



# **Torrige District Council**

## **Section 106 Fund Application Form**



## **Foreword**

This application form forms a vital part in the allocation of all Section 106 (S106) funding by the district council. The information you provide will allow the district council to assess whether your project meets the necessary criteria and is eligible for receipt of Section 106 funding.

When completing this application form, please ensure that you read and answer each question fully, that you provide all required supplementary documents and that you sign and date the declaration.

Please ensure you complete the latest version of the application form by downloading a copy from [www.torridge.gov.uk/section106](http://www.torridge.gov.uk/section106). It is also advisable to download and utilise the **S106 Fund Guidance Notes** when completing the application form and to confirm your project meets the funding criteria.

## **How are Applications Assessed?**

The district council assesses applications and distributes S106 funds through a defined application process and aims to make a decision within 4 weeks following receipt of an application. TDC will contact you by email or by post to inform you of the progress and final outcome.

I

## **Important Information for Applicants**

### **Applicants should:**

- 1.** Contact Rachel Webdell, Strategic Enabling Officer to discuss your proposed project and to confirm the availability of funding prior to commencing an application.  
**Email** Rachel.webdell@torridge.gov.uk or **Tel** 01237 428750
- 2.** Download the application form from [www.torridge.gov.uk/section106](http://www.torridge.gov.uk/section106) to ensure you have the latest version or request a paper copy by contacting Rachel Webdell
- 3.** Discuss your proposed project with your ward councillors prior to submitting the application. Visit [www.torridge.gov.uk](http://www.torridge.gov.uk) for contact details of your ward councillors
- 4.** Ensure that you utilise these guidance notes to support you throughout the completion of an application
- 5.** Ensure you read and complete all questions within the application form fully and where required, submit copies of project plans, quotations, proof of planning permission and confirmation of land ownership with your application form.

**Please Note:** S106 funding can only be utilised on capital projects and not towards the on going revenue costs of a project.

### **The Application form**

The application form is fundamental in the distribution of all S106 funds by the council. The information you provide will allow the council to assess whether your project meets the necessary S106 criteria and is eligible to be considered for funding. If successful, the information you provide within this application will help populate the formal legal funding agreement and so must be accurate to reduce delays at a later stage.

It is preferable that you complete the application form electronically (before printing and signing). If you prefer to use a paper form, please ensure you write clearly in black ink.

### **The application form is split into five sections covering all of which are required to be completed:**

- 1.** your organisation
- 2.** your project
- 3.** project benefits
- 4.** project management
- 5.** project funding



# APPLICATION FORM

## 1. Organisation Details

Name of Lead Organisation	
Address of Organisation	
Website Address	
What is your organisation	
When was your organisation formed?	
What is your organisation?	
What is your company/charitable number (if applicable)	
What are the main objectives of your organisation?	
List any organisation to which your organisation is affiliated.	
List any organisations who are working with you on the project	

Name of main contact	
Position held by main contact	
Address of main contact (if different from organisation)	
Telephone Number	
E-mail address	

## 2. Project Development

Project Title			
Type of Provision (See eligible categories – page2)			
Planned start date		Planned end date	

Tell us about your project
Are there any similar facilities/projects within the area?
Does your project meet local plans, strategies, aims or objectives?
How do you know the project has local support?
Why is Section 106 funding required?

**Project Development continued.....**

	Is Planning permission required to the project?	Yes No (Please circle)
If No	If not why not?	
If Yes	Date planning application submitted	
	Date permission obtained and application number	

	<i>Is your organisation the land owner?</i>	Yes No (Please circle)
If No	What is the name of the landowner(s)	
	Date request for permission submitted	
	Date permission obtained	
	Do you have a lease on the land	
If Yes	If yes, how many years are left?	

