



**DÚN LAOGHAIRE RATHDOWN COUNTY
COUNCIL**

Shop Front Improvement Scheme

APPLICATION FORM 2016

The Shop Front Improvement Scheme will only be a contribution toward the total cost of the works. Any shortfall between the amount of grant offered, and the works invoiced is to be met by the applicant.

Please read the attached conditions prior to completing this form

All questions must be answered

Please write your answers clearly in block capital letters

Works must not commence prior to receipt by the Local Authority of the grant application and written approval from the Local Authority

Name of Applicant:	
Property Address	
Name of the business currently operating from the premises	
Contact name for this application	
Contact Address	
Contact Telephone No.	
Contact email address	
Business website	
Type of Business	
What is your interest in the property	Owner <input type="checkbox"/> Tenant <input type="checkbox"/>
If you are a tenant please tell us the number of years remaining on lease (Please enclose a copy of the lease agreement)	
If you are a tenant have you secured the owner's permission for this work (Please provide letter of permission)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a single application or part of a cluster* application	Single <input type="checkbox"/> Cluster <input type="checkbox"/>
Have you checked if application of proposed works will require planning permission	Yes <input type="checkbox"/> No <input type="checkbox"/>

*Note: A cluster application is a set of individual applications of business owners whose shops are located in close vicinity to each other.

Please describe the work that you wish to see carried out. Include details of nature of changes to the building façade including details of the features you wish to add or remove. Note: You may also answer these questions via an attached proposal	
1. Your proposals for repairs to the shop front of the property:	
2. Your proposals for reinstatement of any original architectural features on the Shop Front:	
3. Proposals for repairs to the principal elevation above the shop:	
4. Anything else that you may wish us to consider	
Total cost of works? (please provide at least 2 quotations for these works)	
How much grant funding are you seeking? (max = 50% up to €3,000)	
Assuming your application is successful, what is your estimated start date for the work?	
Estimated completion date of works	

Checklist

- copy of relevant plans, designs and specification for proposed works
- colour photographs of premises
- evidence of ownership of unit or lease agreement / owner permission
- Information (correspondence, consents) clarifying the planning status of your proposals
- current tax clearance certificate

Declaration

I have read and fully understand the terms and conditions of the Scheme.

I confirm that, where required, I have applied for all relevant consents or permission, statutory or otherwise (copies attached).

I attach two detailed estimates for the Shopfront Improvement Works, including a full description of the works to be undertaken.

I am not in arrears as to any payments of rates or charges to the Council

Signed:

Date:

Applications should be returned to:-

Raymond Carroll, Local Enterprise Office, Dún Laoghaire Rathdown County

Council: gsweetnam@leo.dlrcoco.ie / 01 2054869

Please complete our Electronic Fund Transfer Form below in order to arrange for payment if application is successful. (**Please note** payment will only be made on signed off completion of work)

