



Stage 2: Section 106 application form for

**Outdoor sports facilities  
and/or**

**Facilities for children and young  
people (equipped children's play/  
facilities for young people)**

This information can be made available in other languages, in large print, Braille or on audio tape. Please phone 01454 868004 if you need any of these or any other help to access Council services.

Please ensure you have read the accompanying S106 Guidance Notes document and other supporting documents before completing this form.

To help, applicants can find for reference completed examples of both Stage 1 Expression of Interest and Stage 2 Full application forms together with examples of all supporting documents and the S106 Guidance Notes on the Council web site at **[www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)**

# Section 1

## Details about your organisation

**1.1.** Name of your organisation

Address of your organisation

Postcode

Email

Telephone

Website

**1.2.** Name of main contact

Main contact's telephone number

Main contact's email

Main contact's position in organisation

**1.3.** Is your organisation:

- A parish or town council ..... Yes      No
- A registered charity ..... Yes      No
- Another kind of organisation ..... Yes      No

If another kind of organisation, please specify

Registered charity number, if you are a charity

**1.4.** Does your organisation have a constitution? ..... Yes      No

**1.5.** How many people currently use your facilities?

**1.6.** Are there any restrictions on the use of your organisation's facilities? ..... Yes No

If yes, please state

**1.7.** Does your organisation have an equalities policy which is implemented in its actions?... Yes No

**1.8.** Does your organisation work with any of the following vulnerable groups?\*

- Children and young people ..... Yes No
- Vulnerable adults ..... Yes No
- Other groups ..... Yes No

If your organisation works with other vulnerable groups, please specify

\* Please provide copies of your organisation's safeguarding policies and protocols as appropriate

**1.9.** Will your project require any of the following insurance policies?

Tick all that apply to confirm that you have these in place.

- Buildings and contents ..... Yes No
- Public liability ..... Yes No
- Employers' liability ..... Yes No
- Other insurance policy ..... Yes No

If you require any other insurance policies, please specify

# Section 2

## Details of proposed project

**2.1.** Project name

**2.2.** Postcode of your proposed project

OS grid reference of your proposed project

**2.3.** Owner of the proposed project site

**2.4.** Provide a detailed description of your project and what you require S106 funding for

**2.5.** Is planning permission required for your project? ..... Yes No

Details of planning permissions required/applied for

Date planning permission obtained

Application number

**2.6.** Will your project be delivered by a partnership? ..... Yes No

If yes, who are your partners? Please provide a named contact from each organisation

**2.7.** Is anybody likely to object to your project?

**NOTE:** Please remember to complete and include your Environmental Checklist Assessment sheet with your submission. Copies can be downloaded from [www.southglos.gov.uk/s106sportplay](http://www.southglos.gov.uk/s106sportplay)

