



Secure Trust  
Bank

# Loan Application Form

Residential Development Finance

Facilities from £1 million - £5 million

**Straightforward,  
transparent banking**

**Criteria - up to maximum 60% LTGDV**

Section 1

**Borrower**

Relevant property development experience, track record in similar developments (value and complexity).

**Legal entity**

UK company with a non-complex structure.

**Type of property/scheme**

Residential for sale or rental use. Note: max 25% of Gross Development Value (GDV) can be from commercial use.

**Client cash/equity contribution**

Borrower cash/equity contribution upfront.

**Loan term**

Maximum loan term of 24 months, which includes the marketing period.

**Location**

Locations to have demonstrable demand for sales and/or letting.



Please complete this form as fully as possible as this will enable us to complete our preliminary checks and progress your loan application efficiently.

This application form, when completed, does not automatically represent an offer to enter into a loan facility with Secure Trust Bank and will still require to be formally approved. You will be assigned a Relationship Director when the application form has been completed, who will progress the application process for you.



**Broker details**

Section 2

Broker name (firm or individual)

Broker address

Broker contact name

Broker contact telephone number

Broker contact email address

FCA number (if applicable)

Are you?

Directly authorised

Appointed representative

Not authorised

Summary of development proposal/scheme

**Facility details**

## Section 3

<b>Planning granted</b>	<input type="checkbox"/> Detailed	<input type="checkbox"/> Outline/Outline with Reserved Matters	<input type="checkbox"/> PDR/Prior Approval
<b>Planning reference number</b>	<input type="text"/>		
<b>Total facility sought</b>	<input type="text" value="£"/>		
<b>Gross development value</b>	<input type="text" value="£"/>		
<b>Land value</b>	<input type="text" value="£"/>		
<b>Status of property</b>	<input type="checkbox"/> Owned	<input type="checkbox"/> To be purchased	
<b>Cost to acquire land</b>	<input type="text" value="£"/>		
<b>Purchase price</b>	<input type="text" value="£"/>		
<b>Net land loan requirement (if applicable)</b>	<input type="text" value="£"/>		
<b>Construction costs</b>	<input type="text" value="£"/>		
<b>S106/CIL (if applicable)</b>	<input type="text" value="£"/>		
<b>Total development costs (excluding finance costs)</b>	<input type="text" value="£"/>		
<b>Please confirm amount and source of funds injected into the project (equity contribution)</b>	<input type="text" value="£"/>		
	<input type="text"/>		

**Section 3 continues overleaf**

**Facility details**

## Section 3

Is there an element of refinance

Yes

No

If yes, how much and who is being refinanced?

£

Expiry date of facility to be refinanced (DD/MM/YY)

Loan term required

Interest basis

Serviced

Capitalised

Development term/build period

Build commencement date (DD/MM/YY)

Proposed completion date (DD/MM/YY)

End use

Sale

Rented

How is the loan to be repaid?

(full explanation required)

**Please complete the appraisal at the back of application form (page 15)**



**Security/property**

Section 4

Security address/project location

Title number

Tenure

Freehold

Leasehold

If leasehold, unexpired term of lease

Proposed number of units being developed

Listed building?

(If yes, please provide further details in [additional information](#))

Yes

No

Is there an overage agreement?

(If yes, please provide further details in [additional information](#))

Yes

No

I confirm the property/properties have not or will not be lived in by the Borrower or the Borrower's close family

Yes

No

**Section 4 continues overleaf**

## Security/property

## Section 4

**Please complete the schedule to provide a breakdown of individual units**  
(If more space is required, please complete a separate sheet and supply with the form.)

	Unit No.	Floor No.	No. of Beds	Unit size (sqFt)	Individual GDV
1					
2					
3					
4					
5					
6					
7					
8					
9					
	<b>Total</b>				

## Development details

## Section 5

Developer details

Is the developer experienced with this type of scheme?\*

Yes

No

Procurement route

Design and build

Self-build/procured

Other

If other, please provide detail

**Section 5 continues overleaf**

**Development details**

## Section 5

Contractor details (if applicable)

Is the contractor experienced with this type of scheme? (if applicable)  Yes  No  N/AAre letters of appointment available for professionals?  Yes  NoBuild warranty provider  
(proposed if not agreed)

Insurance details

**Professional project directory**

(Please include details of all members of the professional team (i.e. the architect, quantity surveyor, consulting engineers, and any other members involved in the design of the development or the works)

