# HGV driver welfare grant scheme application form

**Applications must be submitted by 19 June 2024.**  
  
The easiest way to complete this application is via the online application form.

You can find the [online form and guidance on how to complete the form on GOV.UK](https://www.gov.uk/government/publications/hgv-parking-and-driver-welfare-grant-scheme-guidance-for-applicants).

You can use this Word form if you would prefer not to use the online form. Or you can use this form to draft your answers to copy into the online form.

If you do use this Word form, you need to email the completed form to [LorryParkingGrantFund@dft.gov.uk](mailto:lorryparkinggrantfund@dft.gov.uk)

If a question is marked with an \* it means you must answer it.

### Confidentiality and data protection

The personal data and other information you provide will be used in relation to the handling of your funding application and for the prevention and detection of fraud.  We may also share this information, for the same purpose, with other organisations responsible for monitoring or handling public funds.   
  
Your responses and evidence may be shared with a third party research organisation for the purposes of analysis.  
DfT will, under data protection law, be the controller for any personal data collected by this survey.   
  
[DfT’s privacy policy](https://www.gov.uk/government/organisations/department-for-transport/about/personal-information-charter) has more information about your rights in relation to your personal data, how to complain and how to contact the Data Protection Officer.  
  
If your application for funding is successful, we will keep your data for 12 months after the completion of your project.  
If your application is not successful, we will keep your data for 3 months after your failure notification in case of any follow-up questions.

**Your organisation**

### 1. Organisation name ****\*****

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### 2. To apply for the scheme, applicants must be: a registered company or partnership at Companies House VAT registered with a current VAT registered number If you are not registered with Companies House, (ordinary partnership, sole trader or other), you will need to provide at least 2 years of accounts. Contact us at LorryParkingGrantFund@dft.gov.uk to discuss. ****\*****

|  |  |  |
| --- | --- | --- |
| Companies House number | |  | | --- | |  |   \* |
| VAT number | |  | | --- | |  |   \* |

### 3. To qualify for this funding you must meet the following criteria. If any of these are not true, you cannot apply for funding under this scheme. Tick ALL the boxes to confirm that: ****\*****

|  |  |
| --- | --- |
|  | you have provided HGV parking facilities for at least 2 years |
|  | you are not being awarded funding under another government scheme for this improvement project |
|  | the improvements are intended for HGV drivers |
|  | the improvement project work has not yet started |

**Project site details**

This section asks questions about the facilities that you currently provide on the site.

### 4. Site name ****\*****

|  |
| --- |
|  |

### 5. Site address

|  |  |  |
| --- | --- | --- |
| Address line 1 | |  | | --- | |  | |
| Address line 2 | |  | | --- | |  | |
| Address line 3 | |  | | --- | |  | |

### 6. Postcode ****\*****

|  |
| --- |
|  |

### 7. County: ****\*****

|  |
| --- |
|  |

### 8. Type of site ****\*****

|  |  |
| --- | --- |
|  | Independent truck stop |
|  | Motorway service area (MSA) |
|  | Trunk road service area (TRSA) |
|  | Local authority truck stop |
|  | Other:   |  | | --- | |  | |

### 9. Site ownership status ****\*****

|  |  |
| --- | --- |
|  | Owned |
|  | Leased |

If leased, when does your current lease agreement end?

|  |
| --- |
|  |

### 10. What is the closest strategic or major road to the site? See a map of the strategic road network [PDF, opens in a new window] ****\*****

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### 11. What is the annual turnover of the site (excluding petrol sales)? ****\*****

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| --- |
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### 12. Date site became operational as a truck stop. ****\*****

|  |  |  |
| --- | --- | --- |
|  | DD/MM/YYYY |  |
|  | |  | | --- | |  | |  |

### Current provisions for HGV drivers

**Tell us about what you currently provide for HGV drivers for:**

|  |
| --- |
| * welfare facilities - for example toilets, showers and rest facilities |
| * security - for example CCTV cameras |
| * parking - number of spaces |
| * decarbonisation – for example, electric HGV charging infrastructure, solar panels |

**For technical items, please provide both the type and the specification.**

### 13. Welfare facilities If more than 5, please continue in the same format in the box below.

|  | List the welfare facilities you currently provide | Level of provision, eg number of showers or rest areas |
| --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | |

Additional facilities continued - list one per line with level of facilities.

|  |
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|  |

### 14. Security For technical items, provide both the type and the specification. If more than 5, please continue in the same format in the box below.

|  | List the current security measures, eg CCTV cameras | Level of provision, eg number of CCTV cameras |
| --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | |

Additional facilities continued - list one per line with level of facilities.

