



LIVING OVER THE SHOPS SCHEME



Application Form 1

Before completing this Application Form please read the attached Guidance Notes.

SECTION 1 – PROPERTY OWNER DETAILS

Applicant must be the key contact to discuss all details of this application.

Forename	
Surname	
Business Name (if applicable)	
Address Line 1 (Home address)	
Postcode	
Mobile number	
Email address	
Are you VAT registered?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please provide your VAT registration number below	

SECTION 2 – PROJECT PROPERTY DETAILS

Address Line 1	
Postcode	
Is this a Listed Building?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you own this property?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Note: Proof of ownership must be submitted with this application form e.g. Land Registry Certificate or a copy of the title deeds.	

SECTION 3 – PROJECT DETAILS

Please read the Guidance Notes before answering this section.

This section will be assessed against the Project Criteria and Assessment Criteria set out in the Guidance Notes, so applicants should answer the questions fully and correctly. Failure to provide supporting documentation may result in the failure of your grant application.

- B) The maximum grant rate available will be calculated based on the number of units and the number of bedrooms in each unit, the project will create. You will have to provide detailed drawings and plans for each unit in Application Form 2.

Please outline the number of bedrooms in each unit (apartment) being created in this project. (If you are creating one unit, only complete the first line of the table. If you are creating 6 units, complete 6 lines of the table).

Unit number	No. of bedrooms
1	
2	
3	
4	
5	
6	

C) Please provide an itemised list of the proposed works. *Photos and drawings should be submitted with this application form.*

For example,

- **Window replacement in bedroom and kitchen**
- **Full kitchen installation**
- **Heating system installation**

D) Please provide an indicative project plan detailing key milestones and estimated dates for each task.

SECTION 4 - ASSESSMENT CRITERIA

Each criteria in this section will be scored out of a possible 5. Please see the scoring range in the Guidance Notes (pg. 8). Applicants must score a minimum of 12 out of 20 to pass this assessment. If an applicant scores 1 or 2 in any of the Assessment Criteria, then it shall be deemed to have failed to meet the quality threshold and the application will be unsuccessful.

Assessment Criteria	Maximum Score
<p>The need for this project Please demonstrate a clear project rationale, including how the project will positively contribute to the scheme aims (pg. 2 Guidance Notes).</p>	5
<p>State of readiness Please demonstrate a clear indication of where you are now in the process – e.g. submitted a planning application and awaiting approval, seeking quotations, seeking a project architect.</p> <p><i>(Space continued on the next page)</i></p>	5

<p>Route to occupancy Please set out how the project will provide needed accommodation in the area by demonstrating an understanding of the existing need, and explain how you plan to secure a tenant upon completion.</p>	5
<p>Contribution to streetscape Please demonstrate how the project will complement and enhance the wider streetscape.</p>	5

SECTION 5 – SUPPORTING DOCUMENTATION

Applicants must provide the following supporting documentation with this application. Failure to submit any of these may result in your application being deemed unsuccessful.

- Site location plan with this application.
- Proof of property ownership with this application.
- Interior and exterior photos of the property with this application.
- Existing and proposed floor plans with this application (if available).
- Any other documentation that may support your application (if applicable).

SECTION 6 – APPLICANT DECLARATION

- **The completion of this application does not guarantee an award of grant aid.**
- **Grant aid cannot be awarded for works already carried out.**
- **Any costs that you incur in the completion of the application process will be at your own expense.**
- **All projects must meet the required timescales.**

I confirm that the information contained in this application is true and accurate to the best of my knowledge and belief. I understand that the Council may request additional information at any stage of the application process.

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.

Applicant

Full Name (print): _____

Signature: _____

Date: _____



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

LOTS@antrimandnewtownabbey.gov.uk

Or

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

The closing date for applications is 4:00 pm on 29 August January 2025.

Applications received after the deadline will not be accepted.