



## **SUPPLEMENTARY INFORMATION:**

**Please use additional paper when necessary.**

### **For all projects:**

Please confirm the address and postcode of the project site and state the O/S grid reference. If possible, attach a simple map that indicates how the public have access to the site.

Please include work specification and quotes and/or summary of tender process.

**Building and refurbishment projects:** Please attach copies of site plans, planning consents and/or building warrants, or state what stage the planning process has reached.

**Biodiversity enhancement or conservation projects** should attach a separate sheet detailing the conservation measures you will put into practice at each specific site and how these measures complement Local Biodiversity Action Plans.

**For projects of historic and architectural interest:** Brief details of the historic and architectural interest of the site will be required. Evidence of Listing is required for those buildings that are not places of worship.

**For all Public Amenity applicants and Places of Worship:** please answer the following questions using headed stationery if possible, otherwise, use this form and complete the declaration at the bottom.

## **ACCESS STATEMENT**

1. Please describe how your project is open to the public. (Please enclose a formal public access policy statement on a separate sheet of paper, as this is now an ENTRUST requirement)

2. When is the facility open or available for letting to the public? (Where applicable, please provide a sample booking form and/or explain in detail your booking policy)

3. If the facility is locked for security purposes, how can the public get for access?

4. Who will use the facility or amenity? List user groups.

5. How will the facility be advertised?
  
6. Are there any restrictions on use?
  
7. If there is a charge for use, please detail the tariff of charges.
  
8. How will any income be used?

**Please note that** if the equipment, land or building purchased, improved or restored using landfill tax credits is sold, or ownership is otherwise transferred during a seven-year period after work is completed, a percentage of any benefit realised by that sale or transfer must be repaid to the Landfill Tax Credit Scheme. The repayment schedule will be one seventh of the amount contributed per annum, cumulative, on a decreasing basis. Any project receiving funding under the Scheme agrees this condition in the funding agreement.

**Declaration**

Please confirm that the facility will not be operated for profit:

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Proposing Organisation:

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Contact Name and Address:

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Signed on behalf of the proposing organisation:

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**Position:**..... **Date:**.....