

SHOP FRONT IMPROVEMENT GRANT SCHEME



APPLICATION FORM

PART ONE: APPLICANT AND PROPERTY

Applicant's Name: _____

Applicant's Address: _____

Name of Business: _____

Address of Property for which you are applying for a grant: (if different from above)

Applicant's telephone number: _____

Applicant's Email: _____

Website: _____

Type of Business: _____

Are you VAT Registered?: Yes No

If Yes, please provide your VAT Number: _____

Name and Address of Agent: (If applicable) _____

Telephone Number of Agent: _____

Email of Agent: _____



Applicant's Interest in the Property: Freeholder Leaseholder

If you are the leaseholder, please state the date the lease expires: ____/____/____
(Please enclose a copy of the lease agreement)

If you are the leaseholder, do you need the freeholder's permission for this work:
Yes No If yes, please provide evidence of the freeholder's permission
(the freeholder must countersign your application form)

Are you a member of any business organisation? Yes No

If Yes, please give details: _____

Please enclose photographs showing the current front elevations of your shop

Important Information:

Under European "State Aid" rules your business should not obtain more than a total of 100,000 euros (approximately £65,000) from other Government Departments or Local Authorities over a 3 year period.

I have read the above and confirm that we have not received any recent state aid as above.

Please tick

PART TWO: THE PROJECT

We want to use our grants to target those properties in the greatest need of improvement

Please give a brief description of your project:

How does your project meet the priorities set out in our guidelines for applications?

Especially in terms of:

- How it will significantly improve the look of the shop front
- How the work will have a positive impact on Surrey Heath



Statement of Works:

Please describe the changes that you propose to make including:

- Whether you are changing doors, windows or entrances
- What changes you want to make to the building's frontage, including details of features you want to add or remove
- Changes to retail display units
- Details of colours and styles you will use

Please enclose an architectural sketch plan showing the proposed new front elevation and give details of any specific areas of change.



Please list the items of work proposed and their estimated costs:

Items of Work Proposed	Estimated cost (excluding VAT)
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
	£
Subtotal	
VAT	
Total	

How long are the works expected to take? _____

Is your finance for the project in place?

Yes

No

Please give details of how you have established the project costs.

This should include any quotations. You will need to enclose a copy of any quotations

PART THREE: APPLICANT CHECKLIST

As well as this form, you need to provide:

Proof of freehold or lease hold of the property (and freeholder permission if applicable)

Copies of any statutory consent notifications (e.g. planning permission)

Copies of any grant offers or award letters received from other sources

Full details of the proposed work, to include:

A full schedule of works

- Clear plans, elevations and cross-sections at the appropriate scale
- Photographs of relevant elevations and details
- **ANY** recent, comparable and detailed quotations for all eligible works
- A complete breakdown of the tender, to show how the total sum was achieved



PART FOUR: DECLARATION

The information given in this form and the attached details are true and accurate to the best of my knowledge and I have not deliberately withheld any information.

I understand that if I give any misleading statements, whether intentional or accidental, at any stage during the application process, or knowingly withhold any material information, my application could be invalid and I may have to repay any grant.

I have read and understood the criteria for this grant.

I will notify Surrey Heath Borough Council in writing of any changes to the details of this application and in particular the award of any further funding from other sources.

Signature: _____

Name (in block capitals): _____

On behalf of (if signed by an Agent): _____

Position: _____ **Date:** ____/____/____

If you are not the property owner, the application must be signed in support by the property owner.

I confirm that I am the property owner of _____
and I agree to the current leaseholder using a Surrey Heath Shop Front Improvement Grant to improve the frontage of the property.

Signature: _____ **Date:** ____/____/____

Please print out this application form and send it together with the quotes and the supporting documents and information to:

Shop Front Improvement Grant Scheme
Surrey Heath Borough Council
Surrey Heath House
Knoll Road
Camberley
Surrey GU15 3HD

Email: shopfrontimprovements@surreyheath.gov.uk

Telephone: 01276 707100



FOR OFFICE USE ONLY

Date application received: _____/_____/_____

Application Complete: Yes No

Further information required: _____

Date further information requested: _____/_____/_____

Date further information received: _____/_____/_____

Date of appraisal: _____/_____/_____

Panel Recommendation: Yes No

Grant offered: Yes No

Planning permission received: Yes No

Planning Consents Received: Yes No

Building Control notified: Yes No

Grant accepted: Yes No

Notes:

PART FIVE: TERMS AND CONDITIONS

The agreement is between Surrey Heath Borough Council and the applicant(s) as named in the offer letter.

Businesses/ organisations accepting grant offers from the Shop Front Improvement Scheme will be required to abide by and agree to the following terms and conditions:

General terms and conditions

1. The approval or refusal of a grant is at the absolute discretion of Surrey Heath Borough Council and there will be no rights to an appeal process.
2. The Council will not give grants for expenditure incurred before the grant of the offer was made and the contract signed.
3. The grant must be used for the purpose intended as outlined in the grant offer letter. This will be supported by producing original invoices for the grant claimed.
4. In the case of tenants, payment of the grant requires the building owner's approval.
5. The grant must not be used for improvements to solely residential property, cleaning of buildings for purely cosmetic purposes, structural repairs including re-roofing, internal repairs and alterations, external security features, CCTV systems or recoverable VAT.
6. All works are to be carried out strictly in accordance with the specification and schedule of works agreed with the Council.
7. The applicant must get the Council's written approval in advance of any amendment to the approved specification and schedule of works. Amendments include the omission or variation of the agreed works and carrying out additional work. Failure to comply with this condition may invalidate the grant offer, even if the additional work is not grant aided.
8. Representatives of the Council must be allowed access to the property to carry out interim inspections of the works in progress, by appointment and at any reasonable time.
9. There is no obligation on the Council to increase the grant if the cost of work increases, or if any additional work is carried out. If there is an agreed increase, this would not exceed the maximum grant offer of £5,000.
10. The Council will reduce the grant proportionately if the actual cost of the eligible work proves to be less than estimated. If, at any point, the organisation / business becomes VAT registered, the applicant must inform the Council and discuss repayment of VAT expenses claimed. Payment will be made in arrears upon the production of the grant claim form along with supporting documentation (e.g. paid invoices)
11. The Council will only pay a grant for proposals that have planning permission, if required. Nothing in the agreement or negotiation of the grant will affect the Council's decision on planning permission. The Council will make an offer of agreement in principle until planning permission has been granted. Only then may the grant offer letter be issued and work start.
12. The applicant must inform the Council of any changes to the business or changes of business address and telephone number.
13. The grant is made on the condition that the property will be maintained to a satisfactory standard for at least three years.
14. The applicant must take up the grant within the period stated on the grant offer letter. The applicant needs to sign the contract within four weeks of the date of the grant offer or the Council will withdraw the offer.
15. The Council will pay the grant to the successful applicant in one sum when it receives evidence that the applicant has incurred the expenditure. A supporting statement should show how the expenditure related to the individual items in the approved schedule of works and that the work has been inspected.
16. Expenditure must be by direct debit / credit card or cheque and shown through a bank statement. The Council will not pay grants towards expenditure paid for by cash.
17. The Council reserves the right to publish illustrations, photographs or other details of your project in promotional literature and other documents associated with Council grant schemes.
18. If the applicant carries out any work that, in the opinion of the council, significantly alters or removes any element of the grant aided work, the Council shall have the right to reclaim such proportion of the grant as it sees fit. These conditions shall apply for a period of five years starting on the day on which the Council makes the final grant payment.