

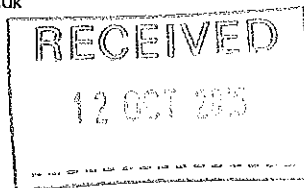
South West
Third Floor
Balliol House
Southernhay Gardens
Exeter EX1 1NP

Telephone
01392 223950
Facsimile
01392 223951

Textphone
020 7591 6255
Website
www.hlf.org.uk



08 October 2015



Our Ref: HG-14-09582

Mr Carl Hearn
Town Clerk
Tavistock Town Council
Town Council Offices
Drake Road
Tavistock
Devon
PL19 0AU

Dear Carl

Tavistock Guildhall Gateway Centre

Thank you for your signed Permission to start form which was received in hard copy by the Heritage Lottery Fund on 07th October 2015..

I am pleased to confirm that the form, which officially gives you permission to start the project, was completed by NHMF on 08th October 2015 and I now enclose a signed copy for your retention. May I take this opportunity to offer our best wishes for your project.

Please do not hesitate to contact me if you have any further queries.

*P.P Yours Sincerely
Cassie Edwards*

Natalie Edwards
Direct Line: 01392 223 956
Fax: 01392 223 951
Email: NatalieE@hlf.org.uk

cc Paul Mercer Monitor

Enc Signed Permission to Start



Permission to Start

Project Details

Project title
Tavistock Guildhall Gateway Centre

Project number
HG-14-09582

Please read the Receiving a Grant guidance before you fill in this form.

Do not start any work on your project until you have our permission to do so.

In this form we ask you to provide copies of documents and to set out the details of how your project will progress. When you have completed this form online please print, sign and date the declaration at the end and send a hard copy to your case officer.

Once we have approved all of these documents we will return it to you. You can then start work.

The documents we have used to define your project are your application and the terms and conditions that you accepted when applying and our grant notification letter with its enclosures.

Approved Purposes

The Approved Purposes in the table below should match those listed within your Grant Notification Letter.

Approved purposes

An activity plan
A project timetable (unless included in your project business plan)
Cash flow for the project (unless included in your project business plan)
Income and spending forecasts for five years following project completion (unless included in your project business plan)
The project management structure (unless included in your project business plan)
Spreadsheet detailing the cost breakdown in Section seven: project costs
Calculation of Full Cost Recovery included in your delivery-phase costs (if applicable)
Briefs for internally and externally commissioned work
Job descriptions for new posts to be filled
Copies of deeds, leases, mortgages or other proof of ownership if your project involves work to land, buildings or heritage items
A selection of images that help illustrate your project
Design specification
A management and maintenance plan

Agreed Costs

We are attaching a cost breakdown and cashflow with an indication of when we will be seeking HLF grant payment.

The table below sets out the costs we will monitor against. Please make sure they tally with your cost breakdown and cashflow. Please amend costs where you know they have changed.

Summary of allowances:

Total VAT allocation: £0

Total contingency allocation: £0

Cost Heading	Agreed Costs (£)	Revised costs (£)	Agreed VAT (£)	Revised VAT (£)	Proposed Costs (£)	Proposed use of Contingency	Reason for Change
Professional Fees	63,350				63,350		
Volunteer time	12,000				12,000		
Other costs (development-phase)	6,500				6,500		
Total	81,850				81,850		

Remaining Contingency £0
 VAT excess/Savings £0
 Payment percentage 70%

Partnership Funding

Cash Contributions

Description of Funding	Amount expected (£)	We are attaching written proof of partnership funding we have already secured
Local authority	21,150	Yes
Total	21,150	

In-kind contributions

Description of Funding	Amount expected (£)	We are attaching written proof of partnership funding we have already secured
Volunteer time	12,000	No
Total		

If applicable, we are attaching a fund-raising plan for the (remaining) funding we need to raise.

A timetable or programme

We are attaching a proposed timetable or work programme with milestones that include the dates for submitting payment requests and progress reports.

Project management and procurement

We are attaching details of our project management structure and methods for choosing consultants, contracts and suppliers.

Proof of ownership

We are attaching appropriate proof of who owns any property that forms a part of our project and any restrictions or other claims on it.

Please tick this box if this is not applicable to your project.

Statutory permissions and licenses

Please list the statutory permissions and licences you need to complete the project. You only need to fill in either the "Anticipated date" or "Date received" column as applicable within the table below, and not both.

Statutory Licence or Permission type	Anticipated date this will be received	Date received (if applicable)
Planning/Listed Building Consent	01/08/2016	
Ancient Monument (possible)	01/08/2016	

Please tick this box if this is not applicable to your project.

Bank details & VAT

VAT Registration Number (If you are not registered or exempt, please say so in this box):

144785934

Please tick this box to confirm that you have attached a copy of your bank statement or cheque or paying-in slip.

Declaration

HLF is committed to being as open as possible. This includes being clear about how HLF will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you completed the Declaration at the end of the application form, you confirmed that you understood HLF's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and had no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asked to see them. If there was any information in these sections of the form that you did not want made publicly available, you had an opportunity to explain your reasons.

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and in monitoring documentation you submit. We will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you completed the Declaration you also agreed that we would use your application form and the other information you gave us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate your grant.
- To hold in a database and use for statistical purposes.
- To publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- To support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

HLF may use your photographs in publicity material. If your photographs include people, you must gain their permission (or that of parents or guardians for children under 16) before you submit them to us. You agree to ensure that you have the written consent of the copyright owner of the images you send to us so that HLF may use any of them to represent the project.

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

✕

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

✕

I confirm that the organisation has the power to accept and pay back the grant.

✕

I confirm that we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

✕