

Great Yarmouth Town Centre Shop Front Improvement Scheme

APPLICATION FORM

Great Yarmouth Borough Council has created a scheme to assist shop owners, tenants and landlords to improve the external appearance of their premises, within a defined boundary in the town centre area.

This document is the **Application Form** and is the first stage of applying for this grant. If you would like to apply for a grant to improve your shop front please complete this document and return it to Great Yarmouth Borough Council. (Details on how to return the form can be found at the end of this document)

Please ensure you have read the ‘Overview and Guidance for Applicants’ and ‘Supporting Information’ documents prior to completing this Application Form.

(It is advisable to complete this form on a computer as the boxes will expand to fit the text being entered)

PART 1: THE PROPERTY AND YOU
Are you, leaseholder / owner / agent (circle one) of the property Applicant name:
Address of property the grant will relate to:
Postcode:
Telephone Landline: Mobile:
Email:
Name of the business currently operating from the premises / to operate from the premises when the work is complete:
Type of business:
If you are a leaseholder how much longer does your lease run for?
Are you VAT registered? : If yes, please provide the VAT number:

Business website/social media page addresses:

Property Owner Details (if different)

Property Owners Name:

Property Owners Address:

Property Owners Telephone Numbers:

Landline:

Mobile:

Property Owners email Address:

Is the property owner aware of this application? YES / NO (circle one)

What improvements are you interested in? Please describe the work that you wish to see carried out, giving details of the nature of changes to the building façade. *(use separate sheet if required)*

Include details such as:

- Reference to whether doors, windows or entrances are to change
- Materials you may use, i.e. wood, plastic, aluminium, and the type and quality of finish
- Including details of the features you wish to add or remove
- The nature of changes to front including details of features you wish to add or remove
- Changes to retail display units
- Details of colours and styles to be employed
- Types of signage to be installed or updated etc.

Please provide a photograph of your current shop front

Please attach a plan showing the proposed new front elevation and detail any specific areas of change

In relation to your application for work:(use separate sheet if required)

Describe how the application delivers value for money

Response:

How does the application demonstrate a sympathetic relationship to the property overall and to the local built environment?

Response:

The what degree does the property makes a significant contribution to the street scene by reason of its location, scale or architectural merit

Response:

If applying for signage why is the proposed new signage particularly appropriate and how it works with fascias and lighting in adding to the style

Response:

Describe how the application will enhance the town centre and contributes to the development and marketing of the business and explain how it will increase business revenues

Response:

What is the estimated total cost of the work (excl. VAT) (Evidence of three quotes from independent contractors for any single item over £1,000. Two written quotes for a single item with a total net value less than £1,000)

£

Note: The maximum grant we are able to offer will be £3,000 with a minimum 25% contribution coming from the applicant.

How much grant are you seeking?

Please use the following space if you wish to provide us with further information in connection with your application.

Declaration

The information given in this form and all supplementary details are true and accurate to the best of my knowledge and no information has been deliberately withheld.

I understand that any misleading statements whether intentional or accidental, given at any stage during the application process, or any material information knowingly withheld, could render my application invalid and may require repayment of any grant.

I have read and understood the criteria for this grant.

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

I confirm that I am either the owner of the building or a leaseholder with leasehold permission to make physical changes to the building and understand that it my responsibility to seek permission from the property owner and from the planning department should planning be required.

Applicants Signature:

Applicants Name (in block capitals):

Date:

The Process

1. Your completed Shop Front Improvement Scheme Application submitted to Great Yarmouth Borough Council (Addresses at the end of the form)
2. Applicants will then be informed within seven days of receipt by GYBC that their application has been received
3. Work commences
4. Work completed
5. Invoices received for work undertaken on the property
6. Grant paid to nominated person

The Appraisal

Please note that Shop Front Improvement Scheme Application will be appraised by the Economic Development Committee in line with the Committee meeting timetable. Appraisal will be based on a number of criteria including:- Timeframe, Alignment to the Development Guidelines, Planning Status and other factors.

Please return your completed form and return it to Great Yarmouth Borough Council in one of the following ways:

1. If you have printed the form please return it to in an envelope marked "Shop Front Improvement Grant Scheme, c/o Economic Development Unit, The Catalyst Centre, the Conge, Great Yarmouth, NR30 1NA

2. email your completed digital form to shopfront@enterprise-gy.co.uk

3. Complete and submit online at Great Yarmouth borough Council website www.great-yarmouth.gov.uk

For further information or assistance: Email: shopfront@enterprise-gy.co.uk or call 01493 336425 or 0800 458 0146. Please ask about "Shop Front Improvement Grant Scheme"

DISCLAIMER

- The Shop Front Improvement Grant Scheme can be withdrawn at any time
- The Economic Development Committee's decision is final
- Great Yarmouth Borough Council reserves the right to refuse applications without further comment
- Unsuccessful applicants may be able to resubmit after six months