# Neighbourhood - NCIL BID - Application Form

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| Section A: Applicant Contact Information | |
| Contact: |  |
| Organisation: |  |
| Address: |  |
| Phone no: |  |
| Email Address: |  |

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| Section B: Project Overview | |
| Project Title: |  |
| Project Location: |  |
| Neighbourhood Area: | *Potters Bar or Bushey* |
| Full Address of project location (if applicable): |  |
| Land Owner (If landowner consent is required to deliver the project, this must be gained and evidenced as part of this bid application. Please note landowner consent is not the same as planning permission): |  |
| Management and maintenance (Please provide details for the management, maintenance, programming, administration, and any other relevant requirements over the expected lifespan of the infrastructure) |  |
| I confirm that to the best of my knowledge this project is infrastructure as defined by [section 216(2) of the Planning Act 2008](http://www.legislation.gov.uk/ukpga/2008/29/section/216) (Tick to confirm) | |
| I confirm that this project has not commenced, nor am I attempting to claim Neighbourhood CIL funds for monies already spent (Tick to confirm) | |

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| **Section C: Project Detail and Justification** |
| 1. Project Description |
| *Provide an overview of the project. What is it? Why is it important? What are the aims and outcomes? Who will use the infrastructure/who will it benefit? Also provide any helpful context, for example if the project is part of a larger programme.* |
| 1. In what ways does this project contribute to the growth and sustainable development of Hertsmere? |
| *With reference to relevant Hertsmere Borough Council policies, does your proposal effectively mitigate the impacts of local development and future growth?* |
| 1. Proposed start date and delivery date |
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| 1. Delivery partners |
| *If you are using a contractor, consultancy, etc., please provide their name and contact information including the name of your contact. If Hertsmere will deliver the project on your behalf, please provide the name of the officer.* |

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| 1. Public Benefits, Studies & Plans |
| *Outline the collective advantages provided by this initiative and the expected timeline for these advantages to be realised?* *Schemes ought to establish infrastructure that confers clear benefits, impacting and serving the broader community. These advantages should be readily apparent and realized promptly, rather than unfolding gradually or lacking tangible public value. Please include detail, with evidence, of the how the public benefits will be provided. Where applicable, please provide details if the initiative is expected to broaden public accessibility and if it has the potential to create revenue streams. Please list any technical feasibility studies, design work, or other work undertaken for the project. These documents should be included as attachments with the completed application form.* |
| 1. Is this project supported by the local community and other stakeholders? |
| *You must provide evidence of local support/by ins referenced alongside this application form; without evidence it will not be considered within the Scoring Criteria. Consider providing detail and evidence of support from the: local community, county council, borough council, parish council, relevant service providers, and any other relevant stakeholders. If your project requires the agreement of stakeholders such as infrastructure providers, please list their names and contact information including the name of your contact and require their agreement. If you have not yet secured agreement, explain why not.* |

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| **Section D: Project Finances** |
| 1. What is the total cost of the project? |
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| 1. What is the total amount of NCIL funding being requested for this project? |
| *Please indicate whether the requested amount of CIL is required to deliver the project.* |
| 1. Please provide a comprehensive summary of the CIL funding request, detailing the total amount sought and outlining the specific purposes for which the funding will be used |
| *Please provide a line-item budget of every element for which CIL funding is sought. This must include a breakdown of what the CIL funding will be used for within the project, e.g. state specific values for feasibility works and building costs. Please append information, if deemed necessary.* |
| 1. What funding, if any, does this project currently have? |
| *If the project currently has funding, please include details of the source, amount and any conditions associated with the funding (e.g. deadlines for expenditure).* |
| 1. Does this project have or unlock additional funding from other sources? |
| *Could you detail whether alternative funding sources have been investigated? Please outline the options that have been examined and provide a rationale for why capital or revenue budgets were not employed, if that is the case. Have other funding options been explored? Demonstrate what options you’ve considered and explain why capital/revenue budgets (if at all) have not been utilised. If applicable, include further detail, e.g. status of funding, details of identified or secured sources, amount applied for, amount secured, and deadlines for expenditure. Please provide an estimated projection of the operational costs for the project in the coming years. Additionally, explain the strategy for financing any prospective revenue expenses linked to the project.* |
| 1. Please outline how this project will contribute to ensuring long-term financial sustainability, including any measures in place to secure ongoing funding, manage operational costs, and mitigate financial risks |
| *(Only for requests to fund operations costs) If you are requesting funding to operate the infrastructure for a time-limited period, please explain how the project will be funded after the time-limited period of NCIL funding.* |

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| **Section E: Project Delivery** |
| 1. Is this project ready to start once CIL funding is secured? |
| *If no, include details as to why this project will not be ready to commence once CIL funding is secured. For example, awaiting to secure other funding sources and/or planning permission. Note: Approved schemes must be delivered within a 12-month period unless otherwise agreed.* |
| 1. Is planning permission required for the delivery of this project? |
| *If your project needs planning permission or requires any other planning approvals, we strongly advise that you start progressing these before you apply for NCIL funding. Projects that require planning permission, but have not obtained the relevant consents, are likely to score lower overall; this in turn will decrease the likelihood of success in regard to obtaining Neighbourhood CIL funding.*  *You should include confirmation of planning consents (including the relevant planning references). If you have not yet received the required planning permission but there is a pending planning application, or pre-application advice we would advise that you provide details of such (including the relevant planning references).* |
| 1. Are there any physical or environmental factors that may impact this project? |
| *If so, include details about the measures that will be used overcome these factors.* |
| 1. What measures have been explored to minimise the risk of the project not being   delivered? |
| *Consider including details on contingency plans and the measures that have been explored to minimise the risk of the project not being delivered.* |

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| **Section F: Equality and Diversity** |
| 1. Will any protected group benefit or be affected by this project? |
| *If the Council consider it necessary, please be aware that you may be required to complete an Equality Impact Assessment.* |

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| **Section E: Declaration** |
| To the best of my knowledge the information I have provided on this application form is correct.  I/We confirm that if Hertsmere Borough Council agrees to allocate NCIL funds for the project specified within this application, then these funds will be used exclusively for the purposes described within this application form.  I/We recognise the Council’s statutory rights as the CIL Charging Authority, which includes provisions to reclaim unspent or misappropriated funds.  All organisations involved with the application will need to sign and date the form. |
| **Applicant signature:**  Signed:    Click or tap here to enter text.  Organisation: Click or tap here to enter text.  Date: Click or tap to enter a date.  **Supporting organisation signature (if applicable):**  Signed:    Click or tap here to enter text.  Organisation: Click or tap here to enter text.  Date: Click or tap to enter a date. |

Once completed, please email your application form and supporting evidence to: [Cil.monitoring@hertsmere.gov.uk](mailto:Cil.monitoring@hertsmere.gov.uk)