



Seaton Town Council Constitution

Chapter 18 Shop Front Improvement Grants Scheme

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Seaton Town Council Shop Front Improvement Grant

1. The purpose of the grant scheme is to assist businesses in Seaton to improve the look and appearance of their premises post the Covid-19 lockdown. The scheme will prioritise retail and hospitality businesses (Use classes A1-A5)ⁱ, but will consider other applications on merit.

Businesses in the following areas will be prioritised:

- Fore Street
 - Queen Street
 - Beer Road (from Queen St up to junction with Orchard Car Park)
 - Cross Street
 - Marine Place
 - The Square
 - Harbour Road
 - Esplanade
 - Seafront (all kiosks and cafes)
2. Eligible businesses should:
 - be independent, with no more than 2 shops
 - have traded in the parish of Seaton for at least 6 months
 - have a shop premises registered with East Devon District Council for business rates
 - either own the property or have permission from the landlord to carry out improvements
 3. Seaton Town Council will pay a grant of up to 50% of the eligible project cost, to a maximum of £500. Applications cannot be made retrospectively. The type of work that can be funded includes:
 - New shop fronts
 - Repair to any or all of a shop front fixture that is visible from the street and is for commercial use
 - Improving accessibility to premises
 - Repainting of shop fronts
 - Signage
 - External lighting
 - Hanging baskets (or other fixed floral display)

4. The grant can be used to fund materials and labour for works. All relevant planning/advertising consents should be sought by the business, as applicable. Fees or charges incurred for surveys/consultancy/professional advice are not covered by this scheme.
5. The business is required to obtain 3 like-for-like quotes and submit these with the application form and a brief schedule of works.
6. Businesses can only apply once. Approved grants will be paid (to the applicant only) on completion of the works, and production of receipted invoices from approved contractors/suppliers as per the original application. If the business is VAT registered the expenditure and grant will be excluding VAT.
7. Where possible the business should use local suppliers within the East Devon area and must use environmentally safe and sustainable materials.
8. If the business grant is approved works must be completed within 2 months of the date printed on the approval letter.
9. The business agrees to take part in any publicity or media events that the Town Council uses to promote Seaton.

APPLICATION FOR A SHOP FRONT GRANT 2020/21

1. Name of Business	
2. Address of Business	
3. Is the business VAT registered? If so, please provide the VAT No.	
4. Name of business owner	
5. Email address	
6. Contact telephone number	
7. Are the premises owned or leased? Please state which. If leased have you obtained the consent of your landlord?	
8. Please give a description of your project – you should include detail about how it will improve the street scene and what steps you have taken to ensure environmental sustainability. <i>Continue on a separate sheet if necessary.</i>	

9. Total project cost (excluding VAT if registered)	
10. Funding requested from Seaton Town Council (Up to 50% Max £500)	
11. I agree to	
12. Bacs Details <i>This must be the account used for your business.</i>	Sort Code: Account No: Account Name:
<p>DECLARATION</p> <p>I declare I have completed this form accurately and truthfully to the best of my knowledge. I confirm I will check with East Devon District Council Planning Department to ascertain if planning permission is required and obtain this before any works commence, if necessary. I understand that Seaton Town Council will make checks to verify this information and I give consent for my data to be held by Seaton Town Council for the purpose of administrating this grant application.</p> <p>Signed:</p> <p>Print Name:</p> <p>Date:</p>	
<p>Checklist</p> <ul style="list-style-type: none"> ✓ Fully completed application form ✓ Copy of business rates invoice from East Devon District Council <ul style="list-style-type: none"> ✓ 3 like-for-like quotations from local suppliers ✓ Schedule of works document ✓ Photograph(s) of property as it is now 	

Office Checklist:

- ✓ Check VAT no. online
- ✓ Check business rates online/with EDDC
- ✓ Check business had been trading for a minimum of 6 months
- ✓ Check quotes are like-for like

ⁱ Class A1 – Shops & Retail outlets

Class A2 – Professional services

Class A3 – Food & Drink

Class A4- Drinking establishments

Class A5 – Hot food & takeaway