**\* Please provide details of completed and ongoing schemes undertaken by the developer in additional information, or by way of an attachment.**



**Borrower details**

**Section 6**

**Borrower name**

**Trading name** (if different from above)

**Borrower entity type**

Sole Trader

Private Limited Company

Partnership

Public Limited Company

Limited Liability Partnership

**Registered number** (if corporate)

**Registered address**

**Trading/business address**  
(if different from above)

**Borrower contact name**

**Borrower contact telephone number**

**Borrower contact email address**

**Nature of business**

**Bank account**

(sort code, name and account number)

**Section 6 continues overleaf**

## Borrower details

## Section 6

### Key officials and shareholders

**Limited Company** - list all Directors and Shareholders associated with the company (where another company is a Shareholder please list the ultimate individual Shareholders in that company)

**LLP and Unlimited Partnership** - list partners/members

**Sole Trader** - list owner

	Person 1	Person 2	Person 3
<b>First name</b> (include alias)			
<b>Middle names</b>			
<b>Surname</b>			
<b>Role</b>			
<b>Share %</b>			
<b>Residential address</b>			
<b>Country of residence</b>			
<b>Country of Tax residence</b>			
<b>Nationality</b>			
<b>Date of birth</b>			
<b>Shares held in trust?</b> (Yes/No)  (if yes provide details)			
<b>PEP* (Yes/No)</b>  (if yes provide details)			

**\*Politically Exposed Person (PEP)** - You are a PEP if you are an individual who is or has been, at any time in the preceding year, entrusted with prominent public function or you have an immediate family member, or a known close associate, with a prominent public function.

**Credit history**

## Section 7

- Has the Borrower/Directors/Partners ever had a missed or late payment?  Yes  No
- Has the Borrower/Directors/Partners ever had a default registered against them?  Yes  No
- Has the Borrower/Directors/Partners ever had a CCJ registered against them?  Yes  No
- Has the Borrower/Directors/Partners ever been declared bankrupt?  Yes  No
- Has the Borrower/Directors/Partners ever entered into an individual voluntary arrangement, company voluntary arrangement or debt relief order?  Yes  No

**If yes to any of the above please provide details in the [additional information section at the back of this document](#).**

**Borrower Solicitor**

## Section 8

**Your solicitor must have more than 3 regulation authority approved managers**

Firm name	<input type="text"/>
Firm address	<input type="text"/>
Contact name	<input type="text"/>
Contact telephone number	<input type="text"/>
Contact email address	<input type="text"/>

## Supporting documentation checklist

## Section 9

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| <b>Detailed residential development appraisal</b> (available on pages 15-16 - appendix A1 & A2) | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Asset and liability statement</b> (available on pages 17-18 - appendix B1 & B2)              | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Corporate structure chart</b> (detailing all Directors/Partners/Shareholders)*               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Detail of developer experience</b> (completed/ongoing schemes)                               | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Borrower bank statements</b> (3 months)  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Borrower financial accounts</b>  | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Direct debit mandate</b> (available on page 19 - appendix C)                                 | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Personal ID and verification</b> (guidance on pages 20-21 - appendices D1 and D2)            | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| <b>Use of personal data</b> (available on pages 22-26 - appendices E1-E5)                       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

*\*Required if more than 4 Directors/Partners/Shareholders. Alternatively contact STB to discuss requirements for structure chart.*



## Additional information



## Declaration

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I certify that to the best of my knowledge and belief, all the information provided is accurate, correct and complete and I am not aware of any circumstances which I have not disclosed to you which may influence your decision.

I certify that there are no writs, judgements, summonses or winding up petitions outstanding or threatened against the business or its directors and no security holder has threatened enforcement action.

I have provided all directors, shareholders, members, partners, beneficial owners, authorised signatories, and other associated persons of the business named on this form with the disclosure notice '[Use of personal data](#)' for their own retention, given them the opportunity to consider it fully, and drawn their attention to the information it contains, which applies to each of them individually. I confirm that those individuals have read the disclosure and agreed to me giving their information to you.