### 3 Project Outcomes

<b>What groups of people will benefit from the project?</b>	
<b>How will they benefit?</b>	
<b>Where do the project beneficiaries live/come from?</b>	
<b>How many people do you estimate will benefit per year, following the completion of your project?</b>	
<b>What are the main outcomes of the project?</b>	
<b>What will be the key project milestones throughout the delivery of the project?</b>	<b>Dates / By when</b>



## 4 Project Management

**How will the facility improvement element of your project be managed?**

**Who will monitor the progress of the project against the objectives and milestones**

**How will you monitor the progress of the project?**

**How will you ensure your project is future proof and sustainable?**

**How will you market and promote your project to your target audience?**

**Tell us anything else about your project that you think we should know, that you have not already told us**

## 5 Project Funding

Is your organisation VAT registered?	Yes	No (Please circle)
Following communication with HRMC regarding this project, are you able to reclaim VAT?	Yes	No (Please circle)
VAT number (if stated yes to both questions above)		

Where costs are confirmed, please provide copies of professional estimates, tenders or quotation. VAT should not be included in these costs where it is recoverable

Expenditure Items	Total Amount (£)	Confirmed/estimated	Amount requested from S106 (£)
<b>Total exc VAT</b>			
<b>Total inc VAT (if not recoverable)</b>			

## Partnership Funding

Funding Sources	Amount (£)	% of Project cost	Secured/Unsecured	Date secured/ Expected decision date
<b>TOTAL</b>				

## CHECK LIST

Please confirm that you have completed the following tasks		Please tick	
I have made contact with Rachel Webdell, Strategic Enabling Officer, Torridge District Council			
I have discussed the project with the District Councillor's for the ward(s) where the project is located			
I have contacted Planning Services at the council to discuss the requirement for planning approval			
I have secured approval from the land owner (if not owned by the applicant)			
I have read and completed all sections as fully and accurately as possible			
Please enclose the following with your application		Attached	No Applicable
<b>a</b>	Your constitution (if you are an unincorporated not for profit organisation)		
<b>b</b>	Evidence of planning permission, if required		
<b>c</b>	Evidence of landowner permission, if it is not your land		
<b>d</b>	A copy Title Deeds or lease for the land relating to the project site		
<b>e</b>	Plans and drawings for the project		
<b>f</b>	Formal quotations for capital elements of the project		

### 7. Declaration

<b>I confirm that to the best of my knowledge the information contained in this form is complete and accurate and that I have completed the checklist above.</b>	
<b>Signed</b>	
<b>Print name</b>	
<b>Position in organisation</b>	
<b>Date</b>	

**Return your completed form and supplementary documents to**

Email – [rachel.webdell@torridge.gov.uk](mailto:rachel.webdell@torridge.gov.uk) (must be a scanned copy of a signed application) or

Post – Rachel Webdell. Strategic Enabling Officer, Planning Department, Torridge District Council, Riverbank House, Bideford, Devon 01237 428700

**9. Data Protection Act 1998**

Torridge District Council will use and manage the personal information supplied on this form for the purposes of keeping applicants informed about progress with their application. If the application is successful, the information on the form will be used to monitor the project.

All personal data about applicants is treated in accordance with the Data Protection Act 1998 and will not be disclosed to any third party outside of the council unless we are required to do so by law. If the application is successful your name and the name of the organisation/group may be published in the press and on the council's website. Local district councillor(s) will be notified of the outcome of the application. The above Act gives you the right to see the personal information that we hold about you. For further details contact the Worcestershire Hub on 01684 862151 or [worcestershirehub@malvern hills.gov.uk](mailto:worcestershirehub@malvern hills.gov.uk)

**Completed applications should be returned to:**

**Post**

Rachel Webdell  
Strategic Enabling Officer,  
Torridge District Council,  
Riverbank House  
Bideford  
Devon EX39 2QG

**Email**

[rachelwebdell@torridge.gov.uk](mailto:rachelwebdell@torridge.gov.uk)

*Forms completed electronically, must be printed, signed and then scanned before emailing to Rachel Webdell*