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### 15. Parking If more than 5, please continue in the same format in the box below.

|  | List the parking facilities you currently offer | Level of provision, eg number of parking spaces |
| --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | |

Additional facilities continued - list one per line with level of facilities.

|  |
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|  |

### 16. Decarbonisation measures If more than 5, please continue in the same format in the box below.

|  | List the decarbonisation measures you currently provide, e.g solar panels, electric HGV charging infrastructure | Level of provision, eg number of panels, charging stations |
| --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | |

Additional measures continued - list one per line with level of provision.

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**Improvement project information**

Basic information and an overview of the proposed project.

### 17. Project title ****\*****

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| --- |
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### 18. Project Senior Responsible Officer (SRO) ****\*****

|  |  |  |
| --- | --- | --- |
| Name: | |  | | --- | |  |   \* |
| email address: | |  | | --- | |  |   \* |
| Contact number | |  | | --- | |  |   \* |

### 19. Secondary contact for project ****\*****

|  |  |  |
| --- | --- | --- |
| Name: | |  | | --- | |  |   \* |
| email address: | |  | | --- | |  |   \* |
| Contact number | |  | | --- | |  |   \* |

**Provide a brief summary of the project. This must include:  
  
- background to the project  
- aims and objectives  
- expected outputs and benefits   
- cost of project - based on written quotes  
- how you will use the funding  
- project completion date  
  
Should be limited to 750 words.**

### 20. Executive summary of project: ****\*****

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### 21. Project timescale How long do you expect the project to take from commencement date, for example 12 weeks, 6 months. ****\*****

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### 22. Will the improvement project increase parking capacity at the site? ****\*****

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**23. If yes, how many new spaces will this project create?**

|  |
| --- |
|  |

### 24. Will the improvement project contribute to reductions in carbon emissions for the site? ****\*****

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Cost breakdown**

Tell us what you intend to spend the money on.  
  
You should provide the:

|  |
| --- |
| * expenditure description - a short description of items to be purchased, for example upgrade CCTV cameras and monitoring equipment |
| * number - for example 5 x cameras and 2 x monitoring screens |
| * quoted cost in £ pounds |

Grants under this scheme are to support new investment in capital improvement projects only. You cannot use the grant to support resource expenditure.   
  
For example, grants can be used to fund construction and refurbishment works, security equipment and installation, architecture and design and fixtures and fittings.   
  
You can't use the grant to support normal running costs, general business overheads and labour costs associated with regular workforce and security staff.   
  
If you provide any false or misleading statements or information, this may result in a criminal prosecution and/or civil proceedings for the recovery of losses incurred.

### 25. Total cost of project ****\*****

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### 26. Copies of written quotes for the improvement project costs. Add copies of written quotes to your email when submitting this form.Uploading...

### 27. Welfare facility costs Tell us the costs for any welfare facility related improvements that you will be making. Leave blank if you will not be making any improvements to welfare facilities.

|  | expenditure description | number | quoted total cost for this |
| --- | --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Use this space if you need to tell us about more than the 5 improvements above. Provide the same details as requested above.

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### 28. Security costs Tell us the costs for any security related improvements that you will be making. Leave blank if you will not be making any security improvements.

|  | expenditure description | number | quoted total cost for this |
| --- | --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Use this space if you need to tell us about more than the 5 improvements above. Provide the same details as requested above.

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### 29. Parking costs Tell us the costs for any parking related improvements that you will be making. Leave blank if you will not be making any parking improvements.

|  | expenditure description | number | quoted total cost for this |
| --- | --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Use this space if you need to tell us about more than the 5 improvements above. Provide the same details as requested above.

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### 30. Decarbonisation costs Tell us the costs for any decarbonisation related improvements that you will be making. Leave blank if you will not be making any decarbonisation improvements.

|  | expenditure description | number | quoted total cost for this |
| --- | --- | --- | --- |
| 1 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 2 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 3 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 4 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 5 | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

Use this space if you need to tell us about more than the 5 improvements above. Provide the same details as requested above.

