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## APPLICATION FORM

## SHOPFRONT GRANT SCHEME 2018

1. Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is the premises an independently-owned ground-floor retail or commercial premises, fronting onto the public road and zoned Town Centre/ Village Centre (in the case of Portlaoise zoned Town Centre Primary)? YES 🞏 NO 🞏
3. Address of Shop/ Commercial Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Current Use of Shop/Commercial Premises: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Is the premises a Protected Structure? YES 🞏 NO 🞏

8. Is the premises located in an Architectural Conservation Area? YES 🞏 NO 🞏

1. State Planning Permission Ref No: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Proposed Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Note:** all works to be completed before 31/10/2018)

1. Description of Proposed Works to the Shopfront: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Note:** Laois County Council may write to you requiring additional information about the proposed works in order to process the grant application. Planning permission may be required to carry out the works; compliance with planning law and other requirements is the responsibility of the developer.

1. Please indicate your legal Interest in the premises (e.g. owner/leaseholder etc). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Where the applicant is not the owner, indicate whether consent was obtained from the owner/or if consent is not required by reason of the leasehold contract, please indicate this. Where you are applying on behalf of the owner, written consent must be included with the application.

1. Please provide details of the grant sought and source of matching funds

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| --- | --- |
| **Grant Sought: €****Note: the grant shall not exceed 50% of the overall cost and is subject to a maximum grant of €750.**  Where the applicant´s own labour or volunteer labour is to be used to carry out the works, grant assistance may be provided for materials only. | **Source of Matching Funds:****For example:** Personal Resources/Business Resources/ Subsidies or Assistance from Statutory Bodies/Sponsorship or Assistance from Non-Statutory Source |

1. Please supply your Tax Reference Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dated:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to be considered for the grant, please include the following documents with this application form:

* A current coloured photograph of the exterior of premises
* A site location map with premises marked in red is also to be included
* A written builder´s/tradesman´s estimate for the works with a breakdown of costs
* Copy of S.57 Declaration, S.5 Declaration, planning permission, fire safety certificate or any other statutory approval already obtained, if applicable
* Where the building is a protected structure - a method statement prepared by a conservation expert or other specialist input may be required

**Notes:**

1. Please return the completed application form and accompanying documentation to Business Support Unit, Laois County Council, Áras an Chontae, James Fintan Lalor Avenue, Portlaoise, Co. Laois or email businesssupport@laoiscoco.ie.
2. No works should be undertaken prior to notification of grant by Laois County Council.