

1. APPLICANT INFORMATION

Name of Applicant:	
Business Name (if applicable)	
Nature of interest	<input type="checkbox"/> Freeholder <input type="checkbox"/> Leaseholder <input type="checkbox"/> Other
Address:	
Postcode:	
Telephone Number:	
Mobile:	
E-mail:	

2. PROPERTY FLOODED

Address of property flooded <i>(if different from above, including postcode)</i>	
Date property was initially flooded: (Only dates between 1st December 2013 & 31st March 2014 are eligible)	

3. IF YOU KNOW THE DIRECT CAUSE OF THE FLOODING, PLEASE TICK BELOW

The cause of the flooding was:	<input type="checkbox"/> Blocked/ overwhelmed river <input type="checkbox"/> Blocked drainage <input type="checkbox"/> Tidal surge <input type="checkbox"/> Extreme rainfall <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface runoff <input type="checkbox"/> Other (please specify)
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4. PROPERTY CONSTRUCTION & PRIMARY DAMAGE CAUSED BY FLOODING

Rough age of the property: (pre 1900, 1900 – 1920, 1920 – 1945, etc.)	
Do you have cavity wall insulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have air bricks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor type:	<input type="checkbox"/> Solid <input type="checkbox"/> Suspended <input type="checkbox"/> Concrete

PRIMARY DAMAGE CAUSED BY THE FLOODING:	
HOW DID THE WATER ENTER THE PROPERTY?	

5. IS YOUR GRANT APPLICATION FOR?

Resilience/ resistance measures that you will install in the future if your grant is approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Resilience/ resistance measures already purchased and installed following the flooding (retrospective application)	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. PLEASE INDICATE THE AVAILABLE RESILIENCE/RESISTENCE MEASURES YOU INTEND TO INSTALL OR HAVE INSTALLED (if a retrospective application), AND COSTS INCLUDING VAT

When selecting which measures you intend to install, please read the application guidance notes and consider the information available on 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.

Please note that the maximum grant that can be applied for is £5,000 (including VAT costs). Any costs incurred above £5,000 will need to be met from your own funds.

RESISTANCE MEASURES:	COST £
Demountable Door Guards	
Demountable Window Guards	
Airbrick Cover	
Sewage Bung	
Toilet Pan Seal	
Sump Pump	
Re-pointing external walls with water resistant mortar	
Waterproof external walls	
Automatic Door Guards	
Permanent flood door	
Automatic Window Guards	
Self-closing airbrick	
NRV 40 mm utility waste pipe	
NRV 12 mm overflow pipe	
Garage/ Driveway Barrier	
Professional advice on flood resistance/ resilience	
Silicone Gel around openings for cables tec.	
Any other measures – please specify	

RESILIENCE MEASURES:	COST £
Replace sand-cement screeds on solid concrete slabs (with dense screed)	
Replace chipboard flooring with treated timber floorboards	
Replace floor including joists with treated timber to make water resilient	
Replace timber floor with solid concrete	
Raise floor above most likely flood level	
Replace mineral insulation within walls with closed cell insulation	
Replace gypsum plaster with water resistant material, such as lime	
Install chemical damp-proof course below joist level	
Replace doors, windows, frames with water-resistant alternatives	
Septic tank resistance or resilience measures (such as isolation valves, venting above flood level etc.)	
Mount boilers on wall	
Move washing machine to first floor	
Replace ovens with raised, build-under type	
Move electrics well above likely flood level	
Move service meters well above likely flood level	
Replace chipboard kitchen/ bathroom units with plastic units	
Flood Risk Report	
Any other measures – please specify	
Total Cost of Resilience/ Resistance Measures implementing:	£
Total Amount of Grant Applying For, if different (max £5,000 including VAT):	£

7. ALTERNATIVE FUNDING

Have you received, or anticipate applying for or will be receiving any alternative funding (such as previous grant funding, insurance claim payment or environment agency property level protection) for any of the equipment you are applying for grant funding for?	Yes/ No
If yes, please specify amount received and state why also seeking Repair and Renew Grant support.	

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 invoices must be included with your application.

9. FOR APPLICATIONS FOR BUSINESS PREMISES ONLY

Have you received any other public grant funding exceeding 200,000 euros during this current financial year and the previous two financial years? If so, you must specify what for and the amount received

10. TIMESCALES

Should your application be approved please indicate the month you expect to make a grant claim. Grant claims can only be made once installation has been fully completed.