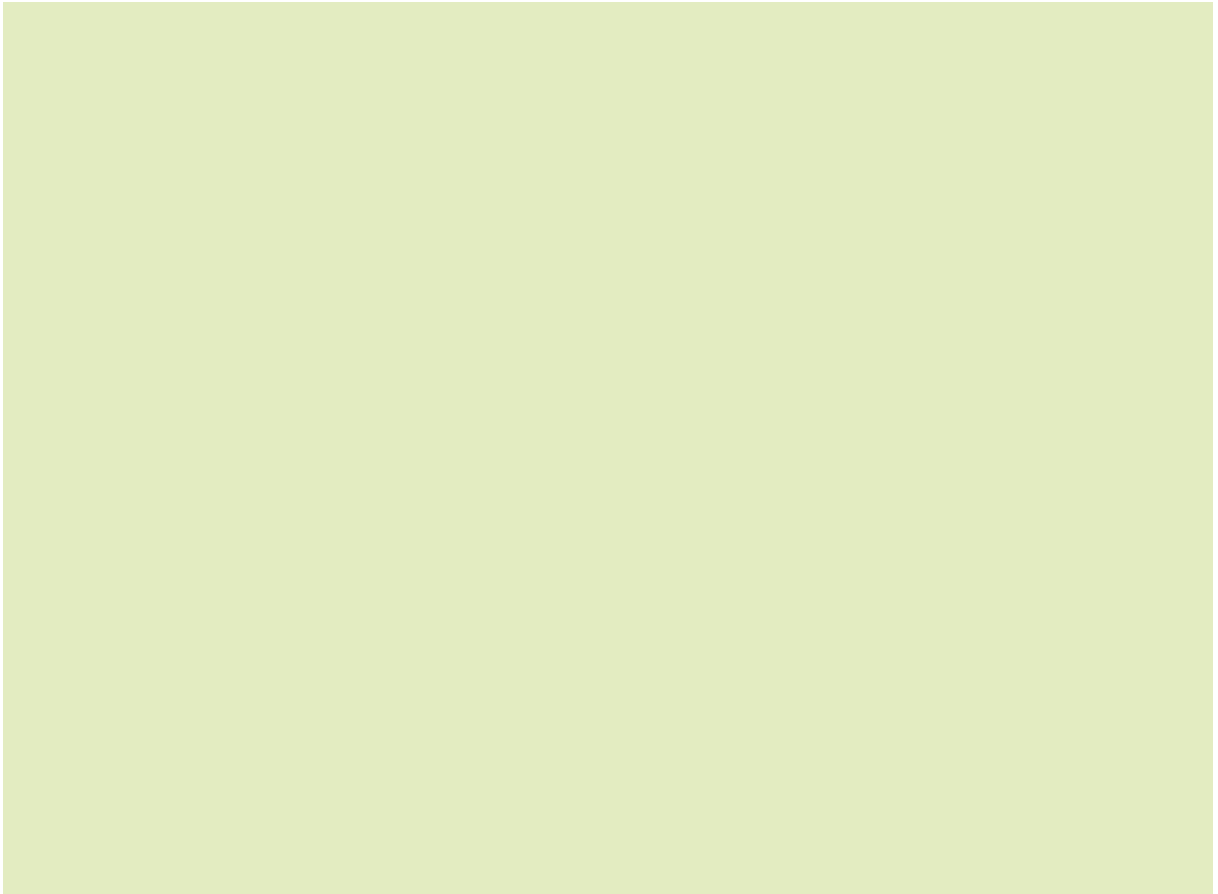
# Section 3

## Demonstrating the need for your project

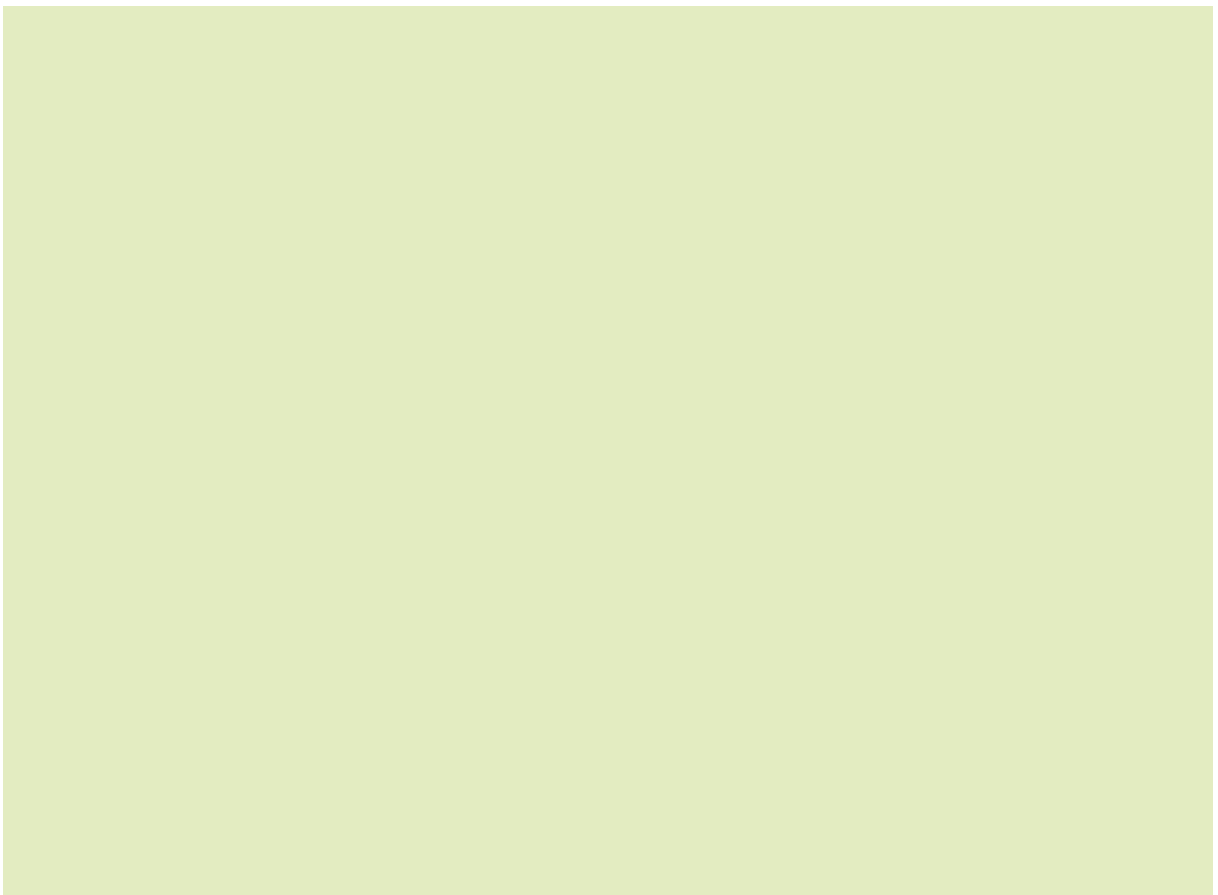
**3.1.** Explain and provide evidence of the need for your project and opportunities it will deliver



