



## 4. Submitting a project for ENTRUST approval

### 4.1 The project approval process

The project approval process ensures that proposed LCF expenditure is in compliance with the Regulations. **No LCF monies may be spent on a LCF project before that project has been approved by us** unless you are an Accredited EB. An Accredited EB is a separate category from an enrolled EB. Information on accreditation can be found in section 3 of our guidance.

Project approval is sought by submitting a project registration application (Form 2) on ENTRUST online (EOL). There is no fee for project approval.

Within five working days of submission you will receive a response from ENTRUST either confirming the project has been approved or asking for further details to allow us to be confident that the project is in compliance with the Regulations. **If there is a change to the original application after a project has been approved, or the project does not go ahead, ENTRUST must be informed.**

A downloadable guide to completing a project registration (Form 2) application on EOL can be found on the [project registration](#) page on our website.

ENTRUST assess each project application against a checklist to ensure it complies with the Regulations and ENTRUST guidance. If a project is considered to be high risk based on the nature of the project, we require a high level of assurance regarding the project before it can be approved. We assess projects against a high-risk project framework that clarifies the information that we require, which is [available on the Project Application Framework page of our website](#).

In addition to this, under certain circumstances a project application may require a more detailed review before it can be processed. The project application will be pended whilst the review takes place and ENTRUST will be in touch to arrange the review; this may include a project site visit but may be concluded via a desk-top review. At all stages, you will be advised as to the process.

### 4.2 Project duration

**All project applications must include estimated project start and end dates.** We would expect a project under Objects D or E to be no longer than two years in duration, and a project under Objects A, B or DA to be no longer than three years. **If a project has not been completed by its estimated project completion date then an extension of time should be sought from ENTRUST. Any money spent before the approved start date or after the approved end date will be considered non-compliant spend.**

If a project is approved in the same month as the project's given start date then approval is from the date the project is approved. For example if a project is approved on 15 January and

the project has a start date of January approval is from 15 January. Any spend that occurred before the 15 January approval date would be non compliant.

### 4.3 LCF Objects

Object A: Remediation of land	What work can be covered under Object A?
<p><b>In relation to any land the use of which for any economic, social or environmental purpose has been prevented or restricted because of the carrying out of an activity which has now ceased –</b></p> <p>(i) Reclamation, remediation or restoration; or</p> <p>(ii) Any other operation to facilitate economic, social or environmental use.</p>	<p>The work must be on a single site where an activity once took place that now stops the land being used. The site may have been contaminated.</p> <p><b>Any person who contaminated the land or knowingly permitted the contamination must not benefit from the project. LCF monies must not be used to fulfil any statutory duties.</b></p> <p>You will be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• The ceased activity;</li> <li>• Who carried it out;</li> <li>• When it stopped;</li> <li>• That the person who polluted the land will not benefit (financially or through meeting other obligations); and</li> <li>• How the proposed works will bring the land back into use.</li> </ul>
Object B: Reduction of pollution	What work can be covered under Object B?
<p><b>In relation to any land the condition of which, by reason of the carrying on of an activity on the land which has ceased, is such that pollution (whether on that land or not) is being or may be caused –</b></p> <p>(i) Any operation intended to prevent or reduce any potential for pollution; or</p> <p>(ii) Any operation intended to remedy or mitigate the effects of any pollution that has been caused.</p>	<p>You must be able to demonstrate that the project activity which is intended to mitigate, prevent or reduce pollution, is linked to a ceased activity. Opposed to Object A which concentrates on reclaiming or remediating land, Object B focuses on reducing or mitigating the pollution itself. <b>Any person who polluted the land or knowingly permitted the pollution must not benefit. LCF monies must not be used to fulfil any statutory duties.</b></p> <p>You will be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• The ceased activity;</li> <li>• Who carried it out;</li> <li>• When it stopped;</li> <li>• That the person who polluted the land will not benefit (financially or through obligations being met); and</li> <li>• How the ceased activity caused/is causing pollution.</li> </ul>
Object D: Public parks and amenities	What work can be covered under Object D?
<p><b>Where it is for the protection of the environment, the provision, maintenance or improvement of –</b></p>	<p>The focus of the project must be to undertake physical works on a park/amenity. Examples of amenities include:</p> <ul style="list-style-type: none"> <li>• Community centres and village halls;</li> <li>• Public sporting facilities; and</li> </ul>