11. YOUR FINANCIAL DETAILS – (your account which the funding should be transferred to – if paying you, select the option for direct payment to the contractor)

Account Number	
Account sort code	
Roll number (if applicable)	
Account Holders name	

12. CONTRACTOR DETAILS – if selecting the option for Copeland to pay contractors directly

Name of contractor	
Address of contractor – including postcode	
Telephone Number	
Email	
Account Number	
Account sort code	
Roll number (if applicable)	
Account Holders name	

PARTICIPATION AGREEMENT

If you are successful in applying for grant funding through the Repair and Renewal Grant Scheme to fit resilience and/or resistance measures to your property the following sets out the terms by which any grant offer will be made.

The Council will agree to do the following:

- a) The Council would agree to provide the agreed level of funding towards the cost of supplying and fitting (inclusive of VAT) the resilience and/or resistance measures that you identified in your attached application, and the Council subsequently approved (if different).
- b) The measures that you have chosen to fit to your property have been selected by you entirely at your own risk. Should your property flood again in the future, the Council maintains no liability for the selection or installation of the measures you have chosen.

The Property Owner will agree to do the following:

- a) To procure the necessary equipment and installation of the approved resilience and/or resistance measures in line with your grant funding approval. Should you choose to fit resilience and/or resistance measures in excess of £5,000 (inclusive of VAT), then any additional costs must be met from alternative resources.
- b) To store the Measures securely and protect them from damage.
- c) To maintain the Measures in accordance with the manufacturers' instructions.
- d) Where available sign up to the Environment Agency's Flood Warning Scheme.
- e) To deploy the Measures in accordance with manufacturers' instructions.
- f) To allow the Council or agent access to the Property at all reasonable times for the purposes of inspection of the Measures.
- g) If the property is sold in the future, the measures should remain with the Property in the flood risk area (passed to the new owner).
- h) To note that should it be found that you have not used the grant funds to purchase and install the measures identified and approved in your application, or that upon inspection the measures are not found to be in place/available on site, or in an adequate state of maintenance, you risk prosecution, and the recovery of all grant payments.
- i) The approved resilience and/or resistance measures should be purchased and installed, and all grant funds claimed (in accordance with the Council's defined processes by **14 March 2015**). Failure to meet this date may mean that the grant funds are no longer available to you, and any costs incurred cannot be recovered.
- j) To note that the details of your name and address, the resilience and/or resistance measures applied for/approved, and the outcome of any inspection visit will be shared with the Department for Environment Food and Rural Affairs (Defra) and relevant public authorities. The Council and Defra will not (for any reason) share any of the information you have submitted with a third party.
- k) To note that the Council or Defra may contact you in the future for the purposes of research, to identify if the Repair and Renewal Grant and the measures you selected have been of benefit to you, to inform any future flood response schemes.

What is not covered by this Agreement?

The Council shall not be liable to the Property Owner or any tenant or occupier for any action, claim, demand, cost or expense incurred in respect of any loss of damage, including for any negligence, breach of contract, property damage or personal injury (including death) including any consequential or indirect loss, which arises out of, or in connection with the installation, or use of the resilience and/or resistance measures.

In the event that any provision of this Agreement shall be held to be unenforceable, then the Council and the Property Owner agree that such provision shall be severed from the remainder of the Agreement which shall continue in the full force and effect.

APPLICATION FORM – REPAIR AND RENEW GRANT – PLEASE READ GUIDANCE BEFORE COMPLETING

The Council shall not be responsible for providing flood warnings or for ensuring that any other party does so.

The Council shall not be responsible for removing any fixtures associated with the Measures if or when the Property Owner no longer requires them.

Ownership of the Measures shall vest in the Property Owner and the Council shall not be responsible for the repair or replacement damaged or lost flood protection and resilience measures nor for the provision of any further measures.

The Property Owner should take up any defects arising within this period with the contractor and is encouraged to enter into a maintenance agreement with the contractor.

DECLARATION

To the best of my knowledge, the information in this form and all other information given in support of this application are correct. I confirm 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 Copeland Borough Council immediately.

WARNING – If you knowingly or recklessly make a false statement to obtain a 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.

I/WE CONFIRM THAT I/WE ARE THE LAWFUL OWNER/MORTGAGEE OF THE PROPERTY SET OUT IN THIS APPLICATION FORM AND HEREBY AGREE TO THE TERMS OF THE PARTICIPATION AGREEMENT.

SIGNED **SIGNED**

PRINT NAME **PRINT NAME**

DATE **DATE**

PLEASE RETURN THE COMPLETED FORM TO:

COPELAND BOROUGH COUNCIL, ENVIRONMENTAL HEALTH, WHITEHAVEN COMMERCIAL PARK, MORESBY PARKS, WHITEHAVEN, CUMBRIA, CA28 8YD.

<u>FOR OFFICE USE ONLY:</u>	
DATE APPROVED:	
GRANT AMOUNT:	
SENT TO FINANCE DEPARTMENT:	
PAID TO APPLICANT/CONTRACTOR:	