



1 Introduction

This document intends to give information to those completing an ECIF – Fat, Oil and Grease Interceptors Application Form.

If you need any further guidance contact Organisational Development on 01372 474385 or business@elmbridge.gov.uk.

The fund is a discretionary scheme that provides funding to catering premises to install a Fat, Oil and Grease (FOG) Interceptor.

Please note the following:

- Use black ink or complete the form electronically.
- Please only return your form once it has been signed.
- Please be as concise as possible, we will accept any additional information on separate A4 sheets.
- Your application will be checked and then determined by the decision-making body which is made up of Chief Officers
- There is no right of appeal against the decision.
- Retrospective grants will not be paid.

1.1 Who can apply?

The scheme is only open to the installation of FOG interceptors in catering premises within Elmbridge.

Priority will be given to premises in areas identified as having a problem with blockages caused by fat, oil and grease.

1.2 How much money is available?

You can apply for a grant of up to 50% of the supply and installation costs of the FOG interceptor.

You will need to supply three quotes for the supply and installation costs of the interceptors.

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.

2 Completing the Application Form

2.1 Questions 1 to 5

Ensure you put the full name and address details. Your main contact does not have to be the person signing the application but it should be someone with authority concerning this application.

2.1.1 Question 6

We need to know the actual address with postcode of the property where the FOG interceptor will be installed.

2.1.2 Question 7

If you rent or lease the property you will need to include the landlord's written consent. Evidence of freehold and leasehold interest may also be required.

2.1.3 Question 8

A check will be made to ensure that business rates are not outstanding and we will review the history of your business rates.

2.2 Question 9

Indicate the amount of money you would like to apply for from the fund

2.3 Question 10

Please just provide full name of person and position within Elmbridge Borough Council, if known.

2.4 Question 11

We do not expect all small businesses to be able to provide all of this information. Please provide any additional information relevant to your application.

2.5 Question 12

Please make sure you read the declaration carefully, sign the form and return it.

3 What Happens Next?

You will receive an acknowledgement that we have received your application form. Your application will be assessed against our existing criteria and we will carry out checks on business rates.

We may ask you to provide further information. The application and any additional information will be presented to the decision-making body and you will be informed of the decision.

There is no right of appeal.

4 When will the grant be paid?

Grants will only be made following:

- A site visit to confirm the completion of the works.
- The submission of verifiable invoices.