vacant:	Detail how long the site or building has been vacant.

Does the applicant have Control of the site:	Detail whether the applicant has full control of the site or whether such control is forthcoming
Disposal Strategy and Evidence of low demand:	Intended disposal strategy following completion of the scheme and evidence of low demand for office or other uses
Is this a refurb or new build Project:	Please identify whether this is a new build or refurbishment proposal
Is this a listed property:	Please identify whether the subject premises is listed or located in a conservation area or is of some other notable historical or architectural significance.
How many units and what Type:	How many units are proposed as part of the scheme and what type of units are proposed (number of bedrooms, studio?)
Have you carried out any Design, feasibility or costing Exercises:	Can the applicant demonstrate any existing scheme feasibility, design or other costing exercises to determine scheme viability. If yes please provide suitable detail – append additional information if necessary.
Discussion with DCC Planning:	Has the applicant discussed the scheme with DCC planning? are you able to provide information around the current status of the premises or site?
What is the estimated cost:	How much is the estimated cost of the proposed scheme?
How much funding is required:	Can you provide detail as to how much funding is required to enable the project to happen?
Access to other funding:	Please provide details if access to other sources of funding is available.
Start and end date:	Is the applicant able to provide indicative project start and end dates?
When is the funding required:	Can the applicant provide information as to when the funding will be required?
Form of Security:	What form of security can the applicant provide DCC against the level of investment required?

3. Schedule of Supporting Information

Required information - please tick to confirm documents as identified are appended to this outline application.