**Application Form - Brownfield Land Release Fund 2 (BLRF2)**

Thank you for your interest in applying for project funding. Please consult the Prospectus and FAQs **before** completing this form. Applicants should liaise with their local One Public Estate (OPE) Partnership in order to submit this application. [One Public Estate Regional Programme Managers](https://www.local.gov.uk/topics/housing-and-planning/one-public-estate/contact-ope) can be contacted for further advice.

One application form and one technical annex should be submitted **per site**. One basic details form should be submitted **per OPE partnership**.

**Please do not exceed 15 sides of A4**. Supporting evidence must be provided as separate attachments. There is no need to include whole documents such as complete Local Plans or Housing Strategies where these are publicly available electronically but relevant policies and objectives of such documents should be clearly referenced where they are relied upon as evidence.

A checklist is provided below.

**Section 1: Basic Details & Eligibility**

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| Project name: |  |
| OPE Partnership name: |  |
| OPE Partnership Programme Manager contact: | *Provide name, job title, organisation, telephone and email contact.* |
| Local authority (site owner): |  |
| BLRF2 project lead contact: | *Provide name, job title, organisation, telephone and email contact.* |

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| Project summary (500 words): | *Please provide a short description of the project and suitability for BLRF2.* |
| Total amount of BLRF2 requested (£): | *£* |
| Number of additional homes unlocked: | *Please provide an estimate of the number of new homes which will be unlocked with the use of BLRF2. Where applicable, please describe the total build and the number of existing homes for demolition/replacement.* |
| Number of homes that would come forward in the absence of BLRF2: | *Please provide an estimate of the number of new homes which would come forward if BLRF2 was not awarded.* |

*Applications must meet the Eligibility Criteria. Ineligible applications will not be assessed.*

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| Is the land proposed for BLRF2 brownfield only? | Yes/No |
| Is the brownfield land in council ownership?[[1]](#footnote-1) | Yes/No |
| Is the funding for capital works to be undertaken on council owned land only? | Yes/No |
| Will the land be released by 31 March 2026? | Yes/No |
| If successful, will contracts for the BLRF-funded works be signed by 31st March 2023 and returned to OPE by 14th April 2023? | Yes/No |
| When was the council’s local plan last reviewed or adopted? | *mm/yyyy* |
| Is there a general or specialised need for housing in the council area? | *Yes/No* |
| Has the relevant MP/s been informed of this application? | *Yes/No* |

**Section 2: Gateway Criteria**

*Applications must meet the Gateway Criteria. Ineligible applications will not be assessed.*

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| **Value for Money** | Is the ‘Illustrative Benefit Cost Ratio’ from the Technical Annex 1.0 or above (comprising BCR alone, or BCR + Non Monetised Impacts)? | *Yes/No* |
| **Market Failure** | Is the site currently prevented from being released due to a specific market failure which BLRF2 will help to overcome? | *Yes/No* |
| **Deliverability and Risk** | If BLRF2 funding is awarded, will the land be released by 31 March 2026? | *Yes/No* |

**Market Failure**

*Proportionate evidence should be submitted to justify why the project needs government financial support. Ideally an RICS compliant development appraisal would be required to show the project is currently not viable but for smaller projects alternative evidence of market failure can be provided.*

