

Retail Improvement Scheme 2018–19

Introduction

Renfrewshire Council recognises the importance of the area's town centres and shopping streets to the local economy. Accordingly (under the Invest in Renfrewshire initiative) we are making grants available to assist with improving and repairing small business premises in main retail areas, subject to the appropriate statutory consents.

Grants are available for commercial premises in established retail areas throughout Renfrewshire.

Applicants are invited to apply for grant assistance using the form at the rear of the guidelines. Applications that comply with the guidelines will be considered in September 2018. All eligible applications will be considered at this time, and a decision made based on the scoring matrix. Applications **must** be submitted before the end of August 2018.

Applications that are received after August 2018 or are incomplete will not be considered. Applications received before August will be retained for consideration in September.

All projects must be completed in accordance with the approved grant scheme and relevant statutory consent(s), and evidence that they have been invoiced, paid and receipted must be provided, prior to 31 March 2019.

Purpose

The Retail Improvement Scheme aims to encourage a high standard of physical improvements to the fronts of properties in retail areas in Renfrewshire.

Grant funding is available to assist qualifying occupiers to carry out a range of improvements.

Eligible investment projects include: Repainting; new fascia (not signage or lighting); repair of damaged areas; refurbishment / replacement of complete frontage including repair of gutters and downpipes; improvements to exterior frontage of upper floors.

Security grilles and shutters may be eligible for grant assistance but their inclusion and design will be subject to scoring. Solid roller shutters or those with external mechanisms will not be supported under this grant scheme.

It is expected that these improvements will assist in increasing the profile of occupiers and create new business opportunities.

Level of grant

The grant is calculated at the sole discretion of Renfrewshire Council but can be up to 70% of eligible costs, with a minimum grant of £1,000 and a maximum of £8,000.

Guidance for applicants

Applications are welcomed from owners and leaseholders of commercial premises in retail areas throughout Renfrewshire.

Grants will be available for works to repair, improve, upgrade, or restore the external fabric and front of sales areas of appropriate commercial properties accessed directly from public highways and thoroughfares. Qualifying properties include retail outlets; hairdressing and beauty salons; cafes, restaurants and public houses; financial and professional services; and tourism and leisure facilities.

A scoring system will be applied when considering applications. This is designed to favour applications that relate to vacant, historic or prominent buildings and those that, through high quality design, will have the greatest positive impact on the streetscape.

To assist applicants in preparing their proposals, examples of well-designed shopfronts in Renfrewshire, some of which have been funded by previous Retail Improvement Schemes, are shown in Further Information.

The availability of grant assistance for commercial properties is one of several initiatives which form part of Renfrewshire Council's Invest in Renfrewshire programme, designed to support the local economy. Applicants seeking support in connection with this, or any other Invest in Renfrewshire initiative, will be expected to sign up to the programme and become involved in promoting it, for example through involvement in publicity and press releases; the provision of appropriate employment opportunities; displaying publicity materials; and public acknowledgement of the support that has been provided by Renfrewshire Council.

Exclusions

Grant assistance is normally only available to businesses with a turnover that did not exceed £1m in the last year for which audited / director certified accounts are available. In addition, businesses forming part of a chain (i.e. with more than three outlets), are not usually eligible for support.

Applicants or their companies must not be indebted to the council in any way.

Grants will **not** be available for any work which has commenced prior to any award being made, nor are they to be used in connection with work which is required following enforcement action.

In most circumstances, planning consent and a building warrant will be required for shopfront works. Listed Building consent may also be required. While consents do not need to be in place at the time of submitting a grant application, grant payments will not be made unless evidence of the required consents are provided prior to works commencing. Alternatively, a successful grant applicant will be required to provide written confirmation from Development Management and / or Building Standards that their scheme does not require planning or listed building consent or a building warrant prior to works starting.

Applicants are invited to contact both the council's Development Management team at dc@renfrewshire.gov.uk and the Building Standards team at bc@renfrewshire.gov.uk at the earliest possible opportunity for initial advice on their proposals.

In each case, the scheme which is considered for statutory consent must be the same scheme as considered for RIS grant.

The cost of receiving any such consent or confirmation that no statutory consent is required will not be covered by the grant award.

Applicants can incur professional fees, at their own risk, solely in relation to the project. If an application is not successful, for any reason whatsoever, the council will not be liable for the reimbursement of any fees or related expenditure.

Only expenditure relating to fabric, fixtures and fittings, and professional fees is eligible. Moveable items, such as stock, motor vehicles, furniture and trade fittings are excluded.

Applicants who have received financial support over the previous three years, from Renfrewshire Council, for the property in question, for similar works, will not likely be considered for further grant assistance.

The VAT element of any project is **NOT** eligible for grant subsidy.

How to apply

Potential applicants should make contact with us at an early stage to discuss their ideas for the property. At this stage guidance on eligibility, required supporting information and the timing of the application will be given.

Applicants should be aware that even at an early stage in the process they should have a clear idea of the extent of works to be undertaken, their likely cost (either from estimates or professional advice), and the potential benefit to the business.

An officer from Renfrewshire Council will, upon request, visit the subject premises to discuss the proposed project with the applicant.

Applications must be accompanied by at least three relevant comparable, itemised, competitive quotations from bona fide contractors / suppliers. Quotations provided must be based on the same specification, and all works proposed, whether or not considered eligible for funding, must be identified in these quotations.