**3.2.** Tell us why is it essential for the project to go ahead now?



**3.3.** Why do you need S106 funding?

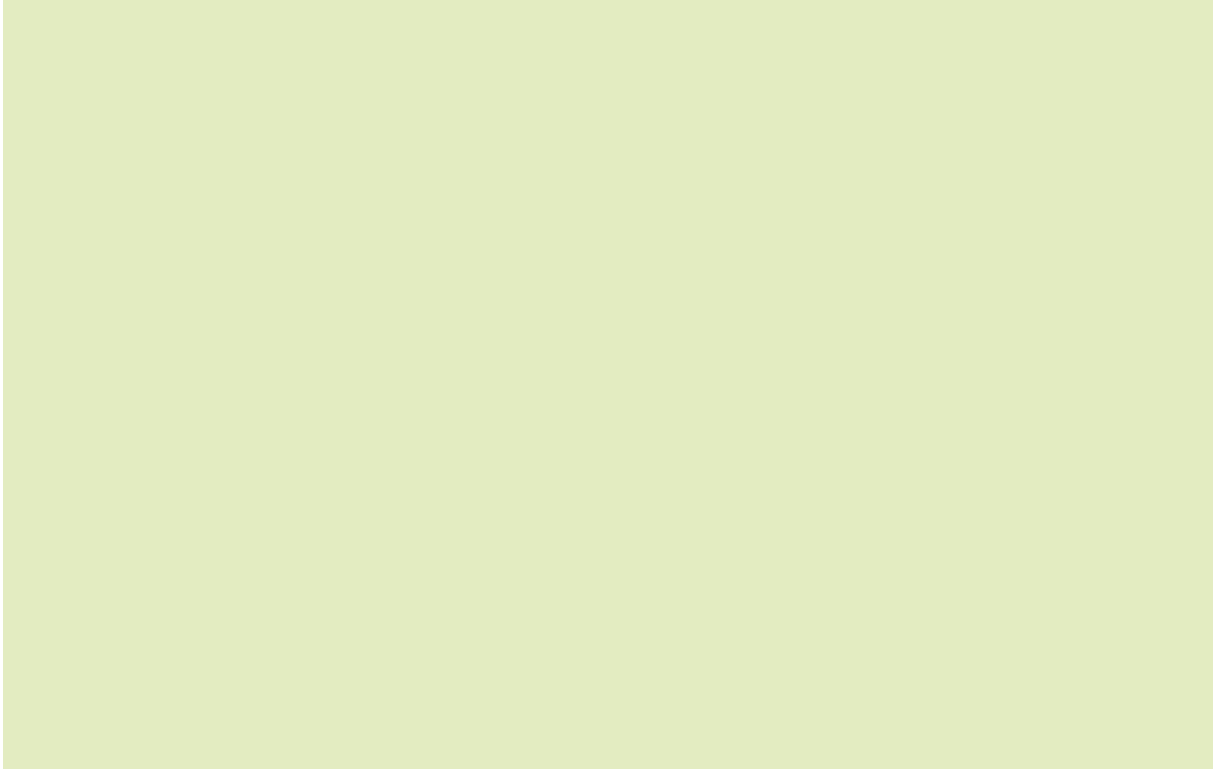




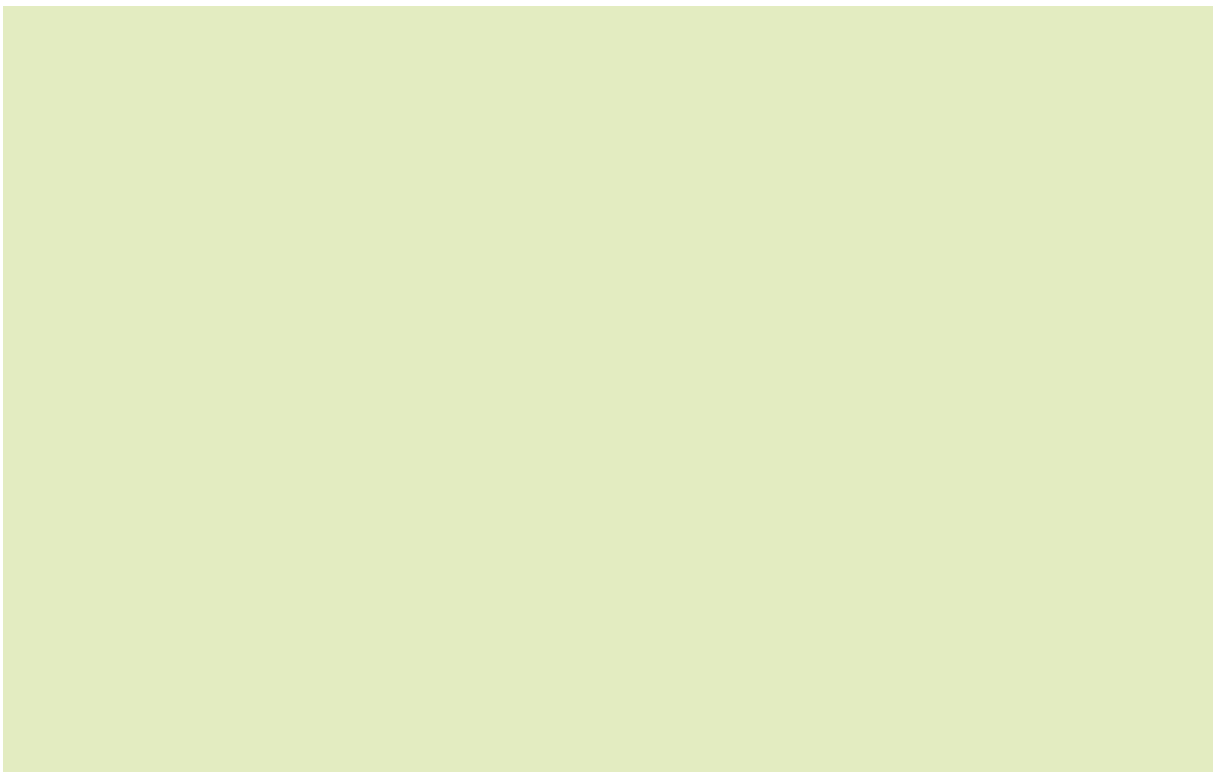
# Section 4

## Project outcomes

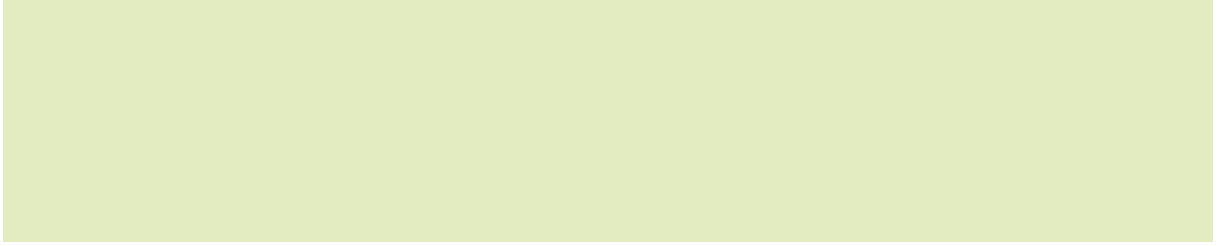
**4.1.** What are the main outcomes of your project?



