



Elmbridge Civic Improvement Fund (ECIF) Grant Scheme Application Form – Fat, Oil and Grease Interceptors

The information to be filled out in this form is to be used for the purpose of processing an application for the ECIF grant scheme and assessing the suitability of the Fat, Oil and Grease Interceptor. For more information about the scheme and how to complete this application, please read the Guidance Notes.

Please note that the regular maintenance and cleaning of the units is the responsibility of the business and the costs for this cannot be claimed under the ECIF scheme. The Maintenance and cleaning schedule should be implemented in accordance with the manufacturer's instructions.

1) Business/Organisation Name:

2) Applicant's Name:

3) Telephone / Fax / E-mail:

4) Where did you find out about ECIF?

5) Address for correspondence:

6) Address of Property where Fat, Oil and Grease Interceptor is being installed:

7) Please tell us if you:

- Own the premises?
- Rent the premises?*
- Lease the premises?*
- When will the lease/freehold run out?
- Other? (Please explain below)

* You will need to include landlord's written consent for the installation of the interceptor

- 8) A) Do you pay business rates on this property?** Yes / No
b) Are your payments up-to-date? Yes / No

(If there are any outstanding monies this could prejudice your application being accepted - as part of the application process we will check your business rate account).

9) How much is being sought from ECIF?
(50% of the total cost)

Contribution made by the applicant / business / organisation

10) Does any person connected with this application have any relationship with any Councillor or Officer of Elmbridge Borough Council? Yes / No

If yes, please supply details below:

11) Supporting information – please refer to the guidance notes and include as appropriate with your application:

- Bank Loan Agreement / Statement Yes / No
- Last Two Years' Audited Accounts Yes / No / Not applicable
- Lease / Freehold Document Yes / No
- Licence / Certificate Yes / No / Pending
- Permission from Landlord to carry out works Yes/ No / Pending
- 3 Quotes for the supply and installation

We may require further documents or information, depending on your particular circumstances. If that is the case, we will let you know by telephone or in writing as soon as possible. Please note that we may check your payment history as part of the application process.

A check will also be made with Environmental Health

12) Declaration

When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Borough Council agrees to make a grant, this will be used exclusively for the Fat, Oil and Grease Interceptor and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Civic Improvement Fund's manual filing system and summarised in the Council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Elmbridge Civic Improvement Fund. Personal Information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: <http://www.elmbridge.gov.uk/privacy.htm>

Signed

Date