

**SHOP FRONT UPGRADE**

**SCHEME 2019**



Closing Date: 31st March 2019

Queries to: Pierce Kavanagh 087 344 9432 [pkavanagh@carlowcoco.ie](mailto:pkavanagh@carlowcoco.ie)

28th Feb 2019

*Please read the Terms and Conditions attached to this scheme prior to completing the application form.*

All questions must be answered

## All answers must be clearly legible

Fully Completed Applications to be received from

1st March 2019 – 31st March 2019

WORKS MUST NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN APPROVAL FROM CARLOW COUNTY COUNCIL

**Purpose**

Carlow County Council has made funding available for business owners in Carlow Town Centre to improve the building facades of their properties. The aim of the scheme is to enhance the streetscape environment of Carlow Town Centre by encouraging and supporting owners of local retail and commercial premises to improve their individual shopfronts. It is intended that the scheme will result in a more attractive environment that residents, visitors, shoppers and businesses can enjoy. It is also envisaged that this scheme will assist in promoting Carlow Town Centre as

attractive places for social and business interaction, thereby increasing the vitality and viability of our Town with positive benefits for all. One application per street will be awarded, based on the streets outlined below.

# Overview

Shopfronts are an integral part of our streetscapes and well-maintained shopfronts of suitable design are essential in providing an attractive and vibrant place in which to do business, work, shop and carry out leisure and entertainment activities.

In recognition and promotion of this, Carlow County Council has developed a Shopfront Upgrade Grant Scheme for 2019 aimed at:

* Supporting the vitality and viability of Carlow Town Centre thereby contributing to a high standard of urban design
* Supporting competitiveness and choice in the retail sector commensurate with promoting the vitality and viability of the Town Centre
* Contributing to the enhancement of the aesthetics and character for the overall betterment of each individual street through a collective and coherent approach
* Encouraging best practice approaches to shopfront maintenance and presentation throughout the Town Centre

This scheme will provide financial supports in 2019 on a competitive basis, subject to the availability of funding and compliance of applications submitted with the Terms and Conditions of the Scheme.

# Qualifying Areas

This scheme is open for applications from all local indigenous businesses/retail premises within Carlow Town Centre, as per below, and 6 applications will be awarded:

### Eligible Streets under this scheme

Tullow Street Upper, Tullow Street Lower/Castle Street, Kennedy Avenue, Dublin Street, Potato Market, and Barrack Street

# Guidance Documents on Policy and Standards

Shopfront Guidance is contained within the Development Management Standards of the Carlow County Development Plan 2015-2021. The plan provides that new shopfront designs are in keeping with the existing character and traditional form of the streetscape. Traditional shopfront designs and nameplates over shop windows are favoured, however contemporary designs where appropriate are also open for consideration.

Additional Guidance is also available by way of the Retail Design Manual - a companion document to the Retail Planning Guidelines for Planning Authorities April 2012, available at: https://[www.](http://www/) housing.gov.ie/sites/default/files/migrated-files/en/Publications/DevelopmentandHousing/Planning/ FileDownLoad%2C30028%2Cen.pdf

# When considering changes to the shopfront please refer to (where appropriate):

* Retail Design Manual associated with Retail Planning Guidelines for Planning Authorities April 2012
* Architectural Heritage Protection - Guidelines for Planning Authorities 2011
* Record of Protected Structures (Carlow County Development Plan)
* Shopfront guidance provided in the Carlow County Development Plan 2015 – 2021
* Carlow Local Area Plan 2016 -2021 (where applicable)
* All of the above documents are available on [www.carlow.ie](http://www.westmeathcoco.ie/)

# Terms & Conditions

* The Maximum Grant permitted is €2,500 or 80% of eligible costs excluding vat
* The Budget for this scheme in 2019 is limited and applications will be assessed on a competitive basis
* Grants will not be offered in respect of works commenced before the grant approval date
* Properties must be commercially rated
* Grants will be made available to 6 premises within the streets named above
* Applications may not be considered where there are local taxes or charges due to the Council. However, consideration will be given in such instance where there is an agreed payment plan in place that is being adhered to
* Grant payment will be subject to the applicant having obtained planning permission if required
* Priority will be given to smaller independent businesses within the town centre
* Applications will be accepted from either the landlord or lessee, whichever is appropriate

