



Staveley Shop Front Improvement Scheme

Application Form

1. Applicant Details

Name of Business:			
Contact Name:		Mr/Mrs/Miss/Ms/Dr/Other:	
Address:			
		Postcode:	
Telephone:			
Email:		Website:	

Type of Business (please tick as appropriate)

Company limited by guarantee	<input type="checkbox"/>	Private Limited Company	<input type="checkbox"/>
Registered Charity	<input type="checkbox"/>	Co-operative	<input type="checkbox"/>
Individual	<input type="checkbox"/>	Other (please state)	<input type="text"/>
Partnership	<input type="checkbox"/>	Company number	<input type="text"/>
Public Limited Company	<input type="checkbox"/>	Charity number	<input type="text"/>
Sole Trader	<input type="checkbox"/>		

Business Ownership (please tick as appropriate)

Owner Occupier	<input type="checkbox"/>
Tenant Occupier	<input type="checkbox"/>
Other (please state)	<input type="text"/>

Please enclose written confirmation from the owner of the building consenting to the improvement works.
This can be a copy of lease or land registry title deed.

2. Project Details

1. Name and location of the business that you are applying for the grant for:	<input type="text"/>
2. Description of proposed improvements – attach any necessary additional information to describe the improvements. For example, drawings and photographs.	<input type="text"/>
3. How will these improvements help your business?	<input type="text"/>
4. How could your project have a positive impact on the following?	
a) Staveley townscape and environmental image	<input type="text"/>
b) Local economy (new uses for vacant premises, use local suppliers, increase trade)	<input type="text"/>

5. Do you need planning consents eg advertising consent, listed building consent, planning permission? If so, have you got them/applied for them? Where relevant please include proof.

6. Please give an estimated date for start and completion of the proposed work:

3. Budget Details

How will your project be funded? Please complete the Budget Form and fill in the totals below:

Grant applied for £

Total cost of improvements £

INCOME:

Funding Source

Amount (excluding VAT):

Percentage %

Shop Front Improvement grant - amount requested

Your own funds

EXPENDITURE 'Preferred Supplier':

Cost (excluding VAT):

a) Materials

b) Labour

Cost of volunteer labour

C) Other Costs

Totals (a+b+c)

Total

4. Declaration (please read and sign)

I declare that:

- The information in this application and enclosed documents is to the best of my knowledge true, complete and accurate.
- I/we understand that Staveley Parish Council will check and verify the information provided.
- I/we have read and understood the terms and conditions of the grant.
- I/we understand the project may require planning or building regulations approval before works start and it is the responsibility of the grant applicant to check if permissions are required.
- If this application is accepted and approved I/we agree to provide the monitoring information request for the stated period as specified in the formal Offer of Grant.
- I/we am happy for you to use my before and after photographs to help promote this scheme.

Please sign and date this application:

Signature:

Name (block capitals):

Position in Organisation:

Date:

Checklist - I have enclosed:

Before photographs

Copy of Lease of Tenant

Copies of the relevant permissions, consents or regulations

Proof of Ownership of owner

Landlord's permission

Quotation