**Full name**

**Position**

**For and on behalf of**

**Signature**

**Date**

**Residential development appraisal**
**Appendix A1**

<b>Sales proceeds</b>			
<b>Gross sales</b>	£	<b>Sales costs</b>	£
		<b>Agent fees</b>	£
		<b>Legal costs</b>	£
		<b>Other costs</b>	£
		<b>Total costs</b>	£
<b>Total net sales proceeds (gross sales – total costs)</b>		£	

<b>Land costs</b>	
<b>Land/site cost</b>	£
<b>Stamp duty</b>	£
<b>Agent</b>	£
<b>Legals</b>	£
<b>Total site costs</b>	£

<b>Construction and other costs</b>				
<b>Prelims and enabling</b>	£			
<b>Infrastructure, roads and drains</b>	£			
<b>Landscaping</b>	£			
<b>Prime build costs (cost per sqft x total sqft)</b>	£	x	sqft	£ total cost
<b>Contingency (min 5% of prime build costs)</b>	£			
<b>Furnishing/show home</b>	£			
<b>Advertising and brochure</b>	£			
<b>Total construction and other costs</b>	£			

**Residential development appraisal continues overleaf**

**Residential development appraisal**
**Appendix A2**

<b>Professional fees</b>	
Architects/QS/M&E	£
NHBC/Latents Defects	£
Planning	£
Building regulations	£
Non bank finance fees/costs	£
Other	£
<b>Total professional fees</b>	£
<b>Total development costs</b>	£
<b>Total net profit</b>	£

<b>Pre finance development returns</b>	
Return on costs	£
Return on sales	£

<b>Finance costs (Secure Trust Bank to complete)</b>			
Bank finance costs	% interest rate	for	months

**Asset and liability statement**

Appendix B1

**Full name**

**Address**

**Customer number**


Asset		Liabilities	
Description of asset	Value of asset	Description of liability	Amount of liability
<b>Home</b> (please list address and advise if held jointly)		<b>Mortgage</b> (please detail name of lender, outstanding amount and repayment details)	
<b>Properties</b> (please list separately and detail address, valuation, amount and ownership details)		<b>Property loans</b> (detail name of lender, amount outstanding and final repayment date)	
<b>Cash balances</b> (give institution where balance held, amount and maturity date)		<b>Finance/bank loan</b> (detail name of lender, outstanding amount and repayment details)	
<b>Investments</b> (including shares, please list details of holdings and life policies, details to include surrender values)		<b>Credit cards</b>	
<b>Personal effects</b> (including cars, please list separately)		<b>HP finance</b>	
<b>Equity in Limited Companies</b> (please advise of Limited Company name, registration and % holding)		<b>Other liabilities</b> (including tax)	
<b>Total assets</b>		<b>Total liabilities</b>	
<b>Total net worth</b> (total assets - total liabilities)			

**Asset and liability statement continues overleaf**

**Asset and liability statement**

Appendix B2

**By signing this document**

- I understand that this asset and liability statement is an important and integral part of an application for credit facilities from Secure Trust Bank and I hereby certify the accuracy of its contents
- I declare that to the best of my knowledge I have no adverse credit history

**Signature****Date**

**Direct Debit**

Appendix C

**Instruction to your bank or building society to pay by Direct Debit.**

Please fill in the whole form and return to

Secure Trust Bank PLC, Real Estate Finance,  
Upper Ground Floor, Abbey Gardens,  
Reading, RG1 3BA

Service user number

4	4	3	1	6	7
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Reference

Name(s) of account holder(s)

**Instruction to your bank or building society**

Please pay Secure Trust Bank PLC Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Secure Trust Bank PLC and, if so, details will be passed electronically to my bank/building society.

Bank/building society account number (8 digits)

Bank sort code (6 digits)

Name of your bank or building society

To the Manager

Bank/building society

Signature(s)

Full postal address of your bank or building society

Postcode

Date signed

Banks and building societies may not accept Direct Debit Instructions for some types of account

DDI2



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Secure Trust Bank PLC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Secure Trust Bank PLC to collect a payment, confirmation of the amount and date will be given to you at the time of request.
- If an error is made in the payment of your Direct Debit, by Secure Trust Bank PLC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when Secure Trust Bank PLC ask you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

## KYC requirements

## Appendix D1

### KYC requirements for an individual (Director/Shareholder/person of authorised position within the company):

- Passport or driving licence for each individual
- Proof of address for each individual

### Identification and proof of address must be seen by a bank representative and a copy to be taken. Identification can be:

- Valid passport
- Photocard driving licence
- National identity card
- Firearms licence

### Proof of address can be:

- Photocard driving licence (provided that such has not been used for identity verification)
- Bank statement (displaying name, address and current balance dated within the last 3 months)
- Mortgage statement (displaying name, address and current balance dated within the last 12 months)
- HMRC issued tax document (displaying name, address and national insurance no. dated within the last 12 months)
- Utility bill (dated within the last 3 months)
- Council tax documentation (displaying name and address dated within the last 12 months)

