



Northumberland  
County Council

**AFFORDABLE HOUSING  
S106 DEVELOPER FUND APPLICATION FORM**

All questions on the form must be answered (if not applicable, please state this on the form).

Please refer to the guidance notes at the end of this form to help you fill in the application form.

**Section 1: ABOUT YOUR ORGANISATION**

1.1 Organisation/Group Name:

Address:

Charity Registration Number:  
(if applicable)

Postcode:

Telephone number:

E-mail address:

1.2 What is the status of your organisation? [Tick all that apply]

Registered Provider  Registered Charity  Voluntary Organisation

Community Group  Tenants Association  Other [Please specify]

1.3 When was the organisation established/founded?

1.4 Which areas of Northumberland does your organisation operate in?

1.5 Does your organisation have a constitution?

Yes  [Please enclose a signed and dated copy.]

No  [Please contact us before submitting your application - see contact details at end of application form.]

**1.6** If your organisation is not regulated by the Regulator of Social Housing, please outline your organisation's governance? [It will help your application if you list key personnel and their relevant skills (eg. finance, construction, housing management, etc.).]

**1.7** Please summarise the aims and objectives of your organisation?  
[Information about your organisation, who uses the services you provide.]

### 1.8 Principal Contact

Mr/Mrs/Miss/Ms/Other

Name:

Address: [for correspondence only]

Postcode:

Telephone number:

E-mail address:

### 1.9 Organisation Accounts

Please summarise your organisation's most recent audited accounts at submission of application:

Specify Account Year Ending \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

<b>Total Gross Income</b>	<b>£</b>	<b>Total Expenditure</b>	<b>£</b>
<b>Profit/Loss for Year</b>	<b>£</b>	<b>Savings (Reserves, cash, investments)</b>	<b>£</b>

## Section 2: ABOUT YOUR PROJECT

### PLEASE PROVIDE A BUSINESS PLAN FOR THE PROJECT

[This will include long-term plans/objectives for the project.]

#### 2.1a What is the address for the project?

[The site name and location address will help us identify the proposed project's location.]

Postcode:

#### 2.1b What are the key objectives and desired outcomes for the project?

[Additional supporting information such as plans, drawings, consultations, should be added if available. Before and after photos/drawings can help the Panel to visualise your proposed project.]

#### 2.2a What is the **total** cost for the project? £ \_\_\_\_\_

[Please attach a detailed breakdown of all costs, including at least two quotes, project and post-project cash flow positions, viability appraisal and cash flow forecasts, and summarise the key elements below.]

[Please also advise whether advance payments will be necessary to prime the scheme, and how payments influence with the cashflows.]

**PLEASE BE AWARE THAT NCC FINANCIAL/PROCUREMENT REGULATIONS APPLY**

Please summarise the key elements of the quotes and costs breakdown:

**2.2b** Please provide any other organisation's contribution for the project:

[Please ensure that all contributions are added to the table, together with the status of each contribution.]

Contributor Name	Secured/ Unsecured	Date Secured or Decision Date	Amount (£)
<b>TOTAL CONTRIBUTIONS</b>			<b>£</b>

**2.3a** Has a local Housing Needs Survey/Assessment been completed?

Yes  (please provide)

No  (please answer Question 2.3b)

**2.3b** If the answer above is No, how has the housing need for the area been identified?

[Please summarise and attach any details of consultations or surveys completed.]

**2.4** How will the project address the identified housing need?

**2.5** Is there a link to any other projects, initiatives or regeneration scheme?

No  Yes  [please state]

**2.6** Does your organisation own the land? Yes  No  (please answer Question 2.7)

**2.7** Does the project/initiative require the purchase of land/property?

Yes  (please complete the table below)

No

[Please note if owner/leaseholder consent has been sought/granted and whether the appropriate planning procedures have been undertaken. If the organisation does not own the land, evidence of long lease is needed (usually 25+ years).]

Property/Land Name	Name of Owner	Owner Permission (Sought/Granted)	Planning Permission (Sought/Granted)

**2.8a** Freehold  Leasehold  Title Number \_\_\_\_\_

Lease Agreed  Date of Lease \_\_\_\_\_ Number of Years \_\_\_\_\_

Under Discussion  Other  [Please specify]

**2.8b** Please state if you are aware of any title issues, covenants, access or connections issues that may impact on the successful delivery of the project?

**2.9** Who will manage the delivery of the project?

The Applicant

Other  [Please provide details of who will manage delivery, with contact details of the person and company delivering the project.]

