

## S106 Application Form

### Open Space

This application form forms a vital part in the allocation of S106 Open Space grant funds by Blaby District Council. The information provided will allow the District Council to assess whether your project meets the necessary criteria and is eligible for receipt of a S106 Contribution Award.

When completing this application form please refer to the S106 Open Space Funding Application Guidance, ensure you read and answer each question fully, provide all required supplementary documents and the declaration is signed and dated.

Applications will not be considered for funding if submitted forms are incomplete and the required documents are not provided.

#### 1. Organisation details

Name of Organisation	
Address of Organisation	
Purpose of Organisation (for example: Parish Council/Voluntary Group/Charitable Trust)	
Website Address	
How many people currently use your Organisations Facilities?	
Is the Organisation a Registered Charity?	<input type="radio"/> Yes <input type="radio"/> No      (Please circle)

#### Main contact for the Project

Name	
Position Held	
Address (if different from above)	
Telephone Number	
Email Address	

## 2. Proposed Project

Project Title & Description	
Address/Location of your Project  Please submit a map/plan indicating the location of your project and showing where your project will be placed	
Dates	Planned Start Date:    /    / Planned End Date:    /    /
Why is the project needed? Please explain & provide evidence as applicable	
Land Ownership Please state who the current landowner is for your proposed project at the time of the POMG meeting	
What security of Tenure do you have on the site and/or facility?	Freehold                      Leasehold                      Other (Please State)
If you are not freeholders of the land provide details of the owners and evidence permission has been given for your project	
Are there any restrictions on accessing the use of the land for the proposed project?  If so, please provide details including detail of any times the facility/land is closed and/or gated etc	Yes                      No                      (Please circle)

## 3. Project Funding

Is there a complete funding package in place for this project? The District Council will not release S106 funds unless a full package to cover the complete cost of the project is in place and full detail is provided.

Total cost of project?	£
Total S106 Contribution required	%                      £
Is your organisation VAT registered?	Yes                      No                      (Please circle)

Are you able to reclaim VAT for this project?	Yes	No	(Please circle)
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**Partnership Funding**

Funding Sources	Amount Secured (£)	Percentage Cost of Project (%)	Secured / Unsecured	Date Secured / Expected Decision Date	Expiry Date of Funding (if applicable)
Total					

**Payment Terms**

If the cost of your project is substantially high, is to be funded purely from held S106 open space contributions and the organisation is unable to deliver the infrastructure project in accordance with the preferred payment terms (see guidance) please set out below the reasons/barriers and alternative requested proposed payment terms. Please also provide any relevant supporting documentation to show these financial barriers and limitations.

**Quotations**

Where projects are above £10,000, provide **three** copies of valid, comparable professional estimates, tenders or quotations and complete details below.

Where projects are below £10,000 **at least** one written quotation must be obtained and details below completed. Applicants must demonstrate value for money has been achieved if providing one quotation.

Ensure all quotations are valid and current at the time of the POMG meeting, comparable and like-for-like. If not, applications may not be considered.

VAT should not be included in these costs where it is recoverable.



If the preferred supplier is not the cheapest, please explain why the cheapest supplier has not been chosen	
If the preferred supplier has provided the cheapest quote and is considerably lower than the other comparable quotes, please provide additional detail e.g. quality/guarantees etc that led to the supplier being chosen	
Please explain how value for money has been achieved	

#### Future Maintenance & Repairs

Please provide detail of how future running costs and maintenance of the project will be sustained	
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#### 4. Checklist

Please confirm you have completed the following	Please tick
I have contacted the S106 Monitoring Officer to discuss this project, provided full detail of the project and received guidance on the eligibility of the proposed project	
I have secured approval from the landowner (if not owned by the applicant)	
I have read and completed all sections as fully and accurately as possible	

Please indicate if your Organisation has the following adopted Policies. If these are not available on their website, please provide a copy	Yes	No
Equal Opportunities Policy		
Open Access Policy		
Child Protection Policy		

Please enclose the following with your application	Attached	N/A
Evidence of planning permission, relevant consents and licences i.e. Listed Building Consent/Building Regulations etc, if required are provided.		
Evidence of landowner permission and length of rental/lease contract, if land is not in the organisations ownership		
Plan or map identifying the area of public open space		
Plan, map and/or drawings showing the proposed siting of the project. If there are multiple elements please clearly show the placement of each element		
Evidence of financial barriers/limitations (if applicable)		
A minimum of 3 formal, written, comparable, like-for-like, current quotations for capital elements of the project above £10,000 OR At least 1 formal, written, current quotation for capital elements of the project under £10,000		
If the project is under £10,000 supporting documents to demonstrate value for money has been achieved		
Evidence showing how best value for money has been achieved (this may be required in addition to providing quotation(s) and could include product quality/guarantees etc)		
Provide a copy of the project specification that went out to suppliers to invite quotations		
If a Tender Process was carried out for this project, please include copies of all adverts and detail of the Tender Process undertaken		
Evidence the Parish Council have been advised of the project and level of S106 funding sought (if this application is not being made by the Parish Council)		

## 5. Declaration

I confirm that to the best of my knowledge the information contained in the form is complete and accurate and that I have completed the checklist above

Signed	
Print Name	
Position in Organisation	
Date	

Return your completed forms and supplementary documents to:-

Email:

[planning.obligations@blaby.gov.uk](mailto:planning.obligations@blaby.gov.uk)

(Forms completed electronically must be printed, signed and scanned before returning).

Or Post:

S106 Monitoring Officer, Planning & Strategic Growth, Blaby District Council, Council Offices, Desford Road, Narborough, Leicester LE19 2EP