
Malvern Hills District Council

Section 106 Fund Application Form

Supporting improvements within:

public open space, sport, recreation and community facilities,
and the public realm



Foreword

This application form forms a vital part in the allocation of all Section 106 (S106) funding by the district council. The information you provide will allow the district council to assess whether your project meets the necessary criteria and is eligible for receipt of Section 106 funding.

When completing this application form, please ensure that you read and answer each question fully, that you provide all required supplementary documents and that you sign and date the declaration.

Please ensure you complete the latest version of the application form by downloading a copy from <http://www.malvern hills.gov.uk/section-106-funding>. It is also advisable to download and utilise the **S106 Fund Guidance Notes and Frequently Asked Questions** when completing the application form and to confirm your project meets the funding criteria.

Eligible Projects

Please be aware, Section 106 funding can only be awarded to projects that are:-

1. located within the Malvern Hills district and
2. fall within one of the following 'Types of Provision' categories:

	Type of Provision	Primary Purpose
Open spaces	Parks and gardens	Accessible, high quality opportunities for informal recreation and community events.
	Provision for children and young people	Areas designed primarily for play and social interaction involving children and young people, such as equipped play areas, ball courts, skateboard areas and teenage shelters.
	Allotments, community gardens and urban farms	Opportunities for those people who wish to grow their own produce as part of the long term promotion of sustainability, health and social inclusion.
	Cemeteries, disused churchyards and other burial grounds	Quiet contemplation and burial of the dead, often linked to the promotion of wildlife conservation and biodiversity.
	Natural and semi-natural green spaces, including urban woodland	Wildlife conservation, biodiversity and environmental education and awareness.
	Amenity green space	Opportunities for informal activities close to home or work or enhancement of the appearance of residential or other areas.
	Green corridors	Walking, cycling or horse riding, whether for leisure pursuits or travel, and opportunities for wildlife migration.
Sports facilities	Outdoor sports facilities (pitch and non pitch)	Participation in outdoor sports, such as pitch sports, bowls and athletics.
	Indoor sports facilities (built facilities)	Participation in indoor sports, such as badminton, swimming and gymnastics.
Community facilities *	Village, church and community halls	Participation in community activities, clubs and societies.
Public Realm	Town centre enhancements to publicly owned streets, pathways and publically accessible open spaces	To support a well designed, easily maintained and inclusive street scape in town centres that provides a prosperous, vibrant and safe environment for the shoppers, visitors, businesses and the wider community.

*for community facilities projects please refer to para.204 of the National Planning Policy Framework (NPPF)

1. Organisation Details

Name of lead organisation	
Address of organisation	
Website address	
When was your organisation formed?	
What is your organisation?	
What is your company / charitable number (if applicable)	
What are the main objectives of your organisation?	
List any organisations to which your organisation is affiliated	
List any other organisations who are working with you on the project	
Name of main contact	
Position held by main contact	
Address of main contact (if different from organisation)	
Telephone number	
E-mail address	

2. Project Development

Project title			
Type of provision <i>(See eligible categories - page 2)</i>			
Planned start date		Planned end date	
Tell us about your project?			
Are there any similar facilities/projects within the area?			
Does your project meet local plans, strategies, aims or objectives?			
How do you know the project has local support?			
Why is Section 106 funding required?			

	Is planning permission required for the project?	Yes	No	(Please circle)
	If not, why not?			
If Yes	Date planning application submitted <small>Note: If not yet submitted, include target date.</small>			
	Date permission obtained & application number			

	Is your organisation the land owner?	Yes	No	(Please circle)
If No	What is the name of the landowner(s)			
	Date request for permission submitted			
	Date permission obtained			
	Do you have a lease on the land	Yes	No	(Please circle)
	If yes, how many years are left ?			

3. Project Outcomes

What groups of people will benefit from the project?		
How will they benefit?		
Where do the project beneficiaries live/come from?		
How many people do you estimate will benefit per year, following the completion of your project?	Current baseline	
	During Year 1	
	During Year 2	
	During Year 3	
	During Year 4	
	During Year 5	
What are the main outcomes of the project?		
a)		
b)		
c)		
What will be the key project milestones throughout the delivery of the project?		Dates / By when
a)		
b)		
c)		

4. Project Management

How will the facility improvement element of your project be managed?

Who will monitor the progress of the project against the objectives and milestones

How will you monitor the progress of the project?

How will you ensure your project is future proof and sustainable?

How will you market and promote your project to your target audience?

Tell us anything else about your project that you think we should know, that you have not already told us

6. Check List

Please confirm that you have completed the following tasks	Please tick
I have made contact with Mark Hammond, Contracts & Development Manager at Malvern Hills District Council	
I have checked that there is funding available to support this project	
I have contacted Planning Services at the council to discuss the requirement for planning approval	
I have secured approval from the land owner (if not owned by the applicant)	
I have read and completed all sections as fully and accurately as possible	

Please confirm and provide the additional details	Please tick
I have discussed the project with the district councillors within the ward(s) where the project is located	
Please provide the names of the councillors you have spoken with plus a brief description of how and when this engagement took place	

Please enclose the following with your application.		Attached ✓	Not applicable ✓
a)	Your constitution (if you are an unincorporated not for profit organisation)		
b)	Evidence of planning permission, if required		
c)	Evidence of landowner permission, if it is not your land		
d)	A copy Title Deeds or lease for the land relating to the project site		
e)	Plans and drawings for the project		
f)	Formal quotations for capital elements of the project		

The council may wish to use your application to support other applicants, if it is identified as an example of 'best practice'. No personal contact information will be shared. Please tick if you would not like your application used in this way.	
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7. Declaration

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

Print name	
Position in organisation	
Date	

Return your completed form and supplementary documents to

Email: mark.hammond@malvern hills.gov.uk (*must be a scanned copy of a signed application*) or

Post: Mark Hammond, Contracts & Development Manager, Malvern Hills District Council,
Avenue Road, Malvern, Worcestershire, WR14 3AF

8. Feedback

In order to help us improve the S106 Application Process, please tell us how clear and easy you found it to complete the application form.

Please tell us if there is anything that we can do to make the process easier to understand and complete

9. Data Protection Law

Malvern Hills District Council will use and manage the personal information supplied on this form for the purposes of keeping applicants informed about progress with their application. If the application is successful, the information on the form will be used to monitor the project.

All personal data about applicants is treated in accordance with Data Protection Law and will not be disclosed to any third party outside of the council unless we are required to do so by law. If the application is successful your name and the name of the organisation/group may be published in the press and on the council's website. Local district councillor(s) will be notified of the outcome of the application.

For further information on how to access your information and other rights please see our website www.malvern hills.gov.uk.