**Please note mobile phone bills are not acceptable for address verification.**

**Please note it is the bank's preference to view original documents directly and certify these in house. If this is not available then documents can be certified by an independent professional (in house legal teams are not acceptable) from the following list:**

- Solicitor
- Accountant
- Auditor
- Insolvency practitioner
- Notary public

**KYC requirements continues overleaf**

## KYC requirements

## Appendix D2

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### Who:

- Is subject to mandatory professional registration including a code of conduct/ethics
- Is supervised for compliance with anti-money laundering obligations
- Is based in the UK (or an approved jurisdiction)
- Can be traced through an official register

### Please note that the document must:

- Be a good quality copy
- Include the statement “certified to be a true copy of the original seen by me”
- Where the document includes a photograph of an individual the following statement must be provided: “Image certified as a true representation of the original likeness to the individual”
- The document must be signed and dated by the certifier using their own name, and include their firms name and also their professional body registration number/identification

## Use of personal data

## Appendix E1

In this notice “we” means Secure Trust Bank PLC or anyone acting on our behalf. When we use “you”, we mean the shareholder, director, partner, beneficial owner, authorised signatory and other associated person.

Please read this notice to understand how and why we will process your personal information in connection with the application for funding. This notice is given in addition to our Privacy Statement, which covers our processing of personal information more widely than only this application, and contains more details about how we will process your personal information.

Our Privacy Statement is published at <https://www.securetrustbank.com/privacy-statement-2> and you are encouraged to read this in full.

### What information we collect

#### We process personal information that:

- You give us on the Loan Application Form
- We receive from third parties such as credit reference agencies and fraud prevention agencies
- Is captured in the course of doing business with you

### What personal information we process

#### This personal information includes your:

- Name
- Date of birth
- Address
- Passport, driving licence, national identity card or fire arms licence details when you provide this as proof of identity
- Bank, mortgage or utility statements, HMRC issued tax document or council tax documentation when you provide this as proof of address
- Bank account details for sole traders
- Credit history, and records relating to your partner or anyone else you are financially linked with (we receive this information from the credit reference agencies and fraud prevention agencies)
- Publicly available information (for example on the internet, social media and on public registers)

Records, for example of attendance, are kept of meetings, including those via electronic communications and video conferencing technology.

### Use of personal data continues overleaf

## Use of personal data

## Appendix E2

### Special categories of personal data

Special categories of personal data include information about an individual's health and other categories of personal information which are closely protected (e.g. biometric data). We do not generally process such information, unless you have voluntarily provided that information to us, for example, where you have notified us of a health issue that would mean you would be classed as a 'vulnerable customer' (i.e. if you, due to your personal circumstances or personal characteristics, are especially vulnerable to financial detriment). You have the right to withdraw your consent for us to hold details of your vulnerability at any time by contacting us by telephone, email or in writing.

Criminal offence information is not defined as special categories of personal data, however, this information does require additional protections. Criminal offence information covers information related to convictions and offences, including alleged offences, court proceedings, and sentencing.

Where permitted by law, we process criminal offence information for specific and limited activities and purposes, such as to perform checks to prevent and detect crime and to comply with laws relating to money laundering, fraud, terrorist financing, bribery and corruption, and international sanctions. It may involve investigating and gathering intelligence on suspected financial crimes, fraud and threats and sharing data between banks, with law enforcement and regulatory bodies.

### How we use your personal information

In summary, we use your personal information for the purposes of:

- Servicing and internal processing
- Management of our relationship with you (e.g. to develop your relationship with us)
- Tracing customers and recovering debts
- Resolving queries/problems (e.g. responding to complaints)
- Training and service review (e.g. to help us enhance our services)
- Developing our products and services
- Complying with legal obligations (e.g. to prevent, investigate and prosecute crime, fraud and money laundering)

We process your personal information to fulfil our contract with you, where we have a legitimate interest to do so (except where it would override your interests or fundamental rights and freedoms which require the protection of personal information), where otherwise permitted by law, or to comply with applicable law and regulation.

We use your personal information for the purposes of complying with legal obligations to manage and control risk and for the prevention of financial crime and money laundering.

### Use of personal data continues overleaf

## Use of personal data

## Appendix E3

### How we retain your information

The personal information that you provide will be retained by us in accordance with applicable laws. We take reasonable steps to destroy or anonymise personal information we hold if it is no longer needed for the purposes set out above. Our retention period for your personal information is 7 years after account closure/end of relationship, or for incomplete or declined applications 7 years from the last activity on the application.

