

# LEDBURY TOWN COUNCIL

## Shop Front Improvement Grant Scheme

### 1. Background

- 1.1 Ledbury Town Council has set up a scheme to assist shop owners, tenants, and landlords to improve the external appearance of their premises. The modest grants are to be match funded by the applicants themselves either in cash or in kind.
- 1.2 for the appearance of shop fronts and the buildings in which they are part of has a considerable impact and influence on the character of the town. They are an essential element not only of the buildings in which they are set but also of the wider streetscape. A shop front that has been designed to reflect the character of the building and its surrounding area can add charm and vitality, making it attractive to shoppers and visitors alike.
- 1.3 The shop front improvement scheme aims to help local businesses to maintain and improve their shop fronts in the centre of Ledbury to help support the growth of local businesses, improving the local environment and raising the image of the town centre with both locals and visitors.
- 1.4 The scheme will be administered by Ledbury Town Council.
- 1.5 Funding for the scheme is being provided by Ledbury Town Council via the Great Places to Visit fund. A budget of £750 has been allocated to fund a minimum of grants of £29,500. Additional grants may be available if applications of less than £29,500 are received.
- 1.6 These guidance notes have been developed to help you understand the aims of the Shop Front Improvement Grant Scheme and how you can make a grant application.
- 1.7 If you would like to know more about the Shop Front Improvement Grant Scheme in Ledbury or have any queries regarding our application please contact Angela Price, Town Clerk, at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

### 2. Who can apply?

- 2.1 The shop front improvement grant scheme is open to all freehold owners and leaseholders with at least 3 years on their lease and tenants of premises with commercial shop-frontage facing the street within the town of Ledbury. However, tenants must have the building owners' prior approval.
- 2.2 Commercial premises include:
  - Shops – including hairdressers, beauty salons, funeral directors, launderettes, dry

cleaners etc.

- Financial and professional services (e.g. accountants, estate agents, solicitors etc.)
- Restaurants, public houses, cafes and food takeaways.
- Buildings that are being used to provide a community service.

2.3 Application for the first floor improvement grants will be considered from the lease-holders, tenants and freehold owners of offices and residential property located above shops and businesses.

### **3 What does the grant cover?**

3.1 Funding is available up to a maximum of £750.00. Any expenditure above £750.00 will have to be financed from alternative sources.

3.2 The maximum grant will be £750.00 per project in order to assist as many businesses as possible.

3.3 All works must be completed by 30th June 2022.

3.4 Once funding is exhausted no further applications will be considered.

3.5 Claims can only be made against actual physical works necessary to deliver the improvements including labour and materials.

3.6 The following work will be considered eligible for support:

- New shop front;
- Repair and reinstatement of any part of shop front fixture that is visible from the street;
- Re-instatement of original architectural features e.g. ornamental masonry, stucco and other applied finishes or details, historically patterned woodwork, ornamental metalwork or other features of historic significance.
- Repainting of shop front in suitable colours;
- Repair and reinstatement of guttering and downpipes to match historic materials;
- Repainting or re-rendering prominent elevations in suitable heritage colours;
- Repair of external stonework and brickwork and replacement of stonework or brick work;
- Re-pointing using traditional materials;
- Pedestrian access improvements - to comply with the Disability Discrimination Act
- External signage subject to planning approval;
- Lighting subject to planning approval.

3.7. All work is subject to the relevant permissions being secured.

3.8 The scheme does not support

- Works which have already been undertaken or any works which are started prior to a formal offer of grant funding being made;
- Structural repairs including re-roofing;
- Internal repairs and alterations;
- External shutters and other security devices (e.g. CCTV);
- Window display equipment;
- Internal security grilles and or security glazing (e.g. laminated or strengthened glass);
- Rear or side property frontage refurbishment connected to the business premises;
- Recoverable VAT.

- 3.9 The scheme will only provide grants to premises in the eligible area. Please note that grants are discretionary and subject to availability of funds. The inclusion of a building within an eligible area does not give any automatic entitlement to a grant.
- 3.10 Please note that you may require planning permission if you are making major alterations to your shop front and it is recommended that you seek advice from the Herefordshire Planning Department prior to submitting a grant application and commencing works.

# LEDBURY TOWN COUNCIL

## Shop Front Improvement Grant Scheme - Application Form

This project is funded by Ledbury Town Council

|  |  |
|--|--|
| Contact Name                               |  |
| Contact Address                            |  |
| Name of Business                           |  |
| Business address (if different from above) |  |
| Contact Telephone                          |  |
| Contact Email                              |  |
| Website                                    |  |
| Nature of Business                         |  |

Is your business VAT registered? Yes  No

Your interest in the property:

|                        |  |
|------------------------|--|
| Owner                  |  |
| Tenant                 |  |
| Other (please specify) |  |

If you are a tenant please give number of years remaining on your lease:

Have you made any previous applications for grant improvements on the premises?

~~Yes~~  No

If yes please give details below:

|  |
|--|
|  |
|--|

Please describe the work you propose to carry out:

| Description of Work | Estimated costs |
|---------------------|-----------------|
|                     |                 |
|                     |                 |
|                     |                 |
|                     |                 |
|                     |                 |

Are the costs:

|                  |  |
|------------------|--|
| Estimated        |  |
| Based on a quote |  |

Do you require any of the following permissions?

|                           | Yes | No |
|---------------------------|-----|----|
| Planning Permission       |     |    |
| Building control approval |     |    |
| Listed Building consent   |     |    |
| Advertising consent       |     |    |

Declaration:

I/we hereby declare that I/we have read the terms and conditions and declare that the information given within this application form and any supporting material is correct to the best of my/our knowledge.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the Town Clerk, Ledbury Town Council, Church Street, Ledbury, HR8 1DH