



1st April 2018

Dear Retailer

Solid Metal Roller Shutter Replacement Scheme

Broxburn & Uphall Traders' Association is pleased to announce continuation of a shop front solid metal roller shutter replacement scheme for Broxburn and Uphall for the period 1st April 2018 to 31st March 2021. Further details explaining the options available under this grant are covered in the accompanying letter

Security shutter technology has changed dramatically over the years; the emphasis now is to provide a better visual appearance and also provide sight into an empty building by increasing visibility. The main aim of this scheme is to project an aesthetically pleasing image on the high street whilst retaining a good level of security. This is a grant-based scheme with individual grants of up to £1,300 available. Funds will be allocated on a first come first served basis and subject to applications meeting the guidelines below.

The following guidelines apply to this award of grant: -

1. One application per rateable property is permitted per three year period and must be in the grant assisted area of East Main Street, Goschen Place, Greendykes Road, Station Road and West Main Street, Broxburn and East and West Main Street, Uphall.
2. A grant of either 60% or 70% (type dependant) of expenditure incurred will be available – up to a maximum of £1,300.
3. Applicants should check with Planning Services as early as possible whether a building warrant is required. Please note that a planning application **will** be required. Applications will be prioritised; and the grant will be increased by £100 as a contribution to these costs.
4. Applications cannot be accepted for any works carried out prior to grant approval.
5. Grants must be claimed by 31st March 2021.
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 on the form, together with 2 detailed estimates for the proposed works (these must include details of the type, material and finish of the chosen solution). 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 detailed documentation indicating the actual expenditure incurred.

If you have any queries regarding the scheme, please do not hesitate to contact the undersigned.

We look forward to receiving your application.

Yours sincerely
Gordon Allan

Gordon Allan, Chairperson, Broxburn & Uphall Traders' Association
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East Mains Industrial Estate, BROXBURN, West Lothian, EH52 5LY