

TOWN CENTRE Shopfront Improvement Programme

Application Form



SECTION 1 – PROPERTY FOR WHICH GRANT IS SOUGHT**Name of Business:****Address of Property:****Post Code:****Is this Building Listed?**Yes ☐ No ☐ Don't know ☐ If YES, please state grading: _____**Which project area is the property located in?**Antrim ☐ Ballyclare ☐ Crumlin ☐ Glengormley ☐ Randalstown ☐*Please note that if you are located in Antrim or Randalstown, you **must** consult the Planning department as you will require Conservation Area Consent.***SECTION 2 – APPLICANT DETAILS****Name of Applicant:****Contact Address:****Email:****Telephone:****Which of the following applies to you?**Private Limited Company ☐ Sole Trader ☐ Limited Company ☐Partnership ☐ Other: _____**Are you VAT registered?** YES ☐ NO ☐

If yes, please provide your VAT registration number: _____

What is your interest in the property?Property Owner/Landlord ☐ Tenant ☐ Other: _____**If tenant, how many years' lease remaining?** _____**If you are NOT the property owner, do you have written permission by the property owner to apply for this grant and carry out the proposed works? (If YES, please refer to Section 9 below).**YES ☐ NO ☐

SECTION 3 – PROJECT DETAILS

Please provide an itemised list of the proposed works. Include details such as the proposed colour scheme and types of materials to be used. *(Please see Section 1: What will the Scheme Fund in the Guidance Notes)*

Have you collaborated with neighbouring businesses?

YES ☐ NO ☐

SECTION 4 – PROJECT NEED

Please provide a description of the current condition of the existing shopfront and briefly detail the benefits to be gained from the works. *(Please refer to your submitted photographs to demonstrate the need for works).*

SECTION 5 – PROJECT COSTS SUMMARY		
	Quote 1	Quote 2
Contractor Name		
Net Cost	£	£
Gross Cost	£	£
<p><u>Please note, for works where the estimated total project cost exceeds £10,000, applicants should contact the Regeneration Team to discuss.</u></p> <p><u>Successful applicants will be paid funding on 80% of the procurement submitted, or of the final price of the eligible work(s), whichever is the lowest amount, up to a maximum of £4,999, subject to a minimum applicant contribution of 20%.</u></p> <p>Note: Please ensure you enclose the required number of quotes to support your application. See Guidance Notes (pages 7-8), for Procurement Guidelines.</p> <p>Have you obtained a quote from a family member? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Note: If you have obtained a quote from a family member, please complete the Conflict of Interest Declaration (below).</p>		
SECTION 6 - PERMISSIONS AND CONSENTS		
Will any part of your project require planning permission (incl. Conservation Area consent if applicable)?	YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE <input type="checkbox"/> If yes, have you applied for permission? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Will any part of your project require advertisement consent?	YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE <input type="checkbox"/> If yes, have you applied for permission? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Will any part of your project require approval under Building Regulations?	YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE <input type="checkbox"/> If yes, have you applied? YES <input type="checkbox"/> NO <input type="checkbox"/>	

SECTION 7 – DECLARATION AND SIGNATURE OF APPLICANT

1. I/we confirm that I have read the Town Centre Shopfront Improvement Programme Guidance Notes and declare that the information contained in this application is true and accurate to the best of my knowledge and belief. I understand that Council may ask for additional information at any stage of the application process.
2. I/we understand that it is my responsibility to ensure that all necessary statutory permissions, approvals and consents are in place for the work(s) outlined in this application, prior to the commencement of works.
3. I/we understand that it is my responsibility to check my appointed contractor has the correct level of public and employer liability insurance in place for the associated works prior to the commencement of works. Should an offer of grant aid be awarded, a copy of the contractor's insurance **must** be forwarded to Council along with your signed Letter of Offer.
4. I/we understand that should my application be successful, I will be issued with a formal Letter of Offer, which will act as a legal binding contract for the provision of grant aid, and I shall adhere to the terms and conditions within. Failure to comply may result in the grant being withheld.
5. I/we confirm that I have read and understood the privacy notice within the Shopfront Improvement Programme Guidance Notes, and understand how Antrim and Newtownabbey Borough Council will use and process my personal data.

Disclaimer: Antrim and Newtownabbey Borough Council reserves the right to consult with other organisations regarding your application in the interests of protecting the use of public funds.

Signature of applicant:

Print name:

Position:

Date:

SECTION 8 – DECLARATION AND SIGNATURE OF PROPERTY OWNER (if necessary):

I hereby give consent to the works as proposed.

Signature:

Print name:

Date:

Note: *If you are a tenant, the building owner's approval **must** be sought and the owner must sign the declaration. Failure to obtain approval will invalidate the application.*

SECTION 9 – APPLICANT CHECKLIST	
I have enclosed (please tick all relevant boxes)	✓
Fully completed and signed application form.	<input type="checkbox"/>
Property owner's consent, if applicable.	<input type="checkbox"/>
Copies of any statutory consent notifications (e.g. planning permission, conservation area consent, listed building consent, advertising consent and building regulations).	<input type="checkbox"/>
Copies of recent, comparable and detailed quotations for relevant works.	<input type="checkbox"/>
Conflict of Interest Declaration Form, if applicable.	<input type="checkbox"/>
Photograph(s) of the existing shopfront.	<input type="checkbox"/>
Plans and drawings of proposed works, if available.	<input type="checkbox"/>

Please return the completed application form with the required supporting documentation to

shopfronts@antrimandnewtownabbey.gov.uk

or

Regeneration Team, Mossley Mill, Carnmoney Road North,
Newtownabbey, BT36 5QA

Closing date for applications is 4pm on Friday 15 August, 2025.

PLEASE NOTE, YOUR APPLICATION CANNOT BE PROCESSED UNLESS IT IS FULLY COMPLETED, AND ALL SUPPORTING DOCUMENTATION IS ENCLOSED. THE SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN AWARD OF GRANT AID.

Town Centre Shopfront Improvement Programme

Conflict of Interest Declaration

To Whom It May Concern:

I would like to confirm that I have received the following quotation from a family member:

Company Name:

Quote Ref:

Contact Person:

I can confirm that:

- Competitors quotations will not be shared with the quoting family member;
and,
- I will strictly adhere to the procurement requirements as set out in the applicant procurement guidance:

Signed

Print Name:

Position in Organisation:

Date: