



Laois County Council

Áras an Chontae, Portlaoise, Co Laois

Laois County Council

SHOPFRONT IMPROVEMENT &

ACCESSIBILITY GRANT SCHEME

Application Form

Laois County Council
**SHOPFRONT IMPROVEMENT &
ACCESSIBILITY GRANT SCHEME**
Application Form



Laois County Council

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Please review our Terms & Conditions and Privacy Statement before completing your application

APPLICANT DETAILS

Applicant Name

Business Name

Business Address
(Where works are
proposed)

Eircode
(Business Address)

Phone

Email

Estimated Start Date

Estimated Completion Date

Privacy Statement: <https://laois.ie/privacy-statement/>

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APPLICANT DETAILS CONTINUED

What is your interest in the property

Owner

Tenant

If Tenant, please confirm you have received the owners permission to carry out the works

Yes

No

Have you checked if the proposed works will require planning permission ?

Yes

No

Commercial Rates Customer Account No:

To apply, your rates must be either:

- Paid up to date
- Or subscribed to a payment plan*
- Or if you are a new customer enter 'NA'

Is the property registered on the Record of Protected Structures (RPS)?

Yes

No

*Contact rates@laoiscoco.ie to set up a payment plan if you are in arrears.

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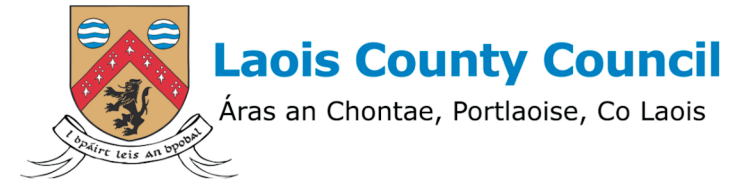
GRANT CATEGORIES

Please select the option(s) for works intended and provide detailed descriptions of the proposed works

Code	Select Description	Detailed Description of works to be carried out
A1	Paint shopfront in carefully selected colours which will complement the host building and streetscape. <input type="checkbox"/>	
A2	Replace existing shopfront with traditional painted wooden shopfront OR contemporary design using a range of approved materials. <input type="checkbox"/>	

Please Note: A recent photo of your shopfront must be submitted with your application and the detailed description box(es) must be completed as per the works being carried out.

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GRANT CATEGORIES (CONTINUED)

Please select the option(s) for works intended and provide detailed descriptions of the proposed works

Code	Select Description	Detailed Description of works to be carried out
A3	Replace signage with traditional wooden fascia using wooden/hand painted lettering OR contemporary design using a range of approved materials. <input type="checkbox"/>	
A4	Careful illumination of worthwhile architectural features of significant buildings. <input type="checkbox"/>	

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GRANT CATEGORIES (CONTINUED)

Please select the option(s) for works intended and provide detailed descriptions of the proposed works

Code	Select Description	Detailed Description of works to be carried out
A5	Canopies/Awnings complementary to the materials of the shopfront and building. <input type="checkbox"/>	
A6	Green enhancement of entrances / terraces with planting. <input type="checkbox"/>	
A7	Accessibility to shop eg: ramp, automated door. <input type="checkbox"/>	
A8	Other works <input type="checkbox"/>	

Please Note: A recent photo of your shopfront must be submitted with your application and the detailed description box(es) must be completed as per the works being carried out.

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ADDITIONAL INFORMATION

In order to be considered for the grant, you must include the following documents with this application form.

Please tick the box(es) below to confirm you have attached all necessary information:

- Recent coloured photographs of the property
- If Tenant, a letter of consent to carry out the works from the Landlord
- Contractors quotations (Written on headed paper) - detailing each category cost and total cost

Where did you hear about the Shopfront Improvement & Accessibility Grant Scheme? (Tick Box)

Flyer Laois.ie Social Media Newspaper Word of Mouth Other

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DECLARATION

I/We declare that the information provided is true and correct.

I/We note that the Council reserves the right to publish photographs of improved shopfronts in promotional material.

I/We note the Freedom of Information Act applies to all records held by Laois County Council.

I/We declare that I/We have read, & fully understand and agree with the Terms & Conditions of the scheme.

By signing this document you are providing consent to the BSU to confirm your information with LCC Finance Department.

Signed

Date

Any queries in relation to the scheme should be directed to the Business Support Unit. Email: businesssupport@laoiscoco.ie Tel: (057) 8664000

Laois County Council
SHOPFRONT GRANT SCHEME
Terms and Conditions

Please read this guide before completing the grant application form

1. Who/What Types of buildings are eligible for these grants?

Owners or Leaseholders of independently owned Retail or Commercial Premises are eligible for this scheme. Please note Chain store exemptions may apply. Ground floor premises fronting onto a public road and premises zoned Town/Village Centre (in the case of Portlaoise premises zoned Town Centre Primary) are also eligible.

2. Do I need to ask the owner if I don't own the property?

Leaseholders must submit the owner's written consent with the application (any community groups operating with the written consent of the owner may also be considered).

3. What costs will the grant cover?

The grant will only be paid for works outlined in the "Letter of Approval" issued by the Local Authority. Any works undertaken **prior** to the "Letter of Approval" being issued **will not** be funded by the Local Authority. The grant in any case shall not exceed 50% of the overall approved cost and is subject to a maximum grant of €750 per unit. The grant may be increased to a maximum of €1,000 where applications include accessibility works (e.g. accessibility ramps and railings).

4. Assessment

Applications will be assessed by the Business Support Unit with premises also being inspected by an official from the Planning Department. Once conducted, considerations will have been given towards the proposed design, materials used, and overall impact in line with the schemes eligibility criteria. The applicant should refer to the Laois County Development Plan to ensure that the works they are undertaking are in adherence with the policies contained therein.

5. What if you owe monies to Laois County Council?

The scheme shall not apply to any business or person who owes money for rates, contributions, or charges to Laois County Council. Contact rates@laoiscoco.ie to set up a payment plan if you are in arrears.

6. Do I need planning permission?

The majority of the works allowed under the scheme may not need planning permission however you should consult the Council's Planning Department to clarify - planning@laoiscoco.ie. Applicants may make an application for the grant in advance of obtaining planning permission (if required) and where successful will receive an offer of funding in principle. However, where permission is required, approved works cannot start until a final grant of planning permission is received. For more information on making a planning application visit <https://laois.ie/departments/planning/applying-for-planning-permission/>

7. When will I receive the grant?

Following completion of the works, submission of the following documentation must be made: Supplier Setup Form, Photographs of completed works, Copy of paid invoice(s), & Evidence of payment i.e. bank statement showing transaction(s) above. A final inspection will then be carried out by a Council Official before the grant payment is made.

8. Are there other financial terms to comply with before I get paid?

Costs must be verified by the submission of invoices and bank statements prior to the payment of the grant. The applicant must either have paid rates in full or be in compliance with a payment plan / agreement regarding rates.

9. Can I reapply if I have previously been approved for funding?

Businesses who have been approved for the scheme in the previous 3 year period cannot reapply.

10. What happens if the fund is oversubscribed?

If the fund is oversubscribed, preference will be given to proposals that have the most potential to improve the appearance or the vitality and vibrancy of Laois Towns and Villages.

11. Freedom of Information Act & GDPR

Information on the Freedom of Information Act & General Data Protection Regulations can be accessed here: <https://laois.ie/departments/business-and-economic-development/freedom-of-information-act-gdpr/>



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Please return completed applications to:

LAOIS COUNTY COUNCIL
BUSINESS SUPPORT UNIT
James Fintan Lalor Ave,
Kylekiproe,
Portlaoise,
Co. Laois,
R32 EHP9

Or via email to:

businesssupport@laoiscoco.ie