

TENDRING FLOOD SUPPORT SCHEME
Repair and Renew Grant, Business Rate Relief and Council Tax Rebate

Application Form
(Please see guidance notes at ANNEX A)

1. Applicant Information	
Name of Applicant:	
Business Name (if applicable)	
Your address and postcode	
Telephone Number/Mobile	
For Home Owners: I am : - (please indicate)	a) an owner- occupier, or b) a landlord
e-mail:	

2. Property Flooded	
Address of property being applied for (if different from above), including postcode	
Date property was initially flooded	
Date property reoccupied / back in use	

3. Do you know the cause of the flooding?	
Tidal surge	
Extreme rainfall	
Blocked/ overwhelmed river	
Surface runoff	
Other (please specify)	

Note: Please see attached guidance, Annex B, for definition of flood and what would or would not be eligible for support.

4. Please briefly describe the primary damage that was caused.

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5. Is your grant application for;

Resilience/ resistance measures that you will install in the future should your grant be approved?	Yes/ No
For resilience/ resistance measures that you have already purchased and installed following the flooding (retrospective application).	Yes/ No
For Business Rate Relief for a period of 3 Months <i>If you are not claiming for any grant support for resilience / resistance measures and you are only claiming for business rate relief then please proceed to section 12.</i>	Yes/ No
For a Council tax Rebate For what period are you claiming a rebate for? <i>If you are not claiming for any grant support for resilience / resistance measures and you are only claiming for a Council Tax Rebate then please proceed to section 12.</i>	Yes/ No From: To:

6. Please indicate which of the available resilience/ resistance measures you intend to or have installed (if a retrospective application), and cost (including VAT).

Two like for like quotes should be provided with your application to support the identified cost. Alternatively, retrospective applications should answer question 7.

Please note that the maximum grant that can be applied for is £5,000 (including VAT)

When selecting which measures you intend to install, please read the application guidance note and we strongly advise that you consider information available on reference websites such as www.nationalfloodforum.org.uk/property-level-protection-community-tool/. The guidance will help you select the appropriate resilience/ resistance measures for the nature of flooding in your area – not all of the identified measures may be appropriate, and may make limited difference to protecting or minimising the damage to your premises. Should you choose to seek professional advice prior to making an application, you can retrospectively claim up to £500 of the cost as part of your application.

<u>Resistance Measures</u>	<u>Cost £s</u>	<u>Resilience Measures</u>	<u>Cost £s</u>
Demountable Door Guards		Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Demountable Window Guards		Replace chipboard flooring with treated timber floorboards	
Airbrick Cover		Replace floor including joists with treated timber to make water resilient	
Sewage Bung		Replace timber floor with solid concrete	
Toilet Pan Seal		Raise floor above most likely flood level	
Sump Pump		Replace mineral insulation within walls with closed cell insulation	
Re-pointing external walls with water resistant mortar		Replace gypsum plaster with water resistant material, such as lime	
Waterproof external walls		Install chemical damp-proof course below joist level	
Automatic Door Guards		Replace doors, windows, frames with water-resistant alternatives	
Permanent flood door		Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc)	
Automatic Window Guards		Mount boilers on wall	
Self-closing airbrick		Move washing machine to first floor	
Non-return valves 110 mm soil waste pipe		Replace ovens with raised, build-under type	
NRV 40 mm utility waste pipe		Move electrics well above likely flood level	

NRV 12 mm overflow pipe		Move service meters well above likely flood level	
Garage/ Driveway Barrier		Replace chipboard kitchen/ bathroom units with plastic units	
Professional advice on flood resistance/ resilience		Flood Risk Report	
Total Cost of Resilience/ Resistance Measures being implemented			£
Total Amount of Grant Applying For (if different - maximum £5,000 Including VAT)			£

7. Two like for like quotes for the purchase and installation of the identified measures should be included with your application. If you have not selected the cheapest available quote, please briefly explain why.

8. FOR RETROSPECTIVE APPLICATIONS ONLY – If you are applying for works that have already been undertaken, please briefly describe how you ensured value for money i.e. utilised insurance company contractor, or sought quotes from a range of providers. Evidence of quotes and invoices should please be included with your application.

9. Have you received any alternative funding (such as previous grant funding or insurance claim payment) for any of the measures you are applying for grant funding for?

**Yes/
No**

If yes, please specify and state why also seeking Repair and Renew Grant support.

10. FOR APPLICATIONS BUSINESS PREMISES ONLY – Have you received any other public grant funding during the last three years? If so please specify what for and the amount received.

11. Should your application be approved, please indicate the month you expect to make a grant claim. Grant claims can only be made once the installation has been fully completed and contractors paid from own fund.

12. Declaration

To the best of my knowledge, the information in this form and all other information given in support of this application is correct. I confirm that that I understand the purpose of this form and the reasons for the collection of my/ our personal data (to the extent that this form contains information which is personal data for the purposes to the Data Protection Act 1998) and that I agree to my/ our personal data being used as stated.

If any information changes I will inform Tendring District Council immediately.

Signature:

Date:

Warning – if you knowingly or recklessly make a false statement to obtain grant for yourself or anyone else you risk prosecution, and the recovery of all grant payments. By signing this form you are agreeing that you have read and agree with the above declaration.

(Applications need to be made by 31 December 2014)

Please return completed application forms to Private Sector Housing, Clacton Town Hall, Station Road, Clacton-on-Sea, CO15 1SEX