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**Strategic objectives**

The grant scheme is designed to support industry operators to improve HGV driver welfare in any or all of the following areas:

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| * HGV parking capacity – including increasing spaces, reconfiguring layout or developing an extension to an existing parking facilities site - applicants cannot use funding to purchase land or for planning permission fees * driver welfare facilities - including toilets, shower facilities, rest areas, truck washing facilities |
| * security for drivers - including lighting systems, CCTV and monitoring equipment, and secure fencing |
|  |
|  |
| * decarbonisation - electric HGV charging infrastructure, alternative fuel installation and solar energy |

Use this section to tell us how your scheme will contribute to these objectives.  
  
You should consider:

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| --- |
| [research carried out by Transport Focus into lorry drivers experience of roadside facilities](https://www.transportfocus.org.uk/publication/lorry-drivers-facilities-survey-pilot-web-page-text-for-reporting/) |
| the priorities identified by drivers as important in the:   |  | | --- | | [National Survey of Lorry Parking – Part One](https://www.gov.uk/government/publications/national-survey-of-lorry-parking-part-one-2022) | | [National Survey of Lorry Parking – Part Two](https://www.gov.uk/government/publications/national-survey-of-lorry-parking-2022-part-2) | |

### 31. Explain how your planned improvements will contribute to the strategic objectives we have identified. ****\*****

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**Project management**

You must demonstrate that the project can be completed by 31 March 2025.   
  
To make sure you complete the improvements on time, tell us how you will manage the project.  
  
You must set out:

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| --- |
| the main tasks you will need to do to complete the project |
| the dates you will do them by |
| what steps you will take to make sure that you meet the dates |
| how you will report on progress |

If your bid is successful, we will:

|  |
| --- |
| record this information in the grant agreement between you and the Department for Transport |
| monitor progress against target dates |

### 32. Tell us how you will manage the project, including a timeline of key events and what you will do to make sure you meet target dates. ****\*****

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**Risk management and project restrictions**

Tell us about any risks and other constraints or restrictions you have identified that relate to your project.

### 33. What risks have you identified? These should include financial and operational risks. Explain what you will do to minimise or mitigate the risks. ****\*****

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### 34. Constraints and dependencies You need to describe any project constraints and dependencies. Include any planning permission requirements for proposed construction, and how this may affect project timelines. Grant agreements may be extended to allow for planning permission, subject to planning permission being applied for, within 12 months of the grant agreement letter. ****\*****

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**Declaration**

This declaration must be signed by a Company Director of the company applying for grant funding.   
  
For applications made by Limited Liability Partnerships, the declaration must be signed by a Partner of the Limited Liability Partnership registered at Companies House.  
  
For applications made by Local Authorities, the declaration must be signed by the Director of Finance.

I declare that the information in this application form is correct and accurately reflects the facts and circumstances of the HGV parking and driver welfare improvement project that I wish to claim grant funding for.  
  
I understand that failure to submit the requested information will delay my application.   
  
I understand that to protect public funds, DfT may use the information provided on this form to prevent and detect fraud and may share this information, for the same purpose, with other organisations responsible for monitoring or handling public funds.  
  
In accordance with the undertakings I as Company Director made in this application form, I can be criminally liable for fraud if I have dishonestly made a false representation as defined by the Fraud Act 2006.  
  
The Department for Transport will investigate if any statement or representation you make in your application is untrue or misleading, and reserves its right to investigate if it is believed that you have knowingly supplied information that is, or might be, false, untrue or misleading. The Department for Transport reserves its right to refer this application to prosecuting authorities if it is believed that you have knowingly supplied information that is, or might be, false, untrue or misleading.

### 35. Agreed by: ****\*****

|  |  |  |
| --- | --- | --- |
| Your name: | |  | | --- | |  |   \* |
| Your role / job title: | |  | | --- | |  |   \* |

**About the funding**

It would help us if you could answer the following short questions. Your answers won't affect your application.

### 36. How did you hear about this funding scheme?

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| --- |
|  |

### 37. Do you currently operate to any recognised industry standards?

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### 38. Did you find any barriers to applying for this scheme?

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