
SUPPORTING
THRIVING
HIGH STREETS AND
PLACES PROGRAMME

Funded by
Department for
Communities
www.communities-ni.gov.uk

Vacant Premises Internal Fit Out Grant

(for new businesses or expansion)

APPENDIX 2

Applications open Tuesday 10 November 2026 and close Monday 07 December 2026.

APPENDIX 2 – SUPPORTING DOCUMENTATION CHECKLIST

Submit the completed application form and all required application-stage supporting documents as digital copies by the published closing deadline. Missing required application-stage information will make the application incomplete and ineligible. For a proposed lease, submit written confirmation supported by the property owner, proposed terms and available vacancy evidence with the application. Only the signed lease and final vacancy evidence may follow within the pre-offer timeframe in Section 10, and both must be received before a Letter of Offer is issued.

To speed up the application process, please ensure all attached files are Microsoft compatible (not apple/mac format) and that they are named clearly so it is obvious what information they contain.

Supporting documentation includes:

Fully completed application form
Internal before photographs showing the current condition of the vacant property and the need for the proposed fit-out works.
For an existing lease: the signed lease naming the Applicant as tenant and confirming the Lease Commencement Date, expiry date and break clauses. The Lease Commencement Date must be no more than three calendar months before application submission. For a proposed lease: written confirmation from the Applicant, supported by the property owner, that both parties agree to enter into it if provisionally selected for funding, together with terms identifying the premises, tenant, proposed commencement and expiry dates and break clauses. The signed lease must be received before a Letter of Offer is issued; see Section 10.
Existing or proposed lease terms demonstrating that at least 24 months will remain at the date of the Letter of Offer, including details of any break clause or other provision affecting occupation. The signed lease confirming compliance must be received before the Letter of Offer is issued.
Evidence that the property was continuously vacant for at least three consecutive months immediately before the Lease Commencement Date. Evidence may include a rates record, utility information, dated marketing particulars, a property owner or agent declaration, or other independent dated evidence acceptable to the Council. For a proposed lease, provide available vacancy evidence with the application and final evidence covering the full qualifying period before the actual Lease Commencement Date before a Letter of Offer is issued, within the timeframe in Section 10.
Written permission signed by the property owner confirming the property address, the applicant business, the proposed works and the owner's consent for the applicant to submit the application and undertake the works.
A signed declaration confirming that the Applicant is not Actively Trading from the property or specifically identified funded area and will not commence trading there until

<table>
<tr><td>all approved grant-funded works are complete, the Council has been notified and the completion inspection has taken place.</td></tr>
<tr><td>Confirmation that planning consent is not required, or a copy of the necessary consent secured before application submission.</td></tr>
<tr><td>The required number of comparable written quotations for each individual procurement package, identifying its value and specification.

<table><tr><td>Below £5,000</td><td>Seek at least two written comparable quotations</td></tr><tr><td>£5,000 to £30,000</td><td>Seek at least three written comparable quotations</td></tr><tr><td>£30,001 to £50,000</td><td>Seek at least four written comparable quotations</td></tr></table>
Each supplier quoting for an individual procurement package must price the same specification for that package. Identify each package and its value.</td></tr>
<tr><td>Valid insurance certificate(s) for each proposed contractor. Insurance evidence is not required for suppliers providing materials only.</td></tr>
<tr><td>Subsidy Control Declaration</td></tr>
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