# Eligible Works

Eligible works under the scheme include:

1. Repair and reinstatement of all or any part of a shopfront fixture that is visible from the street, including the first and upper floors of premises (subject to the associated ground floor unit being in commercial use)
2. Reinstatement of architectural or historic features that have formed part of the buildings’ design and character but may have been lost or damaged over time
3. Repainting of shopfronts. Colour schemes should co-ordinate with adjoining shopfronts (as per the agreement of the Planning Authority) and upper floors of buildings should be painted to blend in appropriately with the shopfronts
4. Repair and reinstatement of guttering and down-pipes (to match historic materials where appropriate)
5. Repainting and/or re-rendering of prominent elevations
6. Repair of external stonework and brickwork and replacement of stonework or brickwork which forms part of the stall riser of the shopfront
7. Removal of neon signs, banners or other inappropriate signage affixed to front elevations (or side elevations visible from the street) and replacement with signage in line with the Carlow County Development Plan standards
8. Permanent removal of external security shutters and installation of suitable replacements

# Will I require Planning Permission?

* + Where planning consent is not in place and a proposal involves a material alteration to the structure, planning permission will be required at payment stage. The onus is on the applicant to ensure that their project proposal has the necessary planning consents in advance of drawing down grant assistance from this scheme
  + Please note that additional provisions may apply in the case of Protected Structures
  + Applicants are advised to contact Carlow County Council in advance of the making of any application for funding to discuss individual proposals. Guidance will be provided by a Planning Officer in respect of whether the proposed works put forward by prospective applicants for funding require the making of a planning application or whether the works proposed are exempt from planning permission. Contact details are as follows:
    - Local Enterprise Office, Carlow County Council, O’Brien Road, Carlow
    - Phone: 059 9129 786
    - Email: [pkavanagh@carlowcoco.ie](mailto:pkavanagh@carlowcoco.ie)

Timeline

In the event that planning permission is required for the works proposed, please note that this is a separate process to this Grant Application Scheme and the associated timelines in the processing of a planning application apply.

# How to Apply for a Grant

Attached application form must be completed in full and signed and submitted to:

Local Enterprise Office, Carlow County Council, O’Brien Road, Carlow.

Tel: 059 9129 786

Email: [pkavanagh@carlowcoco.ie](mailto:pkavanagh@carlowcoco.ie)

1. Applications may be made by the owner of premises or by the lessee with the owner’s written consent.
2. Applications should clearly identify each element of the works proposed.
3. The completed Application Form must be accompanied by a description of the proposed works to include:
   * Photographs of existing shopfront (prior to work being carried out);
   * Sketch of proposed changes (e.g. Drawings of new Shopfront or new Signage);
   * Indication of material type and colour scheme to be used;
   * Two written quotations for the proposed works from registered builder(s)/contractor(s);

Note:

A site visit may be arranged with the applicant to discuss the application and if necessary facilitate the submission of further information in support of the application.

# Assessment Criteria

The following will be considered in the assessment of applications:

* + The quality of the proposed changes to the shop front / building facade
  + Impact on the immediate area of the street

Applications for funding will be considered by an Adjudication Panel appointed by the Council. The decision to award a grant rests with Carlow County Council, whose decision shall be final.

If you require further information or have any enquiries please contact: Local Enterprise Office, Carlow County Council, Tel: 059 9129 786 or by email [pkavanagh@carlowcoco.ie.](mailto:pkavanagh@carlowcoco.ie.)

The scheme may be the subject to review and amendment at any time by the Council.

The Council reserves the right to publish photographs of improved shop fronts in promotional material associated with the scheme and its purpose.

