empty to occupied
transforming our towns & villages

# Permission to Start

# Guide for Applicants

## January 2022

Armagh City
Banbridge
& Craigavon
Borough Council

# Contents

# 1. Introduction

The purpose of this document is to provide guidance to applicants who have been awarded grant funding under the 'Empty to Occupied Programme' (the "Scheme") on the 'Permission to Start' form which must be completed prior to any works commencing.

**Permission to Start Form**

Before you can start your project, you will need to complete a 'Permission to start' form. We will normally arrange a start-up meeting with you to discuss delivery of your project, at which we will agree a timetable for reporting progress as well as advise you on how to complete the Permission to Start form. You must not start your scheme until you have received our approval through Permission to Start.

The form is completed online at https://armaghbanbridgecraigavon.eformz.info/login and you will also be required to upload the following evidence:

1) Updated project cashflow forecast.
2) Evidence that funding shortfall is in place – e.g. Bank statements; loan from bank.
3) Revised project plan.
4) Risk Assessment.
5) Project management details.
6) Procurement plan.
7) Confirmation of ownership of freehold or a leasehold property.
8) Evidence that all statutory permissions and licences are in place.
9) Bank Account details.

# 2. Project Details

The first page of the Permission to Start form is automatically populated with some of your details. The remainder of the information can be found in your Letter of Offer.

# 3. Approved Project

The Approved Project summarises the Project described in your Application. We will monitor your Project against the Approved Project described in your Letter of Offer.

Details for this section of the Permission to Start form can be found in your Letter of Offer.

## 4. Project Costs

This section displays a table of the Project costs agreed as part of your Grant. All money spent on the Project should be reported against the cost headings used.

There is the ability to amend costs here if they have changed since your Grant was awarded. If you plan to do this, you will need to inform us before completing this form.

As part of this section you will need to attach an updated Project Cashflow Forecast which shows the cost of each of the main cost headings of your Project and when you expect that the funds will be spent. In your breakdown you must identify separately any amount allowed for VAT and contingency. Your Cashflow should show the planned timing of your income and expenses over the life of your Project. This is a mandatory supporting document.

## 5. Project Finance Arrangements

This section requires you to fill in details of your grant and match-funding contributions for your project. The total will represent the total project costs agreed in your Letter of Offer. You will also need to provide evidence that this is secured.   For example, recent bank statements confirming that match-funding is in place or a letter from your bank confirming loan. All project finance should be in place before Permission to Start can be granted.

You will be required to upload the relevant supporting documents in this section.

## 6. Project Plan/Timetable

As part of this section you will need to attach a revised project plan which includes revised dates for key milestones in your project, including date for submitting payment request forms. Please list tasks in chronological order.  This is a mandatory supporting document.

Attach the relevant supporting documents required in this section.

## 7. Risk Assessment

Please submit a detailed risk assessment.  This should include details of what the risk is, who will be responsible for managing the risk, what impact it will have and how the risk will be managed.  This is a mandatory supporting document.

# 8. Project Management and Procurement

As part of this section you will need to attach details of your Project management structure and methods for choosing consultants, contractors and suppliers. This is a mandatory supporting document.

This document should include:

- The names of the people who can sign documents for your organisation.
- A copy of the organisation chart for managing your Project which clearly names the Project manager or Project co-ordinator and other people or organisations who will be working on the Project and sets out their roles and lines of communication.
- Details of the responsibilities for Project direction and decision making including change control and budget management.
- A statement of how you will choose and manage your goods, works and services contracts (more information on Procurement can be found in Applicant Procurement Guidance.

Attach the relevant supporting documents required in this section.

# 9. Proof of Ownership

Before we can grant you Permission to Start, we need confirmation of freehold or leasehold property to meet our requirements.

Attach the relevant supporting documents required in this section for example a copy of the Land Registry title register (with plan), leases and evidence of any mortgages (if applicable).

If you provided evidence of the proof of ownership with your Application select N/A unless the ownership status has changed in any way since your Application to us e.g. you have extended your lease or amended any clauses to meet our requirements.

# 10.  Statutory Permissions and Licences

Please list the statutory permissions or licences you need to complete your Project and the date they were secured. If they are yet to be secured you should discuss this with us before submitting this form.   You should obtain the relevant statutory approvals or permissions that you need for your Project before work starts. There may be other permissions or licences involved which are not listed below but frequent examples include:

- Planning permission.
- Listed building consent.
- Building control consent.
- Conservation area consent.
- Protected species licence for example a bat or newt licence.
- Tree felling licence.

Note: If planning is not required, we will require formal written confirmation from the Planning Authority that it is not required.

Attach the relevant supporting documents required in this section.

# 11.  Bank Account and VAT Details

Provide your account name, number and sort code as it appears on your bank statement.

We will pay your Grant by bank transfer (BACS). Your Grant can only be paid to the applicant specified in your Letter of Offer.

We will need to see a copy of a recent bank statement (within the last three months), or a cheque or a paying-in slip for the relevant account, showing the bank account's name, sort code and account number. You can attach a scanned version of any of these documents to your form. If you are providing an online bank statement you must ensure the electronic version includes the bank logo, the website address (URL) and the account name, number and sort code.

We can accept the following file formats for this section:

- PDF
- JPEG

Attach the relevant supporting documents required in this section.

# 12.  Declaration and Submission

By signing the Declaration, you are confirming that you/your organisation understands and accepts your Grant in accordance with the Standard Terms of Grant.

When you are ready, select Submit.  We are not able to authorise Permission to Start or make payments without all the mandatory supporting documents.

By submitting your Permission to Start online, you are confirming that you/your organisation agrees to be bound by the Grant Contract. The Declaration should be signed by the applicant named on the application.

**Please note**: once you have submitted the form you cannot make any changes to it and it cannot be recalled.