**4.2.** Who will benefit from your project?



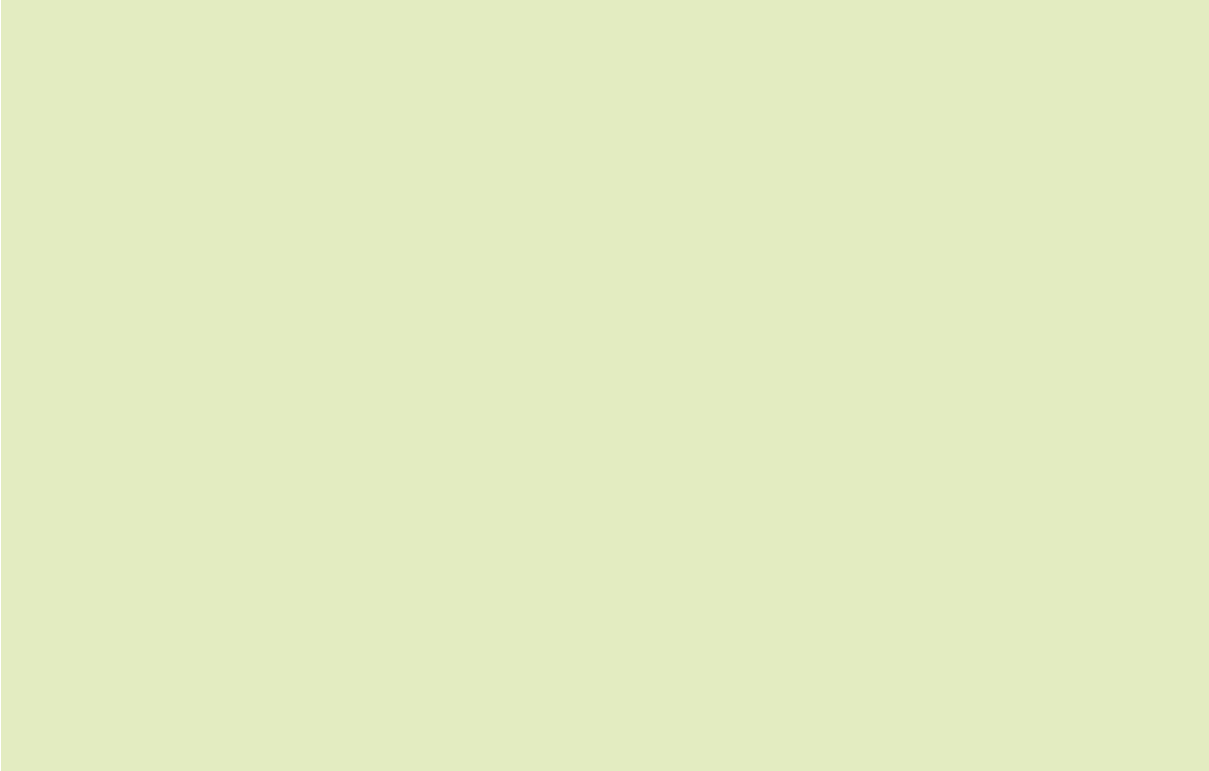
**4.3.** How many people do you estimate will benefit per year, following the completion of your project?



**4.4.** How will they benefit?



**4.5.** Where do the beneficiaries of your project live?



# Section 5

## Project management

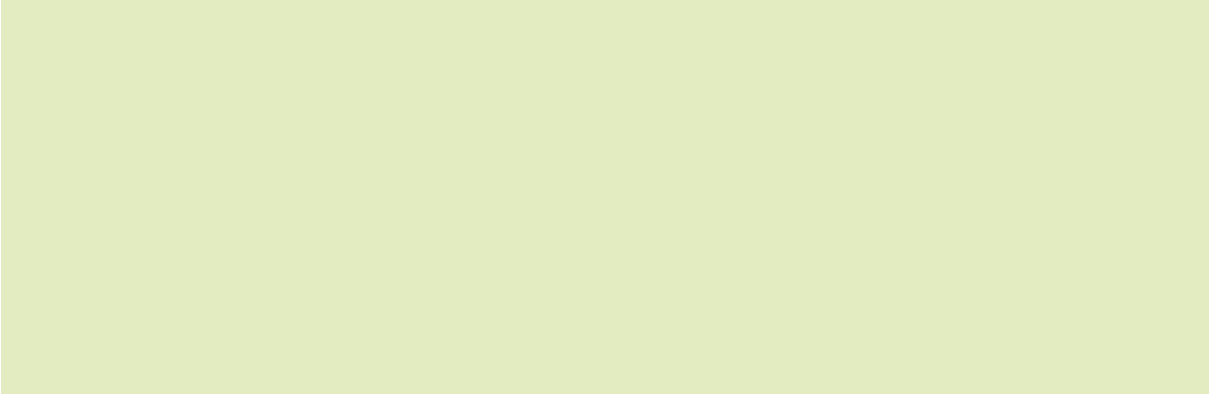
**5.1.** Who will manage your project?

- Self-managed .....
- Project manager employed .....
- SGC managed .....

**5.2.** How will your project be managed?



**5.3.** How will you fund the management of your project?



**5.4.** What will be the key project milestones in the delivery of the project?



# Section 6

## Project costs

You should have accurate costs for your project. If you are required to provide a business case you can reference this for more detailed cost figures.

Your total project costs must match your project income

**6.1.** What is the total cost of your project?

**6.2.** How much S106 funding are you requesting?

**6.3.** Is your organisation VAT registered? ..... Yes No

Following communication with HRMC regarding this project,  
are you able to reclaim VAT? ..... Yes No

If yes to both questions above, provide your VAT number

**6.4.** Provide a breakdown of all your project's capital expenditure. Please include details of any project management costs here as a capital cost.

Description of item	Cost of item
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Total amount of capital expenditure	

**6.5.** How much Section 106 Capital funding is being requested?

**6.6.** Provide details of any other capital funding you have secured for your project including any contributions from other grant funders, any previous grant funding from South Gloucestershire Council, or any fundraising or self-funding you have raised for your own budgets.