<p>(i) a public park; or (ii) another public amenity in the vicinity of a landfill site.</p>	<ul style="list-style-type: none"> <li>• Bridleways and cycle paths.</li> </ul> <p>ENTRUST will review projects prior to approval to ensure that each proposal has acceptable LCF costs for the proposed LCF funded activity. Acceptable costs are those costs that are necessary for the project to go ahead and directly lead to the actual physical provision, maintenance or improvement of a park/amenity.</p> <p>LCF costs should therefore relate to physical works at the amenity and will include the costs of contractors and/or volunteers carrying out the works on site, costs in managing the contractors or volunteers while on site, and the purchase of equipment and materials used on the project. Any project management costs must be clearly and specifically related to the project. EBs must not apportion their organisational overheads to project costs in any circumstances.</p> <p>The bulk of project expenditure should be funding physical works however other costs directly related to the delivery of the physical works are allowable. These include: publicity materials, information resources (guides/leaflets), opening ceremonies and educational materials. All costs must be reasonable and relevant to the project.</p> <p>Preliminary works such as obtaining consents and undertaking assessments can be considered an acceptable project cost as long as you can demonstrate that the project would not be able to go ahead without the works being undertaken. The majority of the project expenditure must be for physical works if preliminary works are included.</p> <p>Examples of acceptable preliminary work include:</p> <ul style="list-style-type: none"> <li>• Research and feasibility of the works that will be undertaken (however see further below);</li> <li>• Environmental impact assessments;</li> <li>• Other assessments which are necessary for the project to commence;</li> <li>• Licences and consents; and</li> <li>• Valuation fees.</li> </ul> <p>Feasibility studies or research which may result in the project not going ahead cannot be funded using LCF monies.</p> <p>The purchase of land and buildings to provide an amenity is an acceptable cost.</p> <p>You will be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• <b>That the project site is in the vicinity of a landfill site;</b></li> <li>• How the park/amenity makes the environment more pleasant or comfortable and/or improves the aesthetic qualities of an area;</li> </ul>
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	<ul style="list-style-type: none"> <li>• <b>That the park/amenity directly benefits the general public and is somewhere they can access</b> without unreasonable restriction and with reasonable access costs. Restrictions include amenities which are only available to specific user groups defined by age, sex, disability or race. Any park or amenity that is available for fewer than four evenings or two days a week, or fewer than 104 days in any one year, will not be sufficiently open to the general public;</li> <li>• <b>That the costs of the works directly relate to the actual improvement, maintenance or provision of the identified park/amenity</b>, rather than its management or its administration;</li> <li>• <b>That the park/amenity is run on a not-for-profit basis and any income made as a result of the LCF funded works (such as from hire or admission fees) will be handled appropriately as LCF derived income which could include spending on the ongoing maintenance or operation of the amenity</b> (for information on requirements relating to income derived from projects please see section 6 of our guidance);</li> <li>• Each project is a single park, amenity or defined area (a single project application which covers multiple parks or amenities on different sites will not be approved as a single project); and</li> <li>• That the project site is owned by the project operator (normally the party receiving the funds) or there is a lease or management agreement in place between the owner and the operator. The details (parties and remaining length) of the lease or management agreement should be provided on the project application form. The length of the agreement should be as a minimum the length required by project or asset (if applicable) monitoring timescales (see sections 5 and 6); however, projects should remain in compliant use and be protected for as long as possible. For projects that have no monitoring requirements the lease or agreement should be for at least one year.</li> </ul> <p><b>The works proposed must not be required as part of a condition (of any planning permission, approval or other consent) imposed on the contributing Landfill Operator or a term of agreement made under:</b></p> <ul style="list-style-type: none"> <li>• <b>section 106 of the Town and Country Planning Act 1990; or</b></li> <li>• <b>article 40 of the Planning (Northern Ireland) Order 1991,</b></li> </ul> <p><b>to which the contributing Landfill Operator is a party.</b></p>
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Object DA: Conservation of biodiversity	What work can be covered under Object DA?
<p><b>Where it is for the protection of the environment, conservation or promotion of biological diversity through –</b></p> <p><b>(i) the provision, conservation, restoration or enhancement of a natural habitat; or</b></p> <p><b>(ii) the maintenance or recovery of a species in its natural habitat, on land or in water situated in the vicinity of a landfill site.</b></p>	<p>‘Biological Diversity’ is defined as ‘the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems’.</p> <p>LCF monies can be used for the maintenance or recovery of a species in its natural habitat, or the provision, conservation, restoration or enhancement of a natural habitat. This means that a species should be protected in a habitat in which it would naturally occur. Programmes to re-introduce species or recreate habitats are acceptable.</p> <p>The focus of the project must be to undertake physical works that lead to the provision, conservation, restoration or enhancement of a natural habitat or the maintenance or recovery of a species in its natural habitat.</p> <p>ENTRUST will review projects prior to approval to ensure that each proposal has acceptable LCF costs for the proposed LCF activity. Acceptable costs are those costs that are necessary for the project to go ahead at the site and which directly lead to physical improvements for biodiversity at an identified location.</p> <p>LCF costs should therefore relate to physical works and will include the costs of contractors and/or volunteers carrying out the works at the site, costs in managing the contractors or volunteers while on site, and the purchase of equipment and materials used on the project. Any project management costs must be clearly and specifically related to the project. EBs must not apportion their organisational overheads to project costs in any circumstances.</p> <p>The bulk of project expenditure should be on funding physical works that conserve biodiversity however other costs directly related to the delivery of the physical works are allowable. These include: interpretation panels, publicity materials, information resources (guides/leaflets), opening ceremonies and educational materials. All costs must be reasonable and relevant to the project.</p> <p>Preliminary works such as obtaining consents and undertaking assessments can be considered an acceptable project cost as long as you can demonstrate that the project would not be able to go ahead without the works being undertaken. The majority of the project expenditure must be for physical works if preliminary works are included.</p>

