

Maryport Residential Conversion Scheme (MRCS): Application Process



Is the property eligible under the scheme? (Check Information & Eligibility Guide & MRCS Map) Yes No Complete MyAllerdale online Cease with application application form by deadline Eligibility verified by Allerdale Borough Council A site inspection of the property is undertaken by Allerdale Borough Council Ownership / lease information verified and Certificate of Title form sent to Allerdale **Borough Council** Meeting between applicant and MRCS Project Manager to discuss programme of works and use of qualified architect / project manager Date agreed from when eligible fee / survey costs can be incurred. Schedule of works agreed by all parties Supply Allerdale Borough Council with three itemised quotes from acceptable, bona-fide contractors for all agreed capital works and quotes for associated professional fees and surveys Tenders reviewed and approved by Allerdale Borough Council Applicant receives written grant offer Accept grant offer by signing both copies of the MRCS contract



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Obtain all relevant planning, building control, listed building and other relevant consents. Applications may be concurrent with grant application process All necessary consents obtained by applicant Commence agreed programme of works All works are completed to a high standard and in accordance with the terms set out within the MRCS contract Contractor issues final, itemised invoices to applicant for payment Property owner is satisfied that all works have been completed as specified to a satisfactory standard Applicant pays invoices and contractor confirms receipt of payment Copy of receipted paid invoices supplied to the MRCS Project Manager Final Inspection of all works carried out by Allerdale Borough Council Works are Works are not acceptable acceptable Agreed grant payment Further / remedial works carried out at made to applicant the expense of the applicant / contractor **Contact Details:** Works are inspected and found to be acceptable Joe Broomfield **Capital Projects Manager** Allerdale Borough Council Allerdale House Agreed grant payment Workington made to applicant Cumbria **CA14 3YJ**

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