Source of capital funding	Amount secured
Total amount of capital funding secured	

**6.7.** Provide a breakdown of your revenue expenditure requirements

Description of item	Revenue expenditure
Total revenue cost of project	

**6.8.** How much Section 106 revenue funding is being requested?

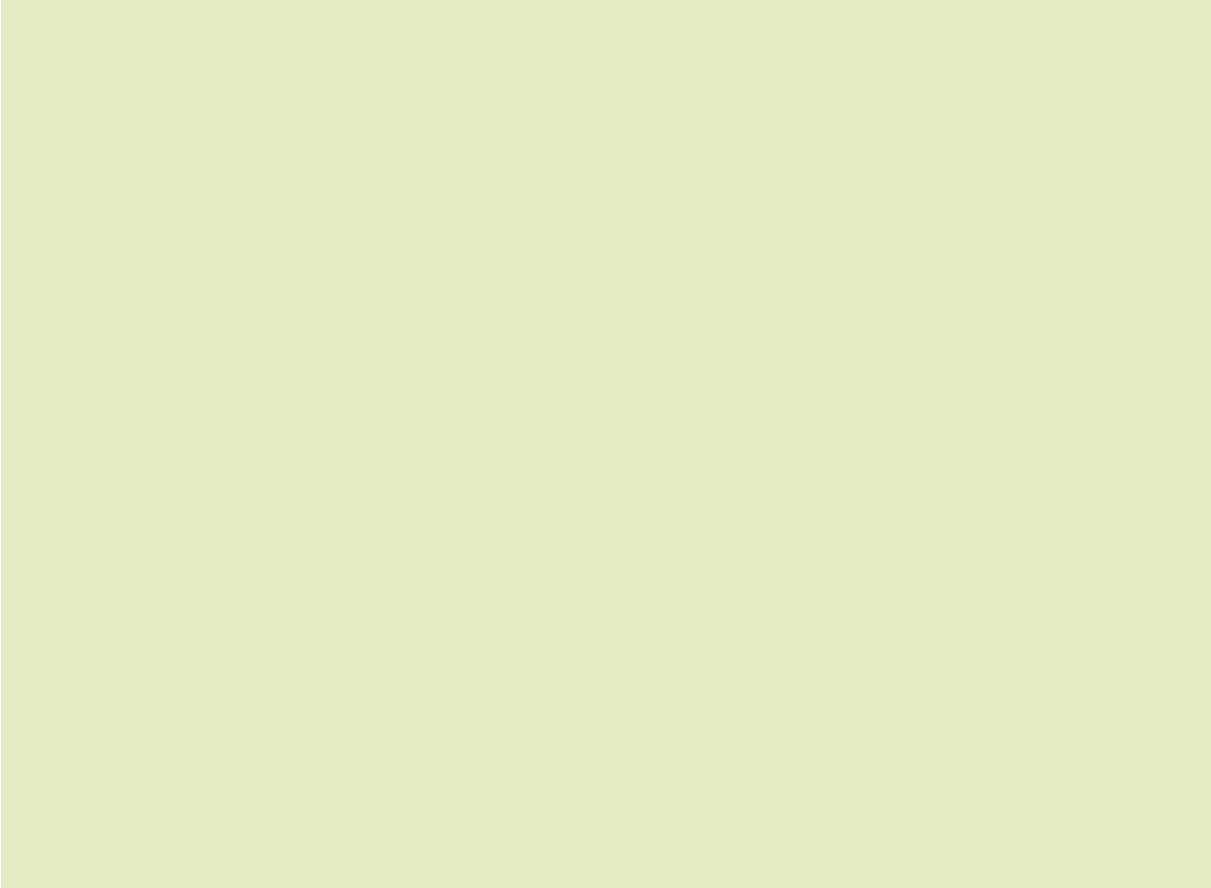


**6.9.** Provide details of any other revenue funding you have secured for your project including any contributions from other grant funders, any previous grant funding from South Gloucestershire Council, or any fundraising or self-funding you have raised for your own budgets.