	<p>Examples of acceptable preliminary work include:</p> <ul style="list-style-type: none"> <li>• Research and feasibility of the works that will be undertaken (however see further below);</li> <li>• Environmental impact assessments;</li> <li>• Other assessments which are necessary for the project to commence;</li> <li>• Licences and consents; and</li> <li>• Valuation fees.</li> </ul> <p>Feasibility studies or research which may result in the project not going ahead cannot be funded using LCF monies.</p> <p>The purchase of land to safeguard a habitat is an acceptable cost.</p> <p>You will be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• <b>That the project site is in the vicinity of a landfill site;</b></li> <li>• <b>Which species or habitats will be conserved by the project going ahead;</b></li> <li>• <b>That the costs of the works solely relate to the conservation of the species or habitats;</b> and</li> <li>• <b>That the works will be carried out on a site where the species or habitat naturally occurs.</b></li> </ul> <p>Each project should be for a single identifiable site. Projects with multiple locations can be registered in particular circumstances if there is a link between the sites. We will consider there to be a link if the EB registering the project can show a physical or ecological connection between the sites on the application to register the project.</p> <p>A physical link could be present when there are multiple smaller locations within a distinct larger connected area such as along a river.</p> <p>An ecological link could be present when there are multiple smaller locations that aren't physically connected but an ecological link can be illustrated. The link between the locations must be more than the sites sharing similar characteristics.</p> <p>For all projects that focus on the maintenance or recovery of species that move between multiple locations, or the provision, conservation, restoration or enhancement of habitats situated across multiple locations, the project site must still intersect within 10 miles of the relevant licensed landfill site. The project site does not have to be wholly contained within 10 miles of the landfill site but its ultimate reach must remain within a reasonable and relevant distance of the licensed landfill site as all LCF projects must have the ultimate aim of not only creating significant environmental benefits, but improving the lives of communities living near landfill sites.</p> <p>The EB must provide a map showing the boundary of the larger connected area and the individual locations where actual physical work will be taking place within it. The map should also show the relevant landfill site and its distance to the project area. Where it is not possible to provide an address and postcode for</p>
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	<p>each individual location, the EB should provide a grid reference. Maps and site information can be emailed to ENTRUST.</p> <p>Projects with multiple sites where the only connection is that they are within a larger geographic region (e.g. the North West) or political area (e.g. Council) will not be approved.</p> <p><b>The works proposed must not be required as part of a condition (of any planning permission, approval or other consent) imposed on the contributing Landfill Operator or a term of agreement made under:</b></p> <ul style="list-style-type: none"> <li>• <b>section 106 of the Town and Country Planning Act 1990; or</b></li> <li>• <b>article 40 of the Planning (Northern Ireland) Order 1991,</b></li> </ul> <p><b>to which the contributing Landfill Operator is a party.</b></p> <p><b>Also the works proposed can't be required under the following notices and agreements:</b></p> <ul style="list-style-type: none"> <li>• <b>an agreement made under section 16 of the National Parks and Access to the Countryside Act 1949;</b></li> <li>• <b>an agreement made under section 15 of the Countryside Act 1968;</b></li> <li>• <b>under section 28J of the Wildlife and Countryside Act 1981 or required to be carried out by a notice served under section 28K of that Act; and</b></li> <li>• <b>under notices and orders specific to England, Wales or Northern Ireland. See Regulation 33 Paragraph 4 in Appendix A for the full list.</b></li> </ul> <p><b>Object DA projects must be not-for-profit. Any income generated from the running of a LCF funded project must be spent appropriately which can include on the maintenance and operation of the project.</b> For more information on the requirements relating to income derived from projects please see section 6 of our guidance.</p>
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<b>Object E: Restoration of religious buildings or buildings of architectural or historical interest</b>	<b>What work can be covered under Object E?</b>
<p><b>Where it is for the protection of the environment, the maintenance, repair or restoration of a building or structure which –</b></p> <p><b>(i) is a place of religious worship or of historical or</b></p>	<p>The focus of the project must be to undertake physical works on a building or structure which is a place of religious worship and/or of historic or architectural interest.</p> <p>We interpret a place of worship as a building or structure that is exempt from business rates by virtue of Schedule 5 Case 11 of the Local Government Finance Act 1988 or has a certificate</p>