**2.10** Who/How will the project be managed after completion?

[Please explain how your group intends to manage and maintain the project, and how you expect to meet running costs after completion.]

**2.11 Under what allocations policy are the completed homes proposed to be advertised?**

[If your organisation does not have an allocations policy you may wish to advertise and allocate the homes using the Council's Homefinder and Common Allocations Policy.]

**Section 3: Amount Requested**

**3.1 How much are you requesting from the Housing Developer Fund?**

[This will normally be the difference between 2.2 and 2.2b.]

£ \_\_\_\_\_

**3.2 Do you require the amount to be paid in instalments?**

[Please provide an indicative programme for any grant tranche payments, eg. land acquisition, start on site, any intermediate works payments, completion.]

**Section 4: National and Northumberland County Council Strategies and Policies**

**4.1 How will the project follow National and Local Policy and Objectives?**

[Planning Policy, Housing Policy, Housing Strategy, etc.]

## Section 5: Declaration

### How will the Council use your personal/organisation's information?

The personal/organisation information you provide on this application will be processed in accordance with General Data Protection Regulations 2018. The information will only be used for the purposes of the proposed application and may be used by the Council to contact you if necessary regarding your application.

Your details will be kept until the application is closed plus a further five years to evidence that a fair and transparent process has been followed. Processing will be kept to a minimum and data will only be processed in accordance with the law. When other agencies are involved in the preparation of the application, the Council may need to share details about the organisation to enable us to work together for your benefit. Information will only be shared with a third party if they have a genuine and lawful need for it. Information shared on this basis will not be re-used for any other purpose. The Council will take all reasonable precautions to protect your personal/organisation's data from accidental or deliberate loss or unauthorised disclosure.

### Declaration:

- I/We confirm that to be best of my/our knowledge the information provided is correct.
- I/We agree to provide any additional information, which the Council may require.
- I/We agree that any award approved will be used solely for the purpose set out in this application.
- I/We agree to Northumberland County Council auditors having the right to inspect relevant documents.
- I/We agree to monitoring (visit and/or form completion) to verify eligible spend and adherence to equality and diversity legislation.
- I/We agree to acknowledge the award from the Housing Developer Fund (as appropriate).
- I/We agree that Northumberland County Council may use the project/activity to promote the Affordable Housing S106 Developer Fund scheme.
- I/We agree to repay or refund the award in whole if we fail to complete the project or any of the terms and conditions are breached.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

On behalf of (Organisation Name): \_\_\_\_\_

Position within Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6: Checklist

Please ensure you have provided/included the following:

1. **A signed & dated copy of the Constitution of the organisation** (if applicable).
2. **An audited copy of the accounts relating to the most recent financial year** - include a balance sheet and an income and expenditure account (if applicable).
3. **Two written quotes for all of the goods/works/activity involved.**
4. **Evidence of any planning permissions granted** (if applicable).
5. **Evidence of your organisation's quality mark** (if applicable).
6. **Evidence of your organisation's development plan** (if applicable).

Please return your completed application form to:

**Housing Enabling Team  
Northumberland County Council  
County Hall  
Morpeth  
NE61 2EF**

**E-mail: [Housing.Proposals@northumberland.gov.uk](mailto:Housing.Proposals@northumberland.gov.uk)**

## Affordable Housing S106 Developer Fund Application Form Guidance Notes

These notes help to guide the applicant through the process of correctly completing the application form to apply for Affordable Housing S106 Developer Funding for their particular project/development. Alongside the notes on the application form itself, this is a more in-depth guide to what is required for each stage of the application.

Please be aware that each application for the Affordable Housing S106 Developer Fund is different so different projects cannot be compared with one another. Each application will be assessed with the same criteria for consistency to ensure a fair process.

### Section 1: About Your Organisation

This section is about your organisation's background, aims and objectives, and what areas within Northumberland are covered by your services. It is important that all of these questions are answered to enable the Decision Panel to ensure that the funding you are applying for is in line with your organisational objectives. (QUESTIONS 1.1- 1.7)

The principal contact will be someone who is representing the organisation and will be the main contact for the Council. If more than one is required, please add another second principle contact. (QUESTION 1.8)

This section also requires the organisation to produce detailed accounts of its Total Gross Income, Year Profit/Loss, Savings (reserves, cash, investments) and total expenditure. (QUESTION 1.9)

Please note that if your organisation has significant savings/reserves, the Council may seek clarification as to why your organisation cannot make use of those savings/reserves to finance your proposed project and why you need the additional S106 developer funding to enable delivery (this can be detailed in section 2).