# Grant Drawdown

1. Payment will only be made following completion of works.
2. Upon completion of works, the applicant must submit evidence of paid contractor invoices, together with photos of the completed shopfront to Carlow County Council.
3. All payments must be made through the applicant’s bank account. Cash payments will not be eligible for grant aid. Bank Statements will be required as evidence of payment.
4. An inspection may be undertaken to ensure compliance with the agreed work schedule.
5. If the inspection/works are satisfactory, Carlow County Council will then pay the applicant.
6. If a grant is not drawn down within a period of 6 months from the date of issue of the Grant Offer letter then funding will be withdrawn, unless a prior agreement has been made.
7. Tax Reference Number & Access Number of the proposed builder/contractor is required.

### Note:

Nothing in the agreement or negotiation of the grant will affect the Council’s decision over planning permission. The Council accepts no responsibility should a business receive a Grant Offer letter or subsequent grant payment, which become subject to Planning Enforcement proceedings relating to improvements for which monies are issued. In such circumstances any offer of funding will be withdrawn, and applicants will be required to reimburse any grant claimed and to comply fully with statutory planning requirements.

Grants are awarded entirely at the discretion of the Council. If the application is successful, Carlow County Council will send a Grant Offer letter, confirming the grant offered in accordance with the guidelines.

Any alterations to design and/or materials must be agreed in advance and recorded on the work schedule.

No grant will be paid to any project where changes are made that have not been agreed with Carlow County Council.

Applicant Name & Contact Details

|  |  |
| --- | --- |
| Applicant Name: |  |
| Applicant Address: |  |
| Property Address: |  |
| Business Name (currently operating from the premises): |  |
| Contact Phone No: |  |
| Contact Email: |  |
| Interest in Property (owner or tenant\*):  *\*Please also include a letter of consent from the owner.* |  |
| If you are a tenant, please state remaining No. of Years on lease: |  |

Details of Works Proposed

Type of Works Proposed (see Note below)

*Note 1:* Please include supplementary information with exact details of works proposed including a copy of relevant plans, designs and specifications for proposed works. Two quotations are required, and all applications must include colour photographs of the existing property.

*Note 2:* Works commenced prior to grant approval will not be funded.

|  |  |
| --- | --- |
| Have the necessary planning consents been obtained, if required | Please Tick |
| Planning Permission *(Please supply planning reference number)* |  |

|  |  |
| --- | --- |
| Costings | Cost of Works |
| Total Cost of Works  *(Please include at least 2 quotations for these works)* | Quotation 1  Quotation 2 |
| How much grant funding are you seeking?  *(Max = 80% up to a max of €2,500)* |  |

Details of Works Proposed *continued*

|  |  |
| --- | --- |
| Other | |
| Is this a single application or part of a cluster application?  *(A cluster application is a set of individual applications of business owners whose shops are located in close proximity to each other)* | Single:  Cluster: |
| Customer Rate No:  Rates to be paid in full or a rates payment plan to be agreed. | Rates Customer Account Number: |

|  |  |
| --- | --- |
| Timelines for the undertaking and completion of Works | |
| Estimated Start Date: |  |
| Estimated Completion Date: |  |

DECLARATION

|  |  |
| --- | --- |
| I declare that I have read, fully understand and agree with the terms and conditions, assessment criteria and payment terms of the scheme and I confirm that, where required, I have applied for any necessary consents or permissions, statutory or otherwise. | |
| SIGNED: |  |
| DATE: |  |

COMPLETED FORMS, TOGETHER WITH SUPPORTING DOCUMENTATION SHOULD BE RETURNED TO:

Local Enterprise Office, Carlow County Council, O’Brien Road, Carlow

Tel: 059 9129 786; Email: [pkavanagh@carlowcoco.ie](mailto:pkavanagh@carlowcoco.ie)

* CHECKLIST

Fully completed application form (all answers filled in)

Letter of Consent from Property Owner (if property is rented)

Copy of relevant plans, designs and specifications for proposed works.

ADVISORY NOTE: Planning permission may be required for some works and it is the applicant’s responsibility to ensure the requirements for planning permission have been met. Such requirements will not be dealt with through the application process for this scheme.

Colour photographs of the existing unit.

2 quotations required for the works proposed. Copy of current tax clearance cert.

Rates Customer Account Number

Carlow County Council is committed to protecting your personal data.

The privacy notice for Carlow County Council can be found at

www.carlow.ie