### How we share your information

The recipients with whom we share personal information are:

- Our third party service providers who act on our instruction and need to know the information in order to provide us or you with a product or service
- Our third party service providers who act on our instruction and process information on our behalf to help run some of our business operations including email distribution, IT services and websites
- Our partners including brokers we work with
- Our advisors, for the purpose of assisting us to better manage, support or develop our business and comply with our legal and regulatory obligations, including solicitors, valuers and other advisors
- Other lenders who have or intend to obtain security over the property and anyone who provides security for your obligations
- Our regulators or other relevant authorities (including the Prudential Regulation Authority, Financial Conduct Authority and Information Commissioner's Office) to comply with our legal and regulatory obligations
- Credit reference agencies and fraud prevention agencies – see section below for more details
- The Secretary of State for Business, Energy and Industrial Strategy and the British Business Bank plc for any government guaranteed lending

### Sharing with credit reference agencies and fraud prevention agencies

In order to process the application of the entity of which you are shareholder, director, partner or owner, we will undertake checks on you for the purposes of detecting and preventing crime, fraud and money laundering, and to verify your identity. These checks require us to process your personal information with the credit reference agencies and fraud prevention agencies.

We continue to conduct regular or extraordinary checks for the same purposes while you have a relationship with us, for example an annual check with credit reference agencies and fraud prevention agencies or searches when there is a change in company structure.

Credit reference agencies will supply us with information about you. This will include both public information (including the electoral register) and shared credit, financial situation and financial history information and fraud prevention information. They will add information about our search to the record about you.

### Use of personal data continues overleaf

## Use of personal data

## Appendix E4

If we determine that you pose a fraud or money laundering risk, we may refuse to lend to you, or we may require repayment of the facility or we may stop providing existing services to you. If you have an agreement with us and we wish to require the repayment of facility then the terms of that agreement will dictate how we do this.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services or financing to you. If you have any questions about this, please contact the fraud prevention agencies on the details below.

We, and fraud prevention agencies, may also enable law enforcement agencies to access and use your personal information to detect, investigate and prevent crime.

Credit reference agencies hold your personal information for up to six years. These records will be shared with other organisations and may be used and searched by us and them to:

- Consider applications for credit and credit related services, such as insurance, for you and any associated person
- Trace debtors, recover debts, prevent or detect money laundering and fraud, and to manage accounts

Fraud prevention agencies hold your personal information for up to two years, and if you are considered to pose a fraud or money laundering risk, your information is held for up to six years.

We use Equifax as our credit reference agency. More information about Equifax and how they process your personal information is available at [www.equifax.co.uk/crain](http://www.equifax.co.uk/crain). The fraud prevention databases we use are provided by Synectics and Lexis Nexis. Further information can be found at [www.synectics-solutions.com](http://www.synectics-solutions.com) and [www.lexisnexis.co.uk/en-uk/](http://www.lexisnexis.co.uk/en-uk/)

### Monitoring

We record and monitor communications with us, including electronic communications, video conferencing technology and calls, to improve the quality of our service and for your protection and security.

### Testing

We use personal information of individuals (including those associated with our commercial clients) who have applied for a product with us (whether accepted or declined) to test our internal systems and those of our third party service providers.

Testing can involve personal information being shared with and obtained from our third party service providers, credit reference agencies and fraud prevention agencies. Wherever possible, this information is processed on an anonymised basis. The credit reference agencies will not add a record to your credit file of processing conducted for this purpose.

### Use of personal data continues overleaf

## Use of personal data

## Appendix E5

### Your data protection rights

You have the right to request copies of certain of your personal information within our custody and control and details of how we use that information. Your request can be made verbally or in writing.

If you think any of the personal information we hold about you is inaccurate, you may also request it is corrected or erased.

You also have rights, in certain circumstances:

- To object to our processing of your personal information
- To require us to stop processing your personal information

### Data Protection Officer

If you are unhappy about how your personal information has been used please contact our data protection officer using the details set out below. You also have a right to complain to the Information Commissioner's Office (<https://www.ico.org.uk>), which regulates the processing of personal data. Our data protection officer can be contacted by telephone or in writing.

**Data Protection Officer**  
**Secure Trust Bank**  
**One Arleston Way**  
**Solihull, B90 4LH**

Telephone queries can be made to **0121 693 9100**.