



CARLOW COUNTY COUNCIL

COMHAIRLE CHONTAE CHEATHARLOCHA

Shopfront Improvement Grant Scheme

1. Scope – criteria:

i) New Shopfront:

- Applies to new shopfronts to existing shops & premises.
- Grant assistance is limited to 50% of the shopfront cost with a maximum allowable grant of up to **€1,700 per applicant**.

ii) Exclusions:

- Works above ground floor (street) level.
- Internal works to the shop or premises.
- Repair & alteration works to contemporary existing shopfronts.
- Electrical or Mechanical works.

2. Designated Area:

The 2015 Carlow County Council Shopfront Grant Scheme applies to buildings in key streets in towns/village in County Carlow.

3. Statutory Requirements:

- Planning Permission is required in accordance with the Planning & Development Acts 2000 – 2014 and the Planning & Development Regulations 2001-2013.

4. Eligibility

- Owners
- Proprietors
- Lease holders or tenants(with the written permission of the owner)

of any premises or shop located in the designated area may apply for grant assistance under the Shopfront Grant Scheme.

5. Ensuring quality

The application procedure sets out requirements of the applicant that must be fully addressed. The proposed shopfront should contribute to the appearance of the Streetscape and Built Environment. As a general rule the subtle and simple Schemes that have regard to colours, size, design and lettering work best. Shop fronts should respond in terms of scale and proportions to the host building regardless of style. The removal of existing inappropriate shopfronts, fittings & fixtures on the applicant's premises is encouraged. Guidance on the design and restoration of shopfronts is available from the Planning Department, Carlow County Council.

6. Qualifying Criteria

i) Making an application

- Application forms are available from the offices of Carlow County Council or webpage www.carlow.ie
- The applicant must indicate their legal interest in the property e.g. proprietor, tenant, leaseholder.
- The applicant must provide written permission from shop owner if lessee or tenant
- The completed application form must be signed by the applicant.
- Applications must be lodged with the required Planning Permission or a current Planning Reference Number.

ii) Requirement of New Shopfront applications:

- Completed **shopfront grant application** form
- A set of completed **planning application** drawings compiled in accordance with the Planning & Development Act 2000 to 2013 & Planning & Development Regulations 2001 as amended.

- Samples photographs of shopfronts, consoles, signage, colours, fascia, materials and other details as appropriate to fully describe the design intention.

7. Timescale.

- The closing date for the receipt of application forms is the 8th May, 2015.
- Works cannot commence until the final decision of grant of Planning Permission issues by the Local Authority.
- The works must be completed by the end of 30th November, 2015,
and a Notice of Completion must advised to the Local Authority.
- The Notice of Completion must stipulate the applicants name, the property name, the commencement date and the date of completion. Receipted Invoices must accompany the 'notice of completion'.

Note: It is important that all of the required information is submitted with a Planning Application.

8. Compliance & Drawdown:

Drawdown of grant assistance monies shall only issue provided the applicant is in compliance with the following:

- The award of a shopfront grant is linked to the named applicant and the premises in question. It cannot under any circumstances be reassigned.
- A Notice of Completion is lodged with the County Council on or before the 30th September, 2015.
- Receipted invoices for works pertaining to the shopfront are lodged along with the Notice of Completion.
- The applicants submits a Tax Clearance Certificate for the relevant tax year.

- The Contractor submits a C2 for the relevant tax year.
- The works are substantially in compliance with the approved details – subject to final inspection and verification by the Local Authority.
- Incomplete applications will be deemed **invalid**.
- ***Carlow County Council encourages the use of Irish in shop front signage***

- Application Forms and further particulars may be obtained from Community Section, Carlow County Council, County Buildings, Athy Road, Carlow. Tel 059 9172300 or on www.carlow.ie

- **Phone 059 9136204 / 059 9172484 or 9170300**
- **E Mail: ascully@carlowcoco.ie or mnolan@carlowcoco.ie**

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- The closing date for the receipt of completed applications is **Wednesday, 8th April, 2015.**