**S106 Funds Request Form – Town/Parish Councils**

Please read the Guidance Notes on page 4 before completing this form

**General details**

Organisation:

Address:

Contact person:

Position held in organisation:

Contact email/telephone number:

**Project details**

Please provide the following information regarding your project. You should attach supporting documents to this request such as quotations, etc.

1. a. Planning application number from which you are requesting funds:  
     
     
   b. Name and purpose of the contribution in the S106 agreement:
2. Please provide a brief description of the project:
3. Please provide the location/address of the project:
4. How will the project mitigate the impact of the development that these S106 funds were secured from?
5. a. Total cost of project:  
     
   b. Amount of S106 funds you are requesting:  
   (if your organisation is able to reclaim the VAT please do not include any VAT costs in the amount you are requesting – please see guidance note 4)  
     
   c. Please list your secured match funding, including the funds your own organisation will provide.  
     
     
     
     
     
     
   d. Please list any match funding that has not yet been secured.

1. Please provide the estimated start and end dates of the project.   
   Start date:  
   End date:
2. Please provide your planning permission reference (if applicable). See note 6 on page 4.
3. Please provide details of who will carry out the works
4. Please provide details of who will be responsible for future maintenance

**Supporting documentation and Declaration**

Please tick the boxes below to confirm that these documents have been included with your application:

Bank statement showing the bank details (account code and sort code) to transfer the funds. Note that the account has to be in the organisation’s name. Note that this documentation is not required if these details are already registered on our finance system.

Quotation that matches the project costs given on this form. VAT must be listed separately.

I declare and confirm that (please tick the boxes below):



I am authorised to make this application on behalf of the applicant organisation

The information given on this form and supporting documentation is correct to the best of my knowledge and belief

Should we be successful in obtaining the funds, we will only use the funds for the purpose identified in the work specification  


Within 3 months of the funds being spent, we will inform the District Council of this expenditure (via [S106@westoxon.gov.uk](mailto:S106@westoxon.gov.uk)) and confirm the funds have been spent on the purposes and within the timeline as set out in this form

We understand that the District Council can recover the funds should they be used for any other purpose or if they are not spent in accordance with the timeline provided

Should the project for which funding has been secured need to be changed, curtailed etc then I take responsibility for reporting this proposed change(s) to the District Council, requesting permission to implement the change(s) and returning the funds to the District Council if the change(s) are not considered acceptable by the District Council.

Date: \_\_\_\_ /\_\_\_\_ / \_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Returning your form**

Please send your completed, signed form and supporting documentation to:

By email: [s106@westoxon.gov.uk](mailto:s106@westoxon.gov.uk)

By post: S106 team, Planning Policy, West Oxfordshire DC, Woodgreen, Witney, OX28 1NB

**Please note that if your claim is successful, it can take five to ten weeks from the date of your request before the funds reach your account.**

**Guidance Notes**

1. Before submitting a bid, please email [s106@westoxon.gov.uk](mailto:s106@westoxon.gov.uk) to see which funds are available.
2. Please note that we will only be able to transfer funds for projects that are fully costed and have a clear timeline. The more details you can provide, the stronger your case is likely to be. We will require some form of supporting evidence such as quotes that correspond with your costed proposal/work specification.
3. In most cases, there will be a higher demand for funds than there will be availability. We therefore recommend that you strengthen your case with a justification as to why the funds should be used for the proposed project. Note that priority will therefore be given to capital projects that deliver physical infrastructure. We will not support requests for feasibility studies, running costs and routine maintenance unless specified in the legal agreement.
4. Please note that as a town or parish council you are able to reclaim VAT. Any VAT you are being charged can therefore not be included in your request for funds.
5. Please note that depending on the type or value of the project/or the amount of S106 funds you are requesting we may require additional supporting information (such as a business plan, project management plan etc.).
6. The town or parish council is responsible for checking if planning permission and/or building regulations are required for the project and that all necessary permissions and consents are in place before submitting a request.
7. We encourage you to engage with the Council at the earliest stages of your project. If you inform the Council of a project after it has been delivered without any prior engagement, it is unlikely you will be able to request S106 funds for the expenditure already made.
8. We will require a physically signed copy of the form, although this can be a scan of the form submitted via email. No funds can be transferred unless the signed copy has been received.