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| Describe the market failure which applies to this site and how BLRF2 funding will help to enable release: | *Please describe how BLRF2 funding will enable the release of this site, including supporting evidence which demonstrates this e.g. development appraisal or evidence of previous failed marketing.**Further guidance on market failure can be found in* [*DLUHC’s appraisal guidance*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/576427/161129_Appraisal_Guidance.pdf) *and the FAQs.*  |
| Estimated current site value: | *£* |
| *Please provide a short narrative on how this figure was calculated, including internal/external valuation if such exists.* |
| Estimated remediation/abnormal/other costs breakdown: | *Please provide a list of each capital activity that you are requesting BLRF2 funding for, along with the amount apportioned to each activity. Please attach quotes as evidence, if available. Please include with your cost estimate the base date for tender prices and source (if using an index) eg BCIS TPI Q4 2025.* | *£* |
|  | *£* |
|  | *£* |
|  | *£* |
|  | *£* |
| ***Total*** | ***£*** |
| Estimated site value following BLRF2 funded works: | *£* |
| *Please provide a short narrative or reference to the relevant section of any appraisal provided on how this figure was calculated .* |
| Is a development appraisal or other evidence to support market failure attached? | *Yes/No* |
| *Please provide name of attachment/s.*  |
| If applicable, could the viability/funding gap be solved by reasonable changes to the specification of the scheme that would be acceptable to the local authority? Please outline the changes considered and why they have been disregarded. |  |

**Deliverability and Risk**

*Applications must demonstrate that the award of BLRF2 funding will enable the release of the land for housing development by end of March 2026, by providing evidence that the overall scheme can be delivered. A critical path for procurement, planning and disposal/development should be provided.*

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| Is a detailed project plan attached, identifying key milestones? | *Yes/No* |
| *Please provide name of attachment. This should be in the format of a Gantt chart or similar, outlining the procurement, delivery of the works, (potential) marketing, disposal and development of the site.* |
| Does the site have full or outline planning consent or pre-app advice? | *Please attach a short planning statement outlining the planning policy position and planning history for the site and a copy of Full consent/outline consent/pre-app advice/etc. A short project plan for achieving planning permission is required, where relevant.*   |
| *Where applicable, please attach decision notice or advice given by planning authority and summarise.* |
| Please outline the governance/approvals processes that this site/application has been through | *Where the site has been signed off for disposal e.g. by committee, or cabinet, please attach the decision.* |
| Please describe the proposed project governance and oversight | *Please describe the processes for governance and oversight of the delivery of the project.* |
| Please outline the resources that will be allocated to support the project.  |  |
| Please describe how the BLRF-funded works would be procured | *Please outline whether a contractor has been procured, whether a procured contractor panel will be used, or whether a full works procurement process will be required.* |
| Is the project compliant with local affordable housing policy? | *Yes/No*   |
| *Please provide any further detail on how the project delivers affordable housing, including provision at, or above, policy levels where applicable.* |

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| **Intended route for land release** | **Yes/No (choose one)** | **Reason/detail -** where relevant a copy of any transfer and associated legal agreements should be provided/cross referenced  |
| Will the land be released via an unconditional contract?*Note: this could be a development agreement, or when a building licence with a delivery partner is signed, or when freehold or leasehold transfer takes place (whichever is sooner)* |  |  |
| Will the land be transferred to a development vehicle owned, or partly owned by the local authority?*Note: this could be a Local Authority wholly owned housing delivery vehicle or a public–private JV* |  |  |
| If neither of the above, will the land be released at the point at which housing development begins on site? |  |  |
| If none of the above, will the land be released at the point of exchange of contacts for the first plot in a Self or Custom Build scheme? |  |  |

*Applications must demonstrate that risks have been appropriately considered, with mitigation options in place. Summarise below the top 5 risks for the delivery of the project and the release of the land for housing.*

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| Risk | Mitigation | Risk Matrix Score (1-9) |
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**Section 3: Project Prioritisation Criteria**

If the project passes both eligibility and gateway criteria, it will be prioritised for funding using the following information.

