

Essential Reference Paper "D"

# Section 106 Funding Application

East Herts Council Project – Internal Project Funding



 @Eastherts

 EastHertsDC

 easthertscouncil

01279 655261

[www.eastherts.gov.uk](http://www.eastherts.gov.uk)



East Herts Council is the accountable body for the spending of S106 monies and therefore must ensure that:

- The funding is spent on facilities that can be demonstrated to be required because of the new development taking place
- The process is transparent and fair to all
- Projects supported are necessary, viable, will deliver the required social and community benefits, and will be well managed.

Please complete all steps to ensure timely review.

Should you have any questions, please email the **Infrastructure Contributions & Spend Manager**: [Jackie.bruce@eastherts.gov.uk](mailto:Jackie.bruce@eastherts.gov.uk)

<b>Step 1 - Contact Details:</b>	
Service / Department:	
Main Contact Name:	
Position:	
Telephone Number:	
Email:	

<b>Step 2: About the Project and Funding:</b>
<b>What is the name of your project?</b>
<b>When will the project start?</b>
<b>When will the project end?</b>
<b>What are you planning on doing?</b> - describe the Project/Activity / Equipment that any awarded funding will deliver/contribute towards (in fewer than 600 words):

**Where will the project take place?** Detail the ownership of any land / building or asset being used and the consent that is in place for any works:

**Do you need any permissions?** Detail what statutory planning or licensing requirements exists in relation to the application & the extent to which the proposed development is compliant with relevant policies (in fewer than 600 words):

**Evidence of need for the project** - (e.g. supported by the findings of relevant audits and strategies, identified as a priority in a Management Plan, Parish Plan, community consultation).(in fewer than 600 words)

**Who is the project aimed at helping?** Describe the breadth of the needs met by this project– the extent of the range of identified needs that would be met by the project (in fewer than 600 words):

**Environmental sustainability** – describe the extent to which the project includes features that mitigate its environmental impact and improve its sustainability (in fewer than 200 words):

**Ongoing costs** - Detail ongoing running costs where applicable along with information as to how any proposal will financially sustainable beyond initial funding (in fewer than 600 words):

**What Section 106 Funding has been identified for your project?**

Please provide the planning reference/s numbers for the original development/s where Section 106 funds have been identified for this application:

Please detail the location of this application in relation to the original development/s

**Project funding:**

How much Section 106 funding are you requesting?

Detail funding of the whole project; please include a breakdown of all funding arrangements including match funding, grant awards, charitable donations, reserves etc (please include if these funds are confirmed/awarded):

If part funding is applied for please provide a detailed description of the specific use of the Section 106 funds requested through this application:

**Step 4 - Project Delivery:**

**Describe the readiness to proceed** – the extent to which the project is ready to proceed within a defined timescale (in fewer than 600 words):

<b>Project Risks</b> - Detail all risks highlighted for the project and the mitigation strategies that have been agreed (in fewer than 600 words):
<b>Project Procurement</b> - Please detail the procurement process being followed for the project and confirmation of adherence to EHC Financial Regulations. (in fewer than 600 words):

<b>Step 5 – Submission Details:</b>
Submission Date:
Signature of submitter: <i>ADD ELECTRONIC SIGNATURE BOX HERE</i>
Name:
Position:
Email:
Tel:
<b>Please include the following with your submission:</b> <ul style="list-style-type: none"><li>• Additional funding award notices/applications</li><li>• Architectural/Technical drawings and details</li><li>• Quotations for equipment / works or activities</li><li>• Consultation reports</li><li>• Asset details and imagery</li><li>• Other information or reports which are material to this application</li></ul>

**Following Sections are for completion by East Herts Council Officers.**

<b>Legal Evaluation:</b>
Application Reference Number:
Planning reference/s numbers for the original development/s:
Relevant agreement clause/s details relating to this application:
Please confirm if this application meets the requirements of the detailed Section 106 agreement and the highlighted funds (if it does not meet the requirements please detail the reasoning):
Legal Contact Name:
Legal Contact email:
Date of completion:

<b>Deputy Chief Executive authorisation:</b>
Approved or Rejected:
Comments on Approval/Rejection:
Signature & Date of Approval/Rejection:

<b>Head of Service authorisation:</b>
Approved or Rejected:
Comments on Approval/Rejection:
Signature & Date of Approval/Rejection:

<b>Portfolio Holder Notification:</b>
Portfolio Holder Name:
Portfolio Holder Details:
Date notified:

<b>Ward Member(s) Notification:</b>
Ward Member Name:
Ward:
Date notified:

**Following Approval:**

Name of responding Officer:
Date Applicant informed:
Date Finance Informed for fund allocation:
Date of Section 106 Steering Group advised:
Date of addition to Section 106 / Capital Programme of Works:

**Following Rejection:**

Name of responding Officer:
Date Applicant informed: