

Dear Traders,

ARMADALE TOWN CENTRE SHOPFRONT IMPROVEMENT SCHEME

West Lothian Council in partnership with Armadale Traders is delighted to announce the continuation of the shop front improvement scheme for Armadale town centre.

The scheme has been designed to help town centre retailers and businesses update and enhance the exterior of their premises. It is hoped that if enough businesses take part, there will be a positive visual impact on the town centre. This is a grant-based scheme with individual grants of up to £750 available. Funding will be allocated on a first come first served basis subject to individual applications meeting the guidelines below, which apply to this award of grant: -

1. One application per rateable property is permitted;
2. A grant of 75% of expenditure incurred will be available – up to a maximum of £750 (maximum qualifying expenditure is therefore £1,000).
3. Applicants should check with West Lothian Council Planning Services as early as possible, as to whether a planning application and/or building warrant are required. If applications are required these will be prioritised; and the 75% maximum grant will be increased by £202 (or relevant fee) as a contribution to these costs.
4. Applications must apply to works undertaken after the date of this letter.
5. Grants must be claimed in the first instance by no later than 28th February 2018.
6. An award of grant does not imply consent/permission to carry out all the works. All necessary consents or permission, statutory or otherwise, should be applied for and obtained before commencement of the works.

If you wish to take part, please complete the enclosed application form and return to the address noted, together with 2 estimates for the proposed works. Following receipt of this information you will receive confirmation of whether your application has been successful. The grant will be paid out upon submission of documentation indicating the actual expenditure incurred.

Armadale premises improvement design guidelines have been prepared by West Lothian Council's Planning Services, and whilst not obligatory, we would ask you to consider the suggestions made and comply with these where possible in order to ensure consistency and quality. If you have any queries relating to the requirement for planning consent do not hesitate to contact Development Management, on 01506 280000 or email planning@westlothian.gov.uk.

We look forward to receiving your application.

Yours sincerely,

Nairn Pearson

Nairn Pearson
BID & Town Centre Manager