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| Place based metrics: | *50%* | *This is automatically calculated. Do not amend.*  |
| Strategic case (1500 words):  | *35%* | *Applicants should demonstrate how, and the degree to which, the site will:* * *contribute to the delivery of the bidding council’s housing strategy, demonstrate how the proposals meet the up to date local plan objectives including regeneration, design and density and/or meet other relevant Council strategies.*
* *support economic recovery;*
* *provide skills and apprenticeships opportunities;*
* *commit to local employment and reduce unemployment;*
* *commit to local suppliers; and*
* *meet a particular need e.g. key worker or affordable housing, a mix of tenures, for older people, or schemes that will benefit ex-service personnel, homeless or ex-offenders.*
 |
| Innovation (500 words):  | *10%* | *Applicants should demonstrate how they will demonstrate positive local economic impact where possible maximising the involvement of SMEs. Other areas of innovation could include:* * *proposals to take forward development at pace;*
* *proposals to work with private developers who are taking forward modern methods of construction/innovative design;*
* *joint ventures;*
* *joining-up across local authority boundaries;*
* *a commitment to net-zero carbon opportunities;*
* *self and custom build.*
 |
| Public Sector Equality Duty (250 words): | *5%* | *Applicants should demonstrate how and the degree to which the site will have a positive impact for people who share one or more protected characteristics (as defined in the Equality Act 2010). Examples of a positive impact could include:** *Proposals to bring forward development in areas where those sharing one or more protected characteristics have disproportionately low home ownership*
* *Proposals in areas where those sharing one or more protected characteristics suffer disproportionately from overcrowding.*
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**Section 4: Application sign-off**

All project applications must be approved by the applicant Local Authority Chief Executive, or Section 151 Officer.

One application form and one technical annex must be submitted per site, alongside one basic details form on behalf of the OPE partnership which includes **all** sites being submitted.

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| Application approval |
| Name: |  |
| Job Title: | *S151 Officer* ***or*** *Chief Executive* |
| Signature: |  |
| Date: |  |

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| **Full Application Checklist**  | **Yes/No** |
| Have you attached the relevant planning permission decision notice, S106 agreement or conditions document? |   |
| **Your wider application** |  |
| Have you submitted one Application Form and Technical Annex per project? |  |
| Have you made sure the project name on your Application Form and Technical Annex is exactly the same? |  |
| Have you checked the information on your representative Partnership’s Basic Details Form, to make sure the information aligns with your Application Form and Technical Annex? Specifically:1. The project name
2. Milestones
3. Housing figures
4. Bank details
 |  |
| Have you read the draft Grant Funding Agreement, and are you happy with the terms outlined in the document if you were to be successful with your application? |  |
| **Technical Annex** |  |
| If your gateway Value for Money category is below “low/acceptable”, have you included non-monetised impacts? If yes, have you made sure the necessary evidence has been referenced as points within the application form and/or attached as appendices?  |  |
| If you have adjusted your existing site value, have you made sure the supporting evidence has been referenced as points within the technical annex and/or attached as appendices?  |  |
| If you have high levels of affordable housing because it aligns with your local strategy (which impacts market failure) have you made sure the necessary evidence has been referenced as points within the application form and/or attached as appendices?  |  |
| **This application form**  |  |
| Have you referenced or attached any evidence that justifies your site valuation? |  |
| Have you referenced or attached the evidence that justifies your BLRF2 funding ask?  |  |
| If your project is over 100 homes or requesting more than £750,000 have you attached a RICS compliant appraisal?  |  |
| Have you clearly outlined your proposed timescales for delivery (making sure the milestones are consistent with those outlined in the BDF) and referenced or attached any evidence that justifies your approach? |  |
| Have you referenced or attached evidence that links your project to local policy and objectives such as your Local Plan? |  |
| Have you referenced or attached evidence that demonstrates innovation and how the Public Sector Equality Duty is met.  |  |
| **Additional Checks** |  |
| If you have attached any appendices, have you made sure your application clearly states the page number and section of the point you wish the assessor to consider? |  |

1. The Prospectus states *If possible, a copy of the title documents confirming the land is owned by the council, should be submitted, together with information on any title issues that require resolution ahead of the site being marketed… Where a copy of title is not available in order to proceed with the application, we would want a senior council official, such as the S151 officer, to confirm the site is in the Council's ownership.* [↑](#footnote-ref-1)