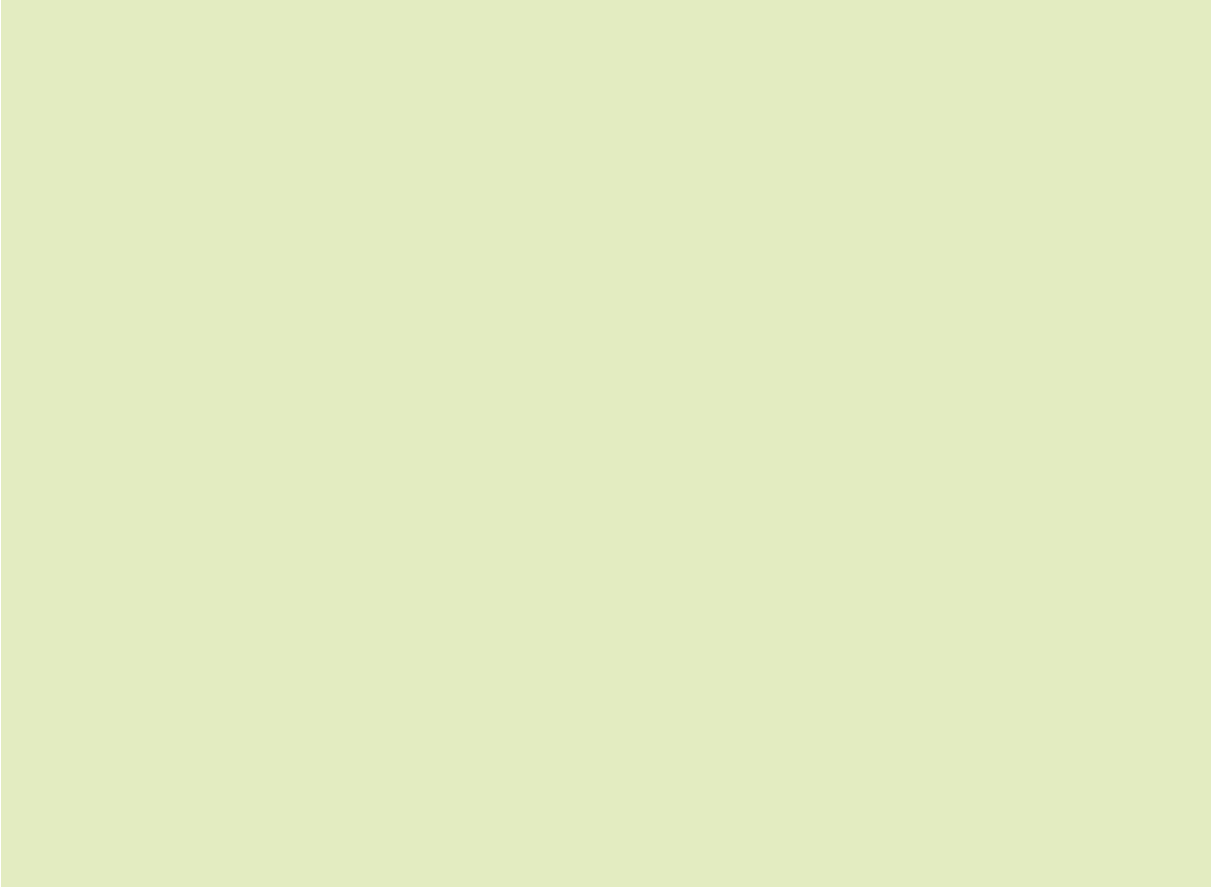
Source of revenue funding	Amount secured
Total amount of capital expenditure	

