



SHOP FRONT IMPROVEMENT GRANT SCHEME



INTRODUCTION

Our friend and colleague Kevin Cantlon was the Council's Economic Development Officer, who died suddenly at home in April 2017. This was a shock and unexpected by all who knew him. Kevin was a genuine and dedicated officer of this Council, who excelled in this role. As a mark of respect, Surrey Heath Borough Council unanimously agreed on 17 May 2017 to dedicate this fund as a fitting legacy of this gentle, jovial and sensitive man who had found time for all in his life.

These guidelines will help you understand how the Shop Front Improvement Grant Scheme application process works, run by Surrey Heath Borough Council with payment by the Kevin Cantlon Fund.



Kevin Cantlon
Economic Development Officer;
Surrey Heath Borough Council

ABOUT THE SCHEME

The Kevin Cantlon Fund offers grants funded by Surrey Heath Borough Council to owners or occupiers of commercial buildings within the borough to improve and enhance shop fronts, windows, doors and signage in a traditional and sympathetic manner, through repair of existing traditional features or reinstatement of historic architectural details.

The scheme aims to encourage the creation of attractive frontages, to enhance the character of the region, which could have significant economic benefits. High quality, well maintained frontages are more inviting for local residents and visitors, contribute towards a stronger sense of identity and enhance commercial values.

WHO CAN APPLY

The scheme is available to:

- Freeholder owners
- Leaseholder tenants (as long as the terms of their current lease arrangement on the property are appropriate, there is a minimum of three years left on the lease term and they have owner's consent.)

The scheme will prioritise small and independent businesses, with preference being given to those businesses with less than five locations in the UK.

Please note that the grants are discretionary and subject to the availability of funds. The Council reserve the right to amend or withdraw the scheme at any time. There is no automatic entitlement to a grant. Each application will be considered on its own merits and in accordance with this guidance.

The scheme will not support works that have already been undertaken or any works which are started prior to a formal offer of grant funding having been made.

For further information, email shopfrontimprovements@surreyheath.gov.uk



APPLICATIONS

Businesses can apply for up to 50% of the costs of the works, to a maximum of £5000, towards external renovation or improvements of ground floor and upper floor premises' facades. This means businesses will still need to fund the remaining amount.

The maximum grant of £5000 means more businesses can benefit from the fund.

To apply for the Shop Front Improvement Grant Scheme you must complete the application form and supply the requested documentation.

Further information and an application form can be found at www.surreyheath.gov.uk/shopfrontimprovements

SCHEME CRITERIA

Not all improvement works will be eligible for a grant. The grant will only fund eligible works.

The following work will generally be considered as eligible for support:

- New shop fronts
- Repair and reinstatement of all or any part of a shop front fixture that is visible from the street, including the first and second floors of premises where they are used for commercial activities
- Repainting of shop fronts in suitable colours
- Signage
- External lighting
- Security grilles and/or security glazing
- Professional fees associated with the development and delivery of the project, including planning application fees, consultancy fees, advertising consent where necessary and advisory services
- Repair of external stonework and brickwork
- Replacement of stonework or brickwork which forms part of the stall riser of the shop front
- Repair and reinstatement of guttering and downpipes
- Pedestrian access improvements

PLANNING APPROVAL

Virtually all works that change the exterior of buildings will need planning permission. A separate planning application and scale drawings prepared by a professional agent will be required to show the extent of new work. If you would like to discuss whether your proposals require planning permission please contact our development control team by emailing development.control@surreyheath.gov.uk or calling 01276 707100. We encourage agents and developers to discuss their planning proposals with us before applying formally. There is no charge for these discussions.

The scheme operates independently of the planning process and any offer of a grant does not imply in any way that planning consent will be granted.

Further information can be found at www.surreyheath.gov.uk/planning

Applications will be assessed by the Land and Property Board with consideration given to whether the application:

- Is value for money
- Is sympathetic to the local built environment and significantly improves the look of the street
- Proposes works to be carried out that will be of a high standard
- Proposes work that will have a positive impact on the local area and street scene

YOUR APPLICATION

In order to consider your application we will require the following:

- Completed grant application form – this contains basic information about your proposals
- Schedule of works – full details of the improvement works that you intend to carry out. You should submit a schedule of works which gives a description of any work to be carried out
- Architectural sketch drawings – depending on the extent of the proposed works, drawings will be required showing your proposals
- Proof of ownership/lease – if you do not own the property, you will need to provide proof that you have permission from the owner to carry out the works. The building owner must counter sign your application to show that they have given permission for the works to be carried out
- Cost estimate including quotes and fees

The following must be contained in the quote:

- A breakdown of the individual cost and verification of each element of the scheme
- The total price of the whole scheme (remember to also include project support costs and VAT as separate items and any ineligible works) for the purpose of grant calculation and monitoring
- A programme of works from the builder
- A copy of a C2 or Tax Clearance Certificate

HOW LONG WILL IT TAKE TO MAKE A DECISION

Applications will be decided within eight weeks of submission provided we have received all necessary supporting documentation. If planning permission is granted you will be issued with a formal offer.

All applications will be decided by the Land and Property Board. The Board meet once a month.

If your project requires planning permission and your grant is approved, we will write to you making an offer in principle of funding.

CONDITIONS

All grant offers will be made in writing. Full details of conditions that apply to the grant will be dependent on you securing appropriate planning consent.

You will be required to maintain the property to a satisfactory standard for a minimum of three years.

Please note that grants are discretionary and subject to availability of funds. There is no automatic entitlement to a grant.

PAYMENT

Grants will be paid on production of invoices detailing breakdown of costs and following inspections of the works by a Council Officer. Payment will be made after all the works are completed.

