

VACANT COMMERCIAL PROPERTY IMPROVEMENT SCHEME

Application Form

We strongly recommend that you read the
'Guidance for Applicants' prior to
completing this application.

Applications to be completed in block
capitals.

Section 1: Contact Details

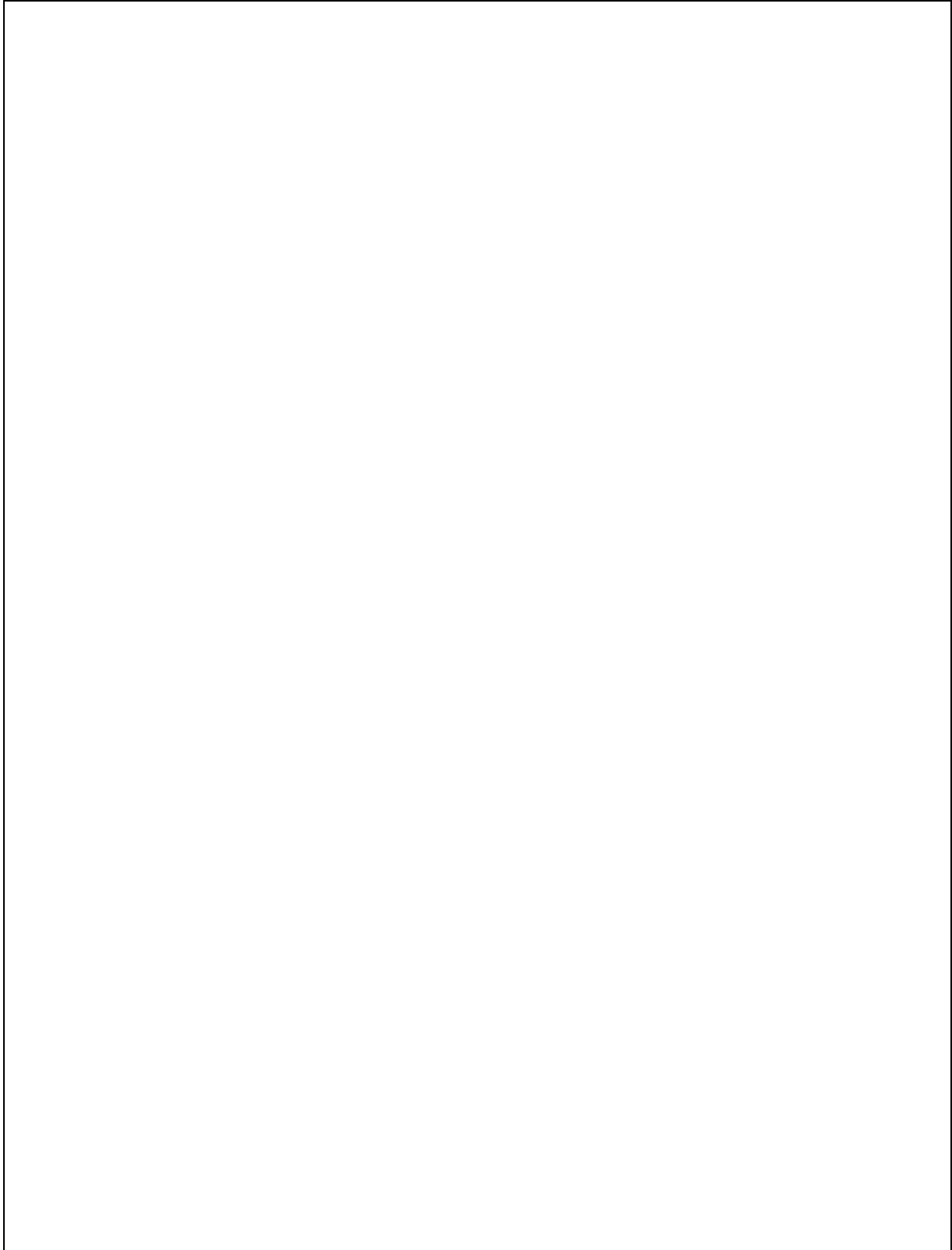
Applicant Details

The applicant must be the property owner and the key contact to discuss all details of this application.

| | |
|--|--|
| Applicant Name | |
| Business Property Name & Address (Inc. postcode) | |
| Address for all correspondence | <input type="checkbox"/> Same as above |
| Telephone | Daytime: Mobile: |
| Email | |

Section 2: Project Details

Please provide details of the project works you propose to deliver. (Please detail as itemised list or schedule, including materials and paint colours)

A large, empty rectangular box with a thin black border, intended for the user to provide details of the project works proposed to deliver. The box is currently blank.

Section 3: Project Costs

| Works Description | Cost as per cheapest quote obtained | Eligibility (Y/N) (Office use only) |
|-------------------------------|-------------------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Cost of works (ex. VAT) | £ | |

Written quotations for all labour and materials must be attached to this application. The quotation must be provided on business letterhead including supplier name and contact details.

Section 4: Project Timescale

| | |
|------------------------------|-------------------|
| Anticipated Project Duration | _____ No of weeks |
|------------------------------|-------------------|

Work should not commence until a 'Letter of Offer' for funding is received and you have signed and returned the 'Form of Acceptance' in compliance with the terms and conditions of this grant.

Section 5: Declaration

Vat Declaration

| | | |
|--|------------------------------|-----------------------------|
| The applicant is VAT registered and can recover VAT on this scheme | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| VAT Number | | |

I/we confirm that the information contained in this application is **true and accurate** to the best of my knowledge and belief. I understand that Council may ask for additional information at any stage of the application process.

I/we confirm that the property applied is vacant at the time of this application and will inform the Council immediately if this status changes.

I/we give permission to Council to give copies of this information to individuals and organisations they consult with when assessing applications, monitoring grants and evaluating funding programmes.

I/we the owner/s of the property named in this application apply for grant funding towards the cost of the works described in Section 2. I hereby agree to comply with the conditions of the Vacant Commercial Property Improvement Scheme as set out in the guidance notes which I have read and understood.

| | |
|-------------|--|
| Full Name/s | |
| Signature | |
| Date | |

Section 6: Checklist

Please ensure all the below information is included within your application;

| | |
|--|--|
| Fully completed application form | |
| Minimum of 2no itemised quotations Each quotation must include: - Copy of contractor's public and employer's liability insurance - Copy of contractor's health & safety documentation | |

We recommend that you make a copy of this application and any supporting documentation for your own records as we do not intend to return any information supplied unless specifically requested.

Incomplete applications will not be assessed.

If you have any queries regarding an application or would like some assistance in ensuring that you can obtain all the information required, please contact:

Carly McMullan, Projects Administrator

Ards and North Down Borough Council

Signal, 2 Innotec Drive, Bangor, BT19 7PD

carly.mcmullan@ardsandnorthdown.gov.uk

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