



## **Shop Front Improvement Scheme 2024 Application Form**

**Applicant Name**

**Address of the property which is the subject of the grant application**

**Business Name currently operating from the premises**

**Contact name for this application**

**Contact address if different to business address**

**Contact Email Address**

**Contact Telephone Number:**

**Type of Business:**

**Are You The Owner or Tenant? (Please tick)**

**Owner**

**Tenant**

**Has the owner's permission been sought? (Please tick)**

**Yes**

**No**

**Has planning permission been sought, if necessary? (Please tick)**

**Yes**

**No**

**Estimated cost of works (£):**

**Grant Amount sought (50% of cost, up to maximum grant value of £2000):**

**Detailed description of works to be carried out:**

**Proposed start date of works:**

**Estimation of time needed to complete works:**

**In order to be considered for the grant, you must email the following documents to [manager@newmarketbid.com](mailto:manager@newmarketbid.com). Please tick all enclosed:**

- copy of relevant plans, designs and/or sketches for proposed works**
- colour photographs of premises**
- confirmation from planning department that planning is not required/ planning permission has been granted or a 'Letter of Recommendation' in principal has been granted.**
- proof of business rates payment/ exemption for the current year**
- proof of Love Newmarket BID Levy payment for the current year if applicable**
- if renting, permission from landlord to carry out works**

**DECLARATION || I declare that I have read, fully understand and agree with the terms and conditions of the scheme. I confirm that, where required, I have applied for all relevant consents or permission, statutory or otherwise. I am not in arrears as to any payment of rates or charges to West Suffolk Council or Love Newmarket BID where applicable. Please tick the box to confirm that you have read and are in agreement with the declaration above:**

**Please sign to confirm your agreement**

**Print Name**

**Date**