**6.10.** If there is a shortfall in revenue funding?

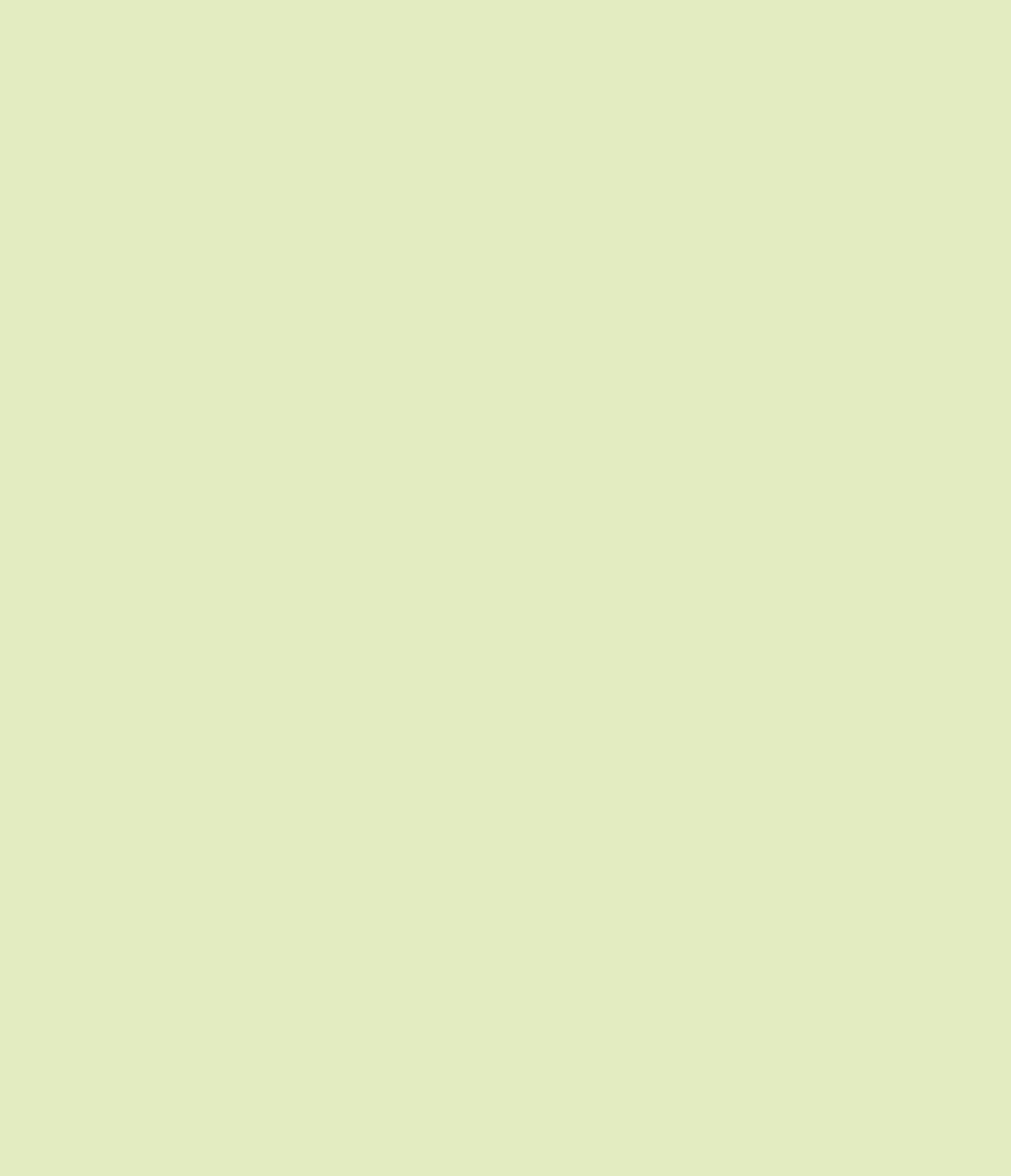
**6.11.** Provide details of your contingency costs



