**Building Projects and Project Grants– Permission Request Form**

You need our written agreement to apply to Project Grants for £30,001 or more for a building project. We define a building project as the purchase of freehold or leasehold buildings or any type of building or construction work that is required to comply with statutory approvals such as building or planning regulations. The main statutory approvals and consents are:

* building regulations
* outline planning permission
* full planning permission
* listed building consent
* change of use
* conservation area consent
* lawful development certificate

Please note that we cannot support applications where the total cost of the building work and/or the building purchase is more than £100,000.

To request permission, complete this form and return it to enquiries@artscouncil.org.uk

If you need this form in a different format, such as large print, or if you face any access barriers in completing this form, please contact our Customer Services team on 0161 934 4317 or at enquiries@artscouncil.org.uk

Before you begin, you need to read our [Buildings Projects and Project Grants](https://www.artscouncil.org.uk/arts-council-national-lottery-project-grants/project-grants-information-sheets?search_api_views_fulltext=ineligible) information sheet which details what we can and cannot support through Project Grants.

Requesting our permission to apply allows us to understand if;

* you have considered both the costs involved in delivering your project
* you have taken account of the running costs of the building
* an application is sufficiently developed
* you own the land and buildings before being considered for funding.

If we decide that you can apply, we will issue a permission letter. You will need to attach the permission letter to the ‘letter attachment’ screen on the Project Grants Eligibility Questionnaire on our online system, Grantium. Once you submit the Eligibility Questionnaire you will have access to the next steps of the application process.

Please note that we may not be able to grant you permission to apply. Obtaining our written agreement to apply does not guarantee that your application will be successful.

**Building Projects Grants permission request form**

**About you**

Name of your organisation:

**Contact details**

Phone number

Email address

Textphone

Address

Please give the following details for the main contact.

Name of main contact:

Position:

Please give us a brief description of the work of your organisation and your creative and/or cultural activities.

What was your organisation’s income in the last full financial year?

£ Actual

If you are a new organisation, please estimate your income for your first year.

£ Estimate

**The activity you are planning to do**Please give us a brief description of the activity you are planning to do, including the RIBA Design stage you have reached, if applicable. Please tell us who will benefit (including creative practitioners, staff, visitors etc.), and why it is important to you and others.

Please describe how you and the people you are working with can deliver the project. If you have commissioned any professional advice (for example, from architects or cost consultants), please provide details of the process used to select these individuals or companies.

Please note: if the total value of your procurement meets or exceeds certain threshold values, then your procurement may be subject to the Public Contracts Regulations 2015. For further information see our **Building projects information sheet** under the Types of projects section of our [Guidance library](http://www.artscouncil.org.uk/national-lottery-project-grants-guidance-library).

When will your activity start and end?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Day | Month | Year |
| Start date |  |  |  |
| End date |  |  |  |

Please confirm details of the Statutory Approvals needed for your project. Statutory approvals are legal permissions and approvals needed for a building project. You should take advice on what statutory approvals apply to your project.

|  |  |
| --- | --- |
|  | √ (please tick all that apply to your activity) |
| Building Regulations |  |
| Outline planning permission |  |
| Full planning permission |  |
| Listed building consent |  |
| Change of use |  |
| Conservation area consent |  |
| Lawful development certificate  |  |
| Other consent (please specify): |  |

What is the total cost of your activity?

£

**Project Grants can support applications where the total building work and/or the purchase of a building costs up to £100,000.**

Please give us brief details of the main items of expenditure for your activity.

What is the amount you would like from us?

£

If you can, you need to find at least 10% of your project budget from sources other than Arts Council England. Please tell us which other sources of funding you are planning to include and the likely amounts from each source.

**Building and land ownership**

Confirm the full address of the property where the building project will take place:

Provide details of your interest in the land and/or building where the project will take place

Freehold: Yes No

Leasehold: Yes No

Other: Yes No

If Yes, please provide details:

If the land or buildings are held on a leasehold basis, please complete the following details;

The length of the lease: Days Month Year

Commencement date of the lease: Day Month Year

Has the lease been registered at land registry: Yes No

If No, please provide details:

Does the lease contain any break clauses? Yes No

If yes, please provide details:

Is the permitted user clause in the lease compliant with the capital project and proposed use? Yes No

If No, please provide details

Is the activity you plan to undertake your responsibility under the terms of the lease?

Yes No

If No, please provide details

**Running costs**

Please tell us how any increased running costs of the building will be met once completed.

If you have discussed your activity with any of our staff, please tell us their name(s)

#

**Contact us**

|  |  |
| --- | --- |
| **Phone:**  | 0161 934 4317  |
| **Email:**  | enquiries@artscouncil.org.uk  |
| **Website:**  | artscouncil.org.uk  |
| **Post:**  | Arts Council England The Hive, 49 Lever Street Manchester M1 1FN  |

You can also Livechat with our customer services team by clicking the icon on our Project Grants page on our website: <https://www.artscouncil.org.uk/ProjectGrants>

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