Scaled drawings showing the frontage and cross-section of the property, before and after the proposed works take place, must be supplied with the application. These drawings must be sufficiently detailed to allow them to be linked to the specification of works and quotations submitted.

Title showing ownership or a formal lease must be submitted with the application. For applicants who lease the property in question, applications must also be accompanied by written confirmation that the owner consents to the proposed works.

Applications that do not include all the relevant information required will be returned without consideration.

Once an application has been submitted and accepted for consideration, it will be considered along with any other applications to hand in early September 2018. A decision will be made and communicated around mid-September. If the application for funding is accepted, in principle, a provisional offer setting out the conditions of any award will be issued.

If the council is not in a position to provide support, for whatever reason, we will look to find ways in which a further application may be considered, at a later date, funding permitting.

No payment of grant will be finalised until all conditions of any offer have been met by the applicant.

Payment of grant

Payment will only be made on the satisfactory completion of works, inspection by the council and the submission, by the applicant, of proof of payment to the contractor via BACS or its equivalent and a relevant receipted invoice from the contractor(s) involved with the project.

Original receipts / statements or certified as true copies are acceptable. Applicants should note that we may require sight of an original bank statement, not printed from the internet, for verification purposes.

Interim payments (no more than three) of grant may be made. Where applicants are asked by contractors to make an interim payment towards the cost of materials for eligible works, it may be possible for an appropriate sum to be paid. Thereafter, interim payments will only be paid as eligible work progresses on site. Grant associated with materials will not exceed 25% while grant associated with progress on site will be paid pro rata and will not exceed 90% of the grant awarded. The final 10% of grant will not be released until evidence of acceptance of completion certificate, where relevant, is provided. Each request for grant payment will be subject to the same checks as above.

When making a claim for payment of any award, applicants should be aware that requests based on payments of cash to suppliers or contractors will be refused.

Payment will be made by BACS transfer to the applicant's nominated bank account. If all relevant information is correctly submitted with the application for payment, appropriate funds will normally be transferred within 28 days of receipt of said application for payment.

Applicants must ensure that they have obtained all relevant consents (in line with the grant approved scheme), fulfilled all conditions of any award, and have sufficient funding to hand to make full payment to contractors before instructing the start of any works.

Further Information

Examples of well-designed shopfronts.



Due to limited funds and anticipated high demand, all applications will be prioritised and assessed according to the following criteria:

Criteria	Example	Score
Impact	<p>Will it have a positive impact on the surrounding street pattern and properties?</p> <p>Status of property e.g. Is it vacant or occupied? If vacant, for how long?</p> <p>Location of property e.g. Is it an established retail area? Is it in a village or town centre?</p> <p>Prominence of property e.g. Is it visible from a civic space? Is it a corner unit? Is it of historical importance?</p> <p>Have local contractors been asked to quote?</p>	50%
Quality	<p>Is the proposed design of sufficiently high quality?</p> <p>Are the proposed proportions in keeping with the building and surrounding street pattern?</p> <p>Are features of interest or character retained, restored or included?</p> <p>Are the choice of materials and colours appropriate to the building and surrounding street pattern?</p> <p>How has the issue of security been addressed?</p> <p><i>(please note that there will be a sliding scale of scores with preference being given to toughened security glazing; followed by feature gates and grilles; internal lattice, trellis or brickbond shutters located behind the glass; brickbond roller shutters located in front of the glass with internally recessed mechanism; to punched then perforated roller shutters located in front of the glass with an internally recessed mechanism).</i></p>	50%

Contact details:

Email: invest@renfrewshire.gov.uk

Web: www.investinrenfrewshire.com Phone: 0300 300 1180

Development and Housing Services
Renfrewshire House
Cotton Street
Paisley PA1 1LL

Invest in Renfrewshire

Retail Improvement Scheme 2018–2019

Application form

1. Address of property to be repaired

Business Name			
Address			
		Postcode	
Telephone			

2. Name and address of applicant (home or registered company address)

Business Name			
Address			
		Postcode	
Telephone		Mobile	
Email			

3. Name and address of owner of property

Business Name			
Address			
		Postcode	
Telephone		Mobile	
Email			

4. Applicant's interest in property

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Prospective Owner	<input type="checkbox"/>	Lessee with full repair release	<input type="checkbox"/>
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5. Present use of property—give details of all floors

6. Proposed works

For major works, plans showing the building 'before' and 'after' must be submitted.

7. Estimated costs

All applications must be accompanied by three itemised competitive tenders.

Quote 1:

Quote 2:

Quote 3:

8. Are you registered for V.A.T.?

Yes V.A.T.reg.no.

No

9. Have you already obtained any necessary consents?

Yes No. If Yes, please complete the boxes below

Planning permission

ref. no.

Listed building consent

ref. no.

Building warrant

ref. no.

10. Have you applied for or obtained grants from any other source within the last five years?

Yes

No

Give details:

11. Give details of any major repairs to the property in the last five years

12. I have read, understand and agree to, the scheme's guidance for applicants

Yes

No

13. Signature

Name

Signature

Position

Date

Development and Housing Services,
Renfrewshire House, Cotton Street,
Paisley PA1 1LL

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