



NORWICH
City Council

Safer Neighbourhoods Initiative - Community Fund (alley gates)

Application form and advice

The accompanying form is to be used to register your interest in applying for the Safer Neighbourhoods Initiative Community Fund for funding for an alley gate to improve security for yours and your neighbours' properties.

This form is only for requests for funding for alley gates.

Advice and guidance

Alley gates have been proven to be effective in preventing and reducing incidents of burglary. Alley gates also protect that shared space from other types of anti-social behaviour.

For that reason the Community Fund (alley gates) will fund, for the 2021/22 financial year, 100% of the cost of an alley gate.

As they are a proven preventative measure there is no requirement for evidence of a problem. We do not wish to wait until a burglary has happened to you to fund a gate.

What you need to do

1. Check whether the alley is an adopted highway

This can be done online:

<https://maps.norfolk.gov.uk/highways/>

(This hyperlink may not work due to technical issues so you may have to type in the address)

If you are not able to access this information online then please email communitysafety@norwich.gov.uk for assistance.

If the alley is adopted by Norfolk County Council then it is unlikely that you will be permitted to install a gate.

If the alley gate is not adopted then please complete the attached form.

For NCC office use – Please scan and email to communitysafety@norwich.gov.uk

Assuming the installation of a gate is technically possible and would comprehensively secure the properties and communal space then the next step is to obtain the written consent from all owners of the properties affected. It is expected that one resident will act as the lead on this and make contact with the other residents and take responsibility for obtaining the necessary consents.

A template introduction letter and consent will be provided.

Please note that the consent must be from the property owners - not tenants. Norwich City Council does not have the means to trace absent landlords/owners. In some circumstances we may be able to liaise with letting agents.

Once all consent forms are provided Norwich City Council will engage our preferred supplier to measure up and provide a design.

Residents will be able to offer suggestions for the design and locking mechanism if desired.

Alley gates must be compliant with permitted development and not require planning permission.

After installation

Two keys (if required) will be provided to each household. Residents will be responsible for management of keys thereafter.

Residents will also be responsible for future maintenance of the gate and locking mechanism.

Completed application forms and consent forms can be scanned and emailed to:

communitysafety@norwich.gov.uk

Or returned by post to:

Tim Bacon
Safer Neighbourhoods coordinator
Room 44
City Hall
St Peters Street
Norwich, NR2 1NH

We aim to acknowledge your submission within 5 working days of receipt.

[Applicants for all other proposals and interventions seeking support from the Community Fund will need to complete the Community Fund (general) expression of interest and full application forms. The Community Fund (general) can pay for between 5%-95% of the total project cost. Advice and forms are available on the Norwich City Council website.]

For NCC office use – Please scan and email to communitysafety@norwich.gov.uk

Lead applicant name:

Address:

Telephone number:

Email address:

Please confirm which properties/addresses are served by the alley you wish to gate.

We have checked that the alley is not adopted highway

A gate would clearly secure the alley and affected properties

Background information (optional)

Whilst we do not require evidence of issues you have experienced in relation to the alley it would be useful to know of any incidents/concerns over the last 2/3 years. This would help us to understand the issues within our communities.

PTO

Data consent

Norwich City Council is the data controller for this fund and in order for you to apply, we need your consent to process your personal data.

I give my consent for the council to use my personal data in relation to a safer neighbourhoods initiative community fund application.

I understand that I may withdraw my consent at any time by contacting the safer neighbourhoods coordinator at which point my personal data will be deleted from any records associated with the safer neighbourhoods initiative community fund.

Applicant

Name

Signature

Date:

The privacy notice for the safer neighbourhoods initiative community fund can be found at www.norwich.gov.uk/communityfund

Please ensure you complete all required sections.