<p><b>architectural interest, is open to the public, and is situated in the vicinity of a landfill site.</b></p> <p><b>(ii)</b></p> <p><b>(iii)</b></p>	<p>issued under the Places of Religious Worship Act 1855 to confirm it is a place of worship.</p> <p>We interpret a building or structure to be of historical or architectural interest if it has listed building status, or equivalent, or if it has county archivist or local historian support</p> <p>ENTRUST will review projects prior to approval to ensure that each proposal has acceptable LCF costs for the proposed LCF funded activity. Acceptable costs are those costs that are necessary for the project to go ahead and which directly lead to the physical maintenance, repair or restoration of a building or structure.</p> <p>LCF costs should therefore relate to physical works at the site and will include the costs of contractors and/or volunteers carrying out the works on site, costs in managing the contractors or volunteers while on site, and the purchase of equipment and materials used on the project. Any project management costs must be clearly and specifically related to the project. EBs must not apportion their organisational overheads to project costs in any circumstances.</p> <p>The bulk of project expenditure should be funding physical works however other costs directly related to the delivery of the physical works are allowable. These include: interpretation panels, publicity materials, information resources (guides/leaflets) opening ceremonies and educational materials. All costs must be reasonable and relevant to the project.</p> <p>Preliminary works such as obtaining consents and undertaking assessments can be considered an acceptable project cost as long as you can demonstrate that the project would not be able to go ahead without the works being undertaken. The majority of the project expenditure must be for physical works if preliminary works are included.</p> <p>Examples of acceptable preliminary work include:</p> <ul style="list-style-type: none"> <li>• Research and feasibility of the works that will be undertaken (however see further below);</li> <li>• Other assessments which are necessary for the project to commence; and</li> <li>• Licences and consents.</li> </ul> <p>Feasibility studies or research which may result in the project not going ahead cannot be funded using LCF monies.</p> <p>You will be asked to confirm the following:</p> <ul style="list-style-type: none"> <li>• <b>The building of structure is in the vicinity of a landfill site;</b></li> <li>• <b>The building or structure is open and accessible to the general public;</b></li> <li>• <b>The building or structure is a place of worship, has listed building status or is considered of historical</b></li> </ul>
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	<p><b>interest (works to private residences are excluded); and</b></p> <ul style="list-style-type: none"> <li>• <b>The works are to repair, restore or maintain the place of worship or structure of architectural interest.</b></li> </ul> <p>If your project is for new works or is predominantly new works, for example, if you are intending to add an extension or additional features to a building or structure, then it is unlikely that your project would be compliant under Object E. However, it may be that such a project is compliant under Object D. (the provision, maintenance or improvement of a public amenity).</p> <p><b>The project must be open to the general public.</b> In acknowledgment of the varying opening times of buildings restored or maintained under Object E, when considering public access, ENTRUST expects that the building or structure will be open for a similar amount of time as would be expected from similar buildings or structures. For example, a place of religious worship would be expected to be open for religious worship on its primary day of worship.</p> <p>The works proposed under Object E must be carried out on a specific building or structure. A single project application which covers multiple structures on different sites is not able to be approved as a single project.</p> <p><b>The works proposed must not be required as part of a condition (of any planning permission, approval or other consent) imposed on the contributing Landfill Operator or a term of agreement made under:</b></p> <ul style="list-style-type: none"> <li>• <b>section 106 of the Town and Country Planning Act 1990; or</b></li> <li>• <b>article 40 of the Planning (Northern Ireland) Order 1991,</b></li> </ul> <p><b>to which the contributing Landfill Operator is a party.</b></p> <p><b>The building must be run on a not for profit basis. Any income generated from the running of a LCF funded building or structure must be spent appropriately which could be on the maintenance and operation of the building or structure.</b> For more information on the requirements relating to income derived from projects please see section 6 of our guidance.</p>
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#### 4.4 Does my project require proportional registration?

