



Shopfront Improvement Scheme 2023

Application Form

Name/Owner of Business: _____

Location of Business: _____

Contact Name (Block Capitals): _____

Contact Mobile Number: _____

E-Mail Address: _____

Address for Correspondence: _____

Please detail the nature of the proposed improvements:

Estimated cost of Improvement Works € _____

Project Commencement Date: _____

Project Completion Date: _____

All applications must be accompanied by an official estimate from the proposed Contractor or Tradesman, together with a current photograph of the premises.

Please ensure that the attached Data Protection Consent Form is signed and enclosed with your Application Form.

Please ensure that the attached Bank Details Form is completed, signed and enclosed with your Application Form.

SIGNED: _____

DATE: _____

**Completed Applications should be returned to Wexford Borough District Offices,
61 The Bullring, Wexford Y35 EA00 or by email to wexfordborough@wexfordcoco.ie**

Shopfront Improvement Scheme 2023

Eligibility Criteria

The Scheme is open to non-domestic commercial property located in Wexford Town.

Applicants must obtain approval from Wexford Borough District prior to commencement of work.

Shop Front: Only works to the **exterior** of the premises are eligible for grant aid under the Scheme. Eligible works may include painting and decorating, repair and renewal of fascia, soffit and guttering, repairs and renewal of windows, doors and traditional shop fronts.

Accessibility: Works that support ease of access for all, including older persons and people with disability, will be eligible.

A grant will not be offered retrospectively i.e. Works may not commence in advance of grant approval.

A limited fund is available and the submission of an application does not guarantee that a grant will be allocated.

Wexford Borough District reserves the right to withdraw an Offer of Grant where the original applicant fails to **complete the proposed works within 3 months** following date of provisional grant approval.

The closing date for receipt of completed applications is **Friday, 28th July 2023.**

Note: Applicants are reminded of their obligations under the Planning Acts to acquire any necessary grant of planning permission (if required) prior to commencement of work. If applicable, a Scaffolding Licence or On Road Appliance Licence must also be in place.

Amount of Grant:

Up to 50% of approved costs of a ground floor shop front refurbishment may be paid to a maximum payment of €1000.

Up to 50% of approved costs of works to upper floors above the shopfront may be paid to a maximum of €1500.

Maximum grant payable to an applicant for works that address the entire façade of a building is €2500

Application / Claim Procedure

- a) All applications must include the following items.
- b) Completed Application Form
- c) Official Estimate/Quotation for the proposed works
- d) Current Photograph of Premises

The applicant must submit the following items to secure payment of the provisionally approved grant

- a) Written Notice of Completion of Works
- b) VAT Invoice
- c) Official Receipts as Proof of Payment
- d) Photograph of Premises (Post Works)

Bank Details Form

Business Name: _____

Contact Name: _____

Address: _____

Contact Number _____

Email (for Remittance) _____

Bank Name _____

Bank Address _____

Bank Account Name _____

Account Number _____ Sort Code _____

BIC Number _____

IBAN _____

Signed _____ Date _____

Name _____ Title _____

Consent Form

Data Protection Acts 1988 to 2018 as amended

I, _____ consent to the collection and processing of the data provided by me to Wexford County Council, and to the sharing of this data with any of Wexford County Councils internal departments or one of the other Wexford County Council Municipal Districts, if requested.

Wexford County Council will treat all information and personal data you give us as confidential. We will retain your data for no longer than is necessary for the purpose of processing and duration of the Shopfront Improvement /Street Furniture Grant Scheme Application and in accordance with the Council's Retention Policy.

I consent to my data being processed, shared and stored by Wexford County Council for the purposes outlined above.

Signed: _____ Date: _____

Name: _____
(in Block Capitals)

Please ensure this Consent Form is signed and enclosed with your Grant Application.