**6.12.** Provide details of any inflation costs



**6.13.** How will you ensure your project is financially sustainable?



# Section 7

## Payment of S106 funding

**7.1.** Indicate whether you prefer to draw down payment at project completion or through phased payments against agreed milestones (capital and management costs only)

- Project completion .....
- Phased payments against milestones .....

If you have ticked payment by milestone, provide a justification of why this is necessary

**7.2.** Provide a breakdown of deliverable phases or milestones within your project and indicate their individual phase costs (capital and management costs only)

Milestone	Sum	Anticipated payment date

# Section 8

## Marketing and promotion

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



# Section 9

## Monitoring and evaluation

- 9.1.** How will you evaluate the success of your project and monitor its progress during and after completion?  
How will you know whether your outcomes have been achieved?



# Section 10

## Supporting information

**10.1.** Tick the categories of supporting information listed below that you are submitting with your application and describe any other types of supporting information that you are providing.

- Confirmation of ownership .....
- Copy of lease confirming at least 20 years security of tenure .....
- Your organisation's constitution (not public bodies) .....
- Safeguarding policies and protocols .....
- Equalities policy .....
- Partnership agreement .....
- Environmental assessment checklist .....
- Copy of accounts for the last financial year (not public bodies) .....
- Business case .....
- Copies of any plans / designs / drawings .....
- Copies of quotations, tender returns and professional estimates .....
- Letters of support .....
- Any health & safety policies of your organisation .....
- Other .....

If other, please describe

# Section 11 Declaration

**I confirm that the organisation or partnership named on this application has given me the authority to complete this application on its behalf.**

**I confirm that to the best of my knowledge the information contained in this form is complete and accurate.**

Signed

Print name

Position in organisation

Date

## Return of completed application

Please return your completed and signed application form by email to **communityspaces@southglos.gov.uk** or by post to:

South Gloucestershire Council  
Department for Environment and Community Services  
PO Box 1954  
Community Spaces Team (Streetcare)  
Bristol  
BS37 ODD

## Contact details

To discuss your project idea and for any queries about the application process please contact the Community Spaces team

### Outdoor sports enquiries

Call the S106 Implementation Officer on **01454 865895**

### Play enquiries

Call the Play Officer on **01454 865869**

### General enquiries

Call the S106 Implementation Officer on **01454 865895**  
or Community Spaces Improvements Team Manager on **01454 863725**



## Data Protection Act

Personal data supplied will be held in confidence under the terms of the Data Protection Act.

South Gloucestershire Council will use and manage the personal information supplied on this form for the purposes of keeping applicants informed about progress with their application.

All personal data about applicants is treated in accordance with the Data Protection Act 1998 and will not be disclosed to any third party outside of the council unless we are required to do so by law.

## Office use

Date received

S106 VCS ref