### Section 2: About Your Project

This section is specifically about the project/development for which you require the funding.

The project address should either be the postal address that the building currently holds or a description of where the land/site is within the settlement. (QUESTION 2.1)

The key objectives are very important and providing as much information in regard to what the organisation wants to achieve through the scheme needs to be described in detail in this section.

For your application to be assessed you are required to provide the key objectives, supported by the following:

- Plans/drawings
- Project Plan
- Images of existing building (inside and outside)
- Images/architect impressions of the end project (if possible)
- Proof of identified need (Housing Needs Survey/Assessment)

If the application is for adapting a home to meet the needs of a certain group of people, then please provide detailed information about the adaptations and evidence of why your organisation cannot provide these home enhancements directly. (QUESTION 2.1b)

When attaching the total costs for the project please provide a breakdown in stages and when you would like the funding to be given if you require a phased approach to payments. It is also beneficial that you provide cash flow position, forecast and also highlight key elements. (QUESTION 2.2)

Also required is any other organisation's contribution for the project and whether or not it has been secured. If the amount applied for would make the project have a surplus, then the Council have the right to reduce the amount awarded to ensure that only the cost of the project is met. No contingency money will be provided through the Affordable Housing S106 Developer Fund. (QUESTION 2.2b)

When the Council's Affordable Housing S106 Developer Fund Panel is assessing applications, affordable housing need in the area is a key element for decision making. Providing a housing needs survey/assessment will assist in the decision-making process. (QUESTIONS 2.3, 2.3b)

It is recognised that not all applications will be for new build development. In regard to adaptations/improvements to properties to assist the creation of for example wheelchair accessible units, evidence will need to be provided to prove that there is a need and how the project will address that particular need. (QUESTIONS 2.3b, 2.4)



When applying for funding it is important to be aware of any other projects in your area to ensure that you are not seeking to unreasonably/unnecessarily duplicate the same objectives. If you are aware of any other potentially similar organisations, projects or regeneration schemes in the surrounding area, please provide information regarding these activities. (QUESTION 2.5)

A project sometimes requires the purchase/lease of land which requires time to agree a deal. The Affordable Housing S106 Developer Fund can be applied for and approved with a requirement that the purchase/lease of the land is subject to agreement. However, if the land purchase/lease does not materialise the Affordable Housing S106 Developer Fund grant must be paid back in full. (QUESTIONS 2.6, 2.7, 2.8)

If you do not plan to manage the delivery of the project it is important to make the Decision Panel aware of who will be, by providing the company/person and address of who will be responsible for the delivery of the project. Once the project is complete, who will be managing the new project? If it is NOT the applicant, then who will it be (eg. local Registered Provider, private company)? (QUESTIONS 2.9, 2.10)

Affordable homes are provided to people who cannot meet their needs in the open market. If your organisation does not have an allocations policy you may wish to advertise and allocate the homes using the Council's Homefinder and Common Allocations Policy. Alternatively, it is possible to have a specific allocations policy, eg. targeted at people who live in or have a connection to specific local areas. (QUESTION 2.11)

### **Section 3: Funding Amount Requested**

This section is about the required funding sought to enable your project to progress.

The amount you are recommended to apply for is the shortfall between the total cost of the project (Question 2.2) and the fund already obtained (Question 2.2b). If the amount is greater than this shortfall then a detailed explanation will be required. However if the extra funding is not acceptable, the Decision Panel may reduce the Affordable Housing S106 Developer Fund amount to match the shortfall in funds. If your application is successful, grant will normally be paid in tranches to help meet financial demands at key stages. (QUESTIONS 3.1, 3.2)

### **Section 4: National and Local Strategies and Policies**

This section is to ensure that your development/project complies with national and Council policy on delivering affordable housing. The project must comply with the NPPF definitions of affordable housing and also the most up-to-date Local Plan and any relevant Neighbourhood Plan. It is also important that the project contributes to meeting the objectives of the latest Housing Strategy, Adult Social Care strategies and policies and any other policy relevant to your particular project/development. It is beneficial if reference is given to the policies and/or strategies that relate to your project to help ensure that the Decision Panel is fully aware of your goals/objectives. (QUESTION 4.1)

### **Section 5: Declaration**

The Declaration must be signed and dated on behalf of the organisation bidding for the Affordable Housing S106 Developer Fund monies.

### **Section 6: Checklist**

This section simply sets out a reminder checklist to help ensure that you have provided/included the necessary information in support of your application. It also provides the Council's contact details for returning your completed proforma.