



HM Government



CHESTERFIELD  
BOROUGH COUNCIL



A place to start,  
to stay, to grow!

## Staveley 21 – Shop Front Improvement Grant Scheme Application Form

### Section 1 – Applicant Contact Details

Question	Answer
Applicant name:	
Business name & address of property:	
Address for <u>ALL</u> correspondence:	
Telephone:	
Email:	

Relationship to property:	Answer 'Yes' where relevant
Owner	
Tenant	
Other (state below):	

Question	Answer
Nature & term of lease (if applicable):	
Floorspace (square metres)	



<b>Do you need landlord consent to undertake the work?</b>	<b>Answer 'Yes' where relevant</b>
Yes (please provide evidence to confirm)	
No	
<b>Do you have this consent?</b>	<b>Answer 'Yes' where relevant</b>
Yes (please provide confirmation)	
No	
<b>If NO, please confirm when this will be in place</b> <i>(this is required to be in place and a copy shared with the council before any grant offer is made):</i>	

**Section 2 – Property Owner Details**

<b>Property Owner Details (if applicable):</b>	<b>Answer</b>
<b>Name:</b>	
<b>Address:</b>	

**Section 3 – Applicant Business Details**

<b>Company Status:</b>	<b>Answer 'Yes' where relevant</b>
Sole Proprietor	
Partnership	
Small or Medium Enterprise <i>(Further info on this can be found in the guidance)</i>	
Charity	
Limited Company	
Other (please specify)	



Question	Answer
<b>Business Start Date:</b>	
<b>Are you VAT Registered?</b> <i>(If yes, please provide VAT registration number)</i>	
<b>Total number of Employees:</b>	
Full Time:	
Part Time:	
<b>Annual turnover</b>	
<b>Eligible for 80% or 60% intervention</b> <i>(Further info on this can be found in the guidance)</i>	

**Section 4 – Your Works**

Question	Answer
<b>Describe the works which you are going to undertake and how developed they are: e.g. any plans, drawings, permissions etc.</b>  <i>(Please include any plans, drawings, permissions)</i>	
<b>Describe how the works which you are going to undertake are in line with the Staveley 21 Shop Front Improvement Grant Guidance:</b>	
<b>Planned Start Date:</b>	
<b>Estimated Completion Date</b> <i>(any monies offered need to be spent within 6 months of any offer letter date)</i>	





**Section 5 – Statutory Consents**

Please provide details of any planning or statutory consents required/applied for:

Types of planning/statutory consent	Date Applied For	Total Cost (ex. VAT).

**Section 6 - Business Support**

Question	Answer 'Yes' or 'No'
Have you been in contact with any business support organisations to develop your proposals?	
If 'Yes' please provide further information:	

Question	Answer 'Yes' or 'No'
Within the last 3 years, have you received, or are in the process of applying for, any other grant from any public organisations?	
If 'Yes' please provide further information (including amount of grant funding)	



**Section 7 – Declaration by Applicant**

I declare that to the best of my knowledge the information given on this application form and any supporting material is correct.

I understand that the acceptance of this application by Chesterfield Borough Council does not in any way signify that the grant awarding panel have agreed the project is either eligible or will receive grant aid.

I declare and confirm that I am entitled to the aforementioned grant money as per the Minimal Financial Assistance exemption as set out in the Subsidy Control Act 2022 and that I will comply and continue to comply with all subsidy control legislation.

Question	Answer
I am applying for a grant of £.....  (Let us know the amount of grant you are applying for)	

<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**Submission Check List**

Please submit alongside your application form copies of the following (where applicable):

- Copy of landlord consent to undertake the works (if required)
- Quotations received for the works
- Copies of statutory consents (if required)
- Copies of designs/drawing for works (if required)