

### Babergh Grants Application Form - Part Two - Business Workspace Grant

Unique Application  
Number

For office use

#### Details of Applicant:

Applicant's Name:

(For Partnerships or Limited Companies please provide details for all Partners/Directors)

#### Details of premises for conversion:

502. What is your interest in the premises (eg. Tenant / Owner / Prospective Owner)

503. If Tenant, what is the length of remaining unexpired lease?

(Please enclose a copy of lease agreement and written consent of the Freeholder to the proposed scheme)

504. What is the present or more recent use of the premises? (if known)

505. Please provide the dimensions of the internal usable floor area in square feet or square metres

#### Your Proposals:

506. Please detail your proposal; you should indicate intended use, details of all necessary works and include copies of written quotations for all works that you require grant-aid consideration. The application should be further accompanied by drawings or detailed sketches clearly showing; layout, size of units and all alterations proposed.

(Continue on separate sheet if necessary)

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## Your Proposals (Continued)

507. When do you intend to start these works?

508. By what date do you expect the work to have been completed by?

509. Have you applied for, or received, any other grant for this scheme? Yes  No

510. If Yes, please give full details

## Estimated Costs

You should endeavour to estimate costs as accurately as possible. Please attach copies of quotations for all works.

511. Building Repairs/Improvements

£

512. Provision of Services

£

513. Total Estimated Cost of Project

£

514. Do these costs include VAT?

Yes  No

## Statutory Requirements

Have you applied for:

515. Planning permission for Change of Use

Yes  No

516. If yes please provide application number and if already approved date of decision

517. Planning permission for alterations or extensions

Yes  No

518. If yes please provide application number and if already approved date of decision

519. Building Regulation Approval

Yes  No

520. If yes please provide application number and if already approved date of decision

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521. Environmental Health Approval Yes  No

522. If yes please provide application number and if already approved date of decision

523. Have any conversion works been commenced? Yes  No

524. If yes please give full details

525. Will these premises be occupied or available to rent at market terms for a minimum of five years from completion? Yes  No

526. If NO, please give full details:

## Undertakings

523. Have any conversion works been commenced? Yes  No

524. If yes please give full details

525. Will these premises be occupied or available to rent at market terms for a minimum of five years from completion? Yes  No

526. If NO, please give full details:

## Statement by applicant

I wish to apply for a discretionary grant to convert or sub-divide the above redundant buildings to form employment creating workspace.

I confirm my acceptance of the Workspace Grant Scheme Standard Conditions.

Name:

\_\_\_\_\_

Dated:

\_\_\_\_\_

Status of Signatory:

\_\_\_\_\_  
(e.g. Owner/Partnership/Director/Farm Manager/Authorised Agent)

If you require any guidance in completing this form, please contact:

Neil Henry or Sue Dawes – Telephone: (01473) 825868 or e-mail [ecodev@babergh.gov.uk](mailto:ecodev@babergh.gov.uk)

## DATA PROTECTION NOTICE

Babergh District Council is a Data Controller for the purposes of the Data Protection Act 1998. Any personal information supplied on this form will be processed in accordance with the principles of the Act. The details collected on this form will be used for the purpose of processing your grant application and to notify you of Council initiatives. Your information will not be used for any other purpose.

Please see our privacy policy for further information.

**Please return the completed forms and details requested  
in Section 3 of this form to:-**

Community Grants Officer  
Babergh District Council  
Corks Lane, Hadleigh  
IPSWICH IP7 6SJ

