

**Great Yarmouth Town Centre Shop Front Improvement Scheme
Claim 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 **CLAIM FORM** and is the last stage of applying for this grant. Grants will on be paid on satisfactory completion of works; and submission of a completed claim form.

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

Part One: Your details
Applicant name:
Address of property the grant will relate to:
Postcode:
Telephone Landline: Telephone Mobile:
Email:
Name of the business currently operating from the premises / to operate from the premises when the work is complete:
Evidence of works undertaken – IN MOST CASES, A SITE VISIT BY A COUNCIL OFFICER TO CONFIRM WORK COMPLETION WILL BE REQUIRED – An appointment will be made with you during business hours Monday – Friday and if required must take place prior to the grant being paid. Please ensure that your contact details are completed in full to expedite the process.
Description of costs incurred: (Please attach original invoices or receipts – take copies of your originals for your records before sending originals with your claim form as the Council cannot be held responsible for lost post) (attach separate sheet if necessary)
Total cost of the work you are claiming for (excl. VAT) £ _____

Amount of grant applied for in your application £ _____

PAYMENT INFORMATION

Business trading name _____ Are you VAT register **yes / no**

If yes: VAT number _____

Unique Tax Reference Number (UTR) _____

Company Registration Number if Limited or LLP _____

National Insurance Number if you a Partnership or Sole Trader _____

Bank Name _____ Branch _____

Name of Account Holder _____

Sort Code _____ Account Number _____

Photographic Evidence

Please supply digital or printed photos showing the completed work.

Declaration and Authorisation

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.

Signature:

Date:

Name (in block capitals):

Position

SEND YOUR COMPLETED CLAIM FORM TO: (Remember to enclose invoice, receipts and photos and **take copies of your originals** for your records)

**Shop Front Improvement Scheme
enterpriseGY, The Catalyst Centre**

The Conge, Great Yarmouth
NR30 1NA

Or email: enterpriseGY@great-yarmouth.gov.uk

OFFICE USE

Site Visit completed (date)	
Work completed in line with application	
Grant Claim approved for payment (officer)	
Claim paid	
Notes - comments	