ENTRUST recognises that some Object D projects may not be open to the public all of the time. **The LCF can only fund a project to the extent that it is open to the general public.** It is possible to make a proportional registration but it is important to note that where projects are proportionally registered, the amenity must still be available to the public for at least four evenings or two days a week, or 104 days in any one year. If the amenity is open to the public

for the duration above, but closed for the remaining time, it will not need to be subject to proportional registration. If the amenity is open to the public for the duration above, but open to other groups for the rest of the time, it will need to be subject to proportional registration. We require that at project application stage EBs confirm the days and hours when the amenity will be open to the general public and a calculation showing the percentage of the time the facility will be available to the public.

The most common example of proportional registration is for works on school sites, when only the school pupils have access to the amenity during the day but the amenity is opened up to the general public in the weekday evenings, weekends and during school holidays. We do not consider an amenity that has a long term booking for a specific user group as being subject to proportional registration. For example if a village hall has a long term arrangement for the hall to be used by a local children's nursery then this is an example of community use of the amenity and should not be made subject to proportional registration.

#### 4.5 The Review Panel

If, upon review by the Registrar, the proposed project is considered not to be compliant with the Regulations, it will be rejected. A project rejection will automatically be referred to the ENTRUST Review Panel. This panel meets quarterly (as required) to review any rejected project or enrolment applications. The panel ensures that the correct decision has been made in accordance with the Regulations. The project applicant or EB is invited to attend the Review Panel to make the case for project approval or enrolment.

The Review Panel is drawn from ENTRUST and HM Revenue & Customs (HMRC) staff to ensure that there is a balance of functional skills and experience. The Panel's quorum is three members, drawn from the following:

- ENTRUST's Deputy Chief Executive (Chair);
- ENTRUST's Compliance Manager;
- ENTRUST's Enforcement Officer;
- an ENTRUST Compliance Inspector; and
- a representative from HMRC.

A member of ENTRUST's Policy and Regulations Team will attend the meeting to explain the reason for rejection to the panel and take minutes of the meeting. The project applicant or EB is invited to attend the meeting to explain the application in more detail but the EB will not take part in the decision making process. The outcome of this meeting will be that the application rejection is either upheld or over-turned.

#### 4.6 Unapproval of a project which does not proceed

**If a project does not go ahead once approved ENTRUST must be informed so that the project can be un-approved.** A project can only be unapproved if there has been no spend on the project.

#### 4.7 Making changes to project information

**If the details of an approved project change, ENTRUST must be informed.** The project details may be amended or a new project registration application will be required depending on the nature of the changes.

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