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**Safer Neighbourhoods Initiative - Community Fund (alley gates – repair/replace)**

**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 **a repair to an existing alley gate or for a new alley gate if the existing gate is beyond economic repair**.

This form is only for requests for funding for repair/replacement of 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.

So in addition to funding new gates Norwich City Council has expanded the criteria for the fund to pay for repairs to existing gates and if need be, a full replacement.

The Community Fund (alley gates) will fund, for the 2022/23 financial year, 100% of the cost of the repair or replacement 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. However, if there is a gate in place it is very unlikely to be adopted - but please check just in case.

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

1. **Property owners consents**

When a new gate is installed (where none currently exists) the owners (not tenants) of all properties served by the alley must provide written consent.

Regarding repairs or replacement you may still need to obtain the written consent of all property owners if the gate has not been in sue for a significant amount of time and access has not been restricted. Further advice on this can be provided during the application process. Please make sure you complete all the questions on the form to help speed up the decision-making process.

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 form is available.

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 the lead resident will need to obtain three quotes for repairs.

If the request is for a replacement gate then 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 or repair**

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.

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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.

**Alley gate repair or replace application**

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| **Safer Neighbourhood Initiative Community Fund (alley gates – repair or replace)****Application form** |
| **Lead applicant name:****Address:****Telephone number:****Email address:** |

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| **Please confirm which properties/addresses are served by the alley you wish to gate.** |
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| **Checks** |
| **We have checked that the alley is not adopted highway** **A gate would clearly secure the alley and affected properties**  |

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| **What works are required?** |
| Please provide some detail about the works required to repair the gate and/or why you think repair is not economically viable. Please also confirm if the gate is still providing some restriction of access or if the alley has been unsecured for some length of time/how long. |

**PTO**

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| **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. |

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| **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](http://www.norwich.gov.uk/communityfund)